

# Independent School District 511

Adrian, Minnesota

## Activities Handbook Middle School/High School

2009 - 2010



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# **Adrian High School Activities**

## **Mission Statement**

Adrian activities exist as a vehicle in which we work to build better citizens by providing a positive experience for all students with a developmentally appropriate balance of competition and growth.

## **Activities Offered**

***Boys Athletics:*** Football, Cross Country, Wrestling, Basketball, Track, Baseball, Boys Golf and Hockey (with Luverne)

***Girls Athletics:*** Volleyball, Cross Country, Basketball, Track, Softball, Golf, and Hockey (with Luverne)

***Activities:*** Cheerleading, One Act, Fall Play, Band, Marching Band, Choir, Show Choir, Student Council, Speech, Math League, Knowledge Bowl, National Honor Society

# Student Participation

## *General Beliefs*

1. We believe all students may try out for all appropriate high school activities.
2. We believe that it is a privilege to participate in an activity. The privilege to participate shall be determined by the coach/advisor of each individual activity. The decision should be based on the coach/advisor evaluation system established for that particular activity.
3. We believe that participation in an activity may be limited because of a shortage of space, unmanageable numbers, budget limitations, and state mandates.
4. We believe that the coach/advisor shall determine the time necessary for a student to display his or her ability in an activity.

## **High School Athletic Participation Philosophy**

1. We believe the varsity team is for those students who best represent Adrian High School in that sport. The B-team will be for those players who, in the opinion of the coaches, can develop into varsity level players.
2. We believe that 9<sup>th</sup> grade is a developmental level. 9<sup>th</sup> grade playing time will be distributed based on coach's evaluation of the ability, attitude, and practice of each player.

## **High School Activities Participation Philosophy**

1. We believe that participation in the competitive events are for those who best represent Adrian High School in that activity.
2. We believe participation may be limited to those who meet the required expectations of each activity.
3. We believe the number of participants may be limited due to school district, or state guidelines.

## **Middle School Athletic Participation Philosophy**

1. Every effort will be made to provide middle school students with a positive experience through their participation in athletics at Adrian. In an effort to facilitate this experience, coaches will strive to provide students with a fair distribution of practice time, and playing time.
2. Practice Time: The goal of middle school practices is primary skill development, improving team execution and to foster an enjoyment of the sport. Practices should not be distinguished between certain levels of ability, but rather to develop every individual's skills to whatever extent is possible.

3. **Playing Time:** A fair amount of playing time will be distributed to student athletes based on the coach's evaluation of performance in terms of hard work and positive attitude.

Sixth grade participation will be based on the following criteria:

- It is a privilege not a right for sixth graders that participate in middle school athletics.
- Sixth graders will be allowed to practice with the seventh and eighth grade teams.
- Sixth graders will only play when the number of seventh and eighth graders are such that sixth grade participation allows the team schedule to be maintained
- If injuries create a shortage of players sixth graders may be needed to participate to allow the schedule to be maintained.
- The level of competition may allow an opportunity for sixth graders to receive playing time. This shall be determined by the coach

**Under normal circumstance no sixth graders should be played ahead of seventh or eighth graders.**

### **Middle School Activities Philosophy**

1. We believe that student involvement in activities helps the student to perform better academically, reduces absenteeism, and decreases student discipline problems.
2. We believe that the emphasis of the middle school activities program should be on participation and the development of the fundamental skills for a particular activity.
3. We believe that the student involved in middle school activities is expected to work hard and exhibit a positive attitude.
4. We believe that it is the position of the coach/advisor to evaluate the student's performance in terms of hard work and positive attitude and determine participation accordingly.

### **Advancement of Middle School Athletes**

If a varsity coach believes that a middle school athlete may have the ability to compete at the high school level, the following procedure must be followed before the advancement would be approved: (this policy does not apply to teams that qualify individuals to the state tournament).

Step 1: The coach will confer with the athletic director, and discuss all the issues related to the student's possible advancement.

Step 2: If the advancement is permitted the parents and the student involved would then be contacted to discuss the athlete's possible advancement to higher level team (9<sup>th</sup> grade, B-squad, Varsity).

## **Communication of Concerns**

If a player has a concern with his/her position on their respective team, the following lines of communication should be followed.

