

Staples-