- Step 1: The participant should approach the coach/advisor.
  
- Step 2: If this does not resolve the concern(s), it is recommended that the parents contact the coach/advisor and schedule a time to meet to discuss the concerns.
  
- Step 3: If the first two steps do not resolve the concern, the athletic director/activities director should be contacted.
  
- Step 4: Contact the Superintendent to discuss the concerns.

## **Head Coach Responsibilities**

1. Responsible for the development of their program 7-12
2. Responsible for all equipment and submit equipment needs to HS Principal/AD
3. Oversee and delegate responsibilities to assistant coaches
4. Conduct themselves in a manner that coincides with the mission statement of Adrian School District and the MSHSL
5. Maintain and supervise buses, home locker room and locker rooms at visiting schools
6. Inform news media of team results
7. Responsible for public relations for their program
8. Submit transportation needs
9. Maintain communication with parents
10. Fill out accident reports if a student is injured
11. Request approval for volunteer coaches with HS Principal/AD and Board

## **Lettering Policy**

Each varsity coach/advisor will create a policy for lettering in their activity. Each coach/advisor should have a copy of this policy on file with the HS Principal/AD.

## **Official Bookkeepers**

**This will be a paid position, not an Activities lettering position. Students who keep the official book will be paid for his/her services and will not receive an Activities letter. This applies to any sport requiring an Official Bookkeeper.**

## **Athletic Injuries**

If a player cannot compete due to an injury, they must receive permission from a medical doctor to resume participation. These forms must be turned in to the HS PRINCIPAL/AD. The coach/advisor must fill out an accident report on the incident to be turned in to the HS PRINCIPAL/AD.

## **Athletic Eligibility after Violation**

If a student begins a sport season ineligible because of a violation, he or she must begin and complete the entire season in good standing to regain their eligibility for the next season.

## **Athletic Physicals**

Any student who wishes to participate in a sport must have a current physical on file before the first practice. Athletic physicals are good for three years. Participants may use a regular physician or a chiropractor. Physical forms are available in the high school office.

## **Dismissal from School for School Sponsored Events**

The head coach or advisor should give the attendance secretary a list of participants going to the activity three days in advance of the contest when possible. Students should be responsible to contact their teachers to obtain any classroom work they would be missing as a result of the absence.

## **Open Gym Policy**

1. Open gyms must follow MSHSL guidelines.
2. An adult or district employee must supervise all open gyms.
3. Open gyms should be scheduled through the HS PRINCIPAL/AD until 7:15pm; after 7:15 open gyms should be scheduled through Community Education.

## **Ethics**

All coaches/advisors and students are expected to abide by the MSHSL Code of Ethics:

1. Statement of Philosophy  
The Minnesota State High School League has established policies and standards that will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individual employed or directly associated with interscholastic programs conduct themselves in a sportsmanlike manner. The coach/advisor is an official representative of the school at the interscholastic athletic activity. It is the responsibility of coaches/advisors to serve as a role model for the students and the public.
2. Code of Ethics  
A coach will be in violation of the standards for good sportsmanship established by the MSHSL by:
  - 2.1 Making degrading/critical remarks about officials during or after a contest whether on the field of play, from the bench or through public news media;
  - 2.2 Arguing with officials or goes through motions indicating dislike/disdain for a decision;
  - 2.3 Detaining the officials following the contest to request a ruling or explanation of

- actions taken by the official; or
- 2.4 Being ejected from any contest.

### 3. Actions and Response

Negative actions by a coach/advisor shall be reported to the League by the school and by the head contest official. The school shall document the result of their investigation and action taken, where necessary and appropriate. Penalties for violations of these standards may include, but are limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

### 4. Commentary

It is within individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assure the responsibility for their actions.

## **Fundraising**

Any coach/advisor that would like to have a fund-raiser for their sport must first seek approval from the HS PRINCIPAL/AD. Each coach/advisor must follow procedures prescribed by MAFA.

## **Attendance at the MSHSL State Tournaments**

If approved for funding by staff development, varsity coaches and their assistants will be dismissed from school for one day to attend their sport's state tournament.

Students may be excused from school to attend the state tournament in their sport if they bring written permission to do so from a parent or a guardian and accompanied by their coach or designee to the event. The written permission must be given to the office at least one day in advance of the absence.

Upon either, an individual or team advancement to a state tournament, the district will provide:

1. **Transportation:** The school district will provide transportation to and from the event for all activities, including band when appropriate.
2. **Meal money:** The school district will pay for food expenses when a team or individual qualifies for a state tournament if it is deemed to be appropriate. The maximum provided to each state tournament participant for food, including a tip, shall be as follows: \$6.00 for breakfast, \$8.00 for lunch, and \$10 for dinner. Receipts should be submitted for all expenditures.
3. **Banquet expenses:** The school district may pay for participants' expenses for the state tournament banquet when their team is eligible for participation in the state tournament.
4. **Hotel rooms:** The school district will pay for hotel expenses for individual state qualifiers or team that qualify. The district will not pay for hotel rooms during the season.

## **Equipment**

Students are responsible for all equipment issued to him or her. The equipment must be returned in the same condition in which it was received. A student may be billed for replacement in the case of lost game jerseys.

In the event that district property is damaged or destroyed during a school sponsored event, students may be held liable for the replacement cost depending on the circumstance that surrounds the incident.

In accordance with conference policy, any person who breaks a basketball backboard in the Adrian gyms will be held liable for the cost of replacing the backboard, unless the backboard was broken during a game or an organized practice while performing a legal dunk. Under these circumstances the school would absorb the replacement cost of the backboard.

## **Banquets**

Each activity or sport should hold an awards banquet at the conclusion of the season

## **District 511-Gym Banner Policy**

The Adrian School District policy for gym banner will be as follow:

1. No banners or plaques of recognition will be allowed into the lobby or gyms that have not been pre-approved by the Board of Education.
2. The School Board will purchase a banner for any team state championships. The banners will be purchased to align with the banners that are already in the gym. The Activities Director will be responsible for the ordering of the banners.

## **Extra-Curricular Participation Fees**

The School District will assess the following athletic fees for the 2008-2009 school year: **\$60.00** for all athletes in grades 6-12. Participation in the following activities, grades 6-12, requires payment of the athletic fee: **Cross Country – Volleyball - Football – Boys Basketball - Girls Basketball – Wrestling - Girls Golf – Boys Golf – Baseball - Track & Field - Cheerleading** Participation in the following non-athletic extra-curricular activities requires each participant in grades 6-12 to pay **\$15** fee for each activity: **Knowledge Bowl – Math League - One Act Play - Speech**

The policy limits **the maximum cost per family to \$300.00** per year with the understanding that no student will be turned away because of an inability to pay the fee. The fee must be paid in the high school office or at the seasonal meetings prior to the first contest. The activity fee is not refundable - except for a disabling injury prior to the first contest.

## **Academic Eligibility Policy**

The academic accountability of our students is of utmost importance in meeting the mission of our school. It is the responsibility of the student, parents, teachers, coaches and administration to recognize that academic achievement should be the primary goal of education. Students in grades 6-12 who wish to participate in extra-curricular activities must understand that this is a privilege. With this privilege comes the responsibility of maintaining passing grades in order to be eligible to participate.

### Academic Ineligibility

In an effort to remind students of their responsibility to maintain passing grades, the MS/HS School Principal will attempt to meet with students who are endanger of losing their academic eligibility approximately one week before grades are checked for eligibility.

Grades will be checked for eligibility eight (8) times throughout the year; they are Midterm of each quarter and Final grade of each quarter. If a student has one or more failing grade(s) at the time of a grades are checked, he/she will become ineligible to play or perform in public for one week (7 days). **The (7-day) period of ineligibility will run from Monday through Sunday after grades are checked. Grades will normally be checked on the Friday preceding the ineligibility period.** A student may continue to attend practice while ineligible. If not passing after the initial week of ineligibility, the student will continue to remain ineligible for concurrent one-week intervals of time until they have restored their eligibility. (See Restoring Eligibility)

### Restoring Eligibility

Once a student becomes ineligible, he/she must attend a mandatory academic recovery session or study block during the week of ineligibility and achieve a passing grade in order to regain eligibility status. Academic Recovery Sessions or study block times will be held on Wednesday after school. Failure to attend the academic recovery session or comply with study session guidelines will result an additional week (7 days) of ineligibility. A student becomes eligible to participate only after they have met the following conditions.

1. Attended the required weekly academic recovery session/study block.
2. Served the 7 day period of ineligibility.
3. Achieved a passing grade.

**Note: If a student fails to achieve a passing grade after the initial week of ineligibility, the student will continue to remain ineligible for concurrent one-week intervals until such time a passing grade is achieved.**

### Academic Carry Over at the 2<sup>nd</sup> and 4<sup>th</sup> Quarters

A student who recorded a failing quarter grade at the end of the 2<sup>nd</sup> quarter or 4<sup>th</sup> quarter will automatically become ineligible for one calendar week (7 days) beyond the end of the those quarters. The student may practice but cannot play or perform in public until the one week (7 day) penalty is served. The student will become eligible once the penalty of one (1) week (7 days) is served.

## **District 511 Eligibility Rules and MSHSL Code of Conduct**

All students involved in extra-curricular activities in grades 6-12 are subject to participation rules. Participation means practicing, rehearsing, performing and competition in the public. The following rules govern participation:

1. A student **may not participate** in extra-curricular activities that day if he or she has an unexcused absence from any class during the day.
2. A student **may not participate** in extra-curricular activities that day if he or she is removed from class or suspended from school for disciplinary reasons. See rules regarding insubordination.
3. A student **may not participate** in extra-curricular activities that day if he or she goes home from school due to illness.
4. A Student **must** be in school for the entire afternoon, starting with 6<sup>th</sup> hour in order to practice or participate in any extra-curricular activities that day. A waiver of this rule can be allowed for verified health care appointments, court appearances, funerals, and/or for emergencies that are considered acceptable by the principal.
5. The administration reserves the right to refuse an excused absence if a student has exhibited a pattern of requesting excused absences in the morning. In such cases, the student will lose eligibility to participate in practice or in up coming games and events.
6. Acts such as insubordination, cheating, lying, theft, truancy, bullying, harassment, assault and battery, vandalism, lewd behavior, and other offenses deemed inappropriate are considered as a violation of the MSHSL CODE OF STUDENT RESPONSIBILITY and will result in loss of MSHSL eligibility.

Violations will be assessed in the following manner.

First Violation – Two weeks or two events, whichever is greater

Second Violation – Three weeks or six events, whichever is greater

Third Violation – Four weeks or twelve events, whichever is greater

Administration reserves the right to terminate a student's eligibility if a rule violation is of a severe nature. i.e.. Weapons possession or use, etc. Each coach, advisor, or director shall reserve the right to assess additional penalties that exceed beyond those listed by this policy. Such penalties assessed by coaches may include loss of playing time, removal from practice and ultimately removal from the team.

### **Minnesota State High School League Chemical Eligibility Rule:**

Students involved in MSHSL activities shall not use or be in possession of a beverage containing alcohol; use or consume, have in possession tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor. (MSHSL Handbook)

### Category I Activities & Violations (Athletics and Cheerleaders)

1. First Violation: The student shall lose eligibility for the next two (2) consecutive events or two weeks, 14 calendar days, of that season in which the student is a participant, whichever is greater.
2. Second Violation: Six (6) consecutive events or three weeks, 21 calendar days, whichever

is greater.

3. Third Violation: Twelve (12) consecutive events or four weeks, 28 calendar days whichever is greater. A student who voluntarily becomes a participant in a treatment program, may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The re-certification must be issued by the director or a counselor of a chemical dependency treatment center.

#### Category II Activities & Violations (Music, Drama and Speech)

1. First Violation: One (1) event.
2. Second Violation: Two (2) events.
3. Third Violation: Three (3) events.

A student involved in a MSHS Category I Activities and a Category II Activities will be subject to a penalty in each category. MSHSL eligibility violations accumulate over the student's years of MSHSL eligibility from grades 7 to 12. Students who are in violation of the MSHSL chemical eligibility rules shall not represent the school in any game, contest, festivals and/or public appearances. (Public appearance shall include banquets and award ceremonies.) Honors or awards gained prior to the violation will not be jeopardized.

Students who lie to school administration during an investigation into an alleged MSHSL rules violation will face double the original penalty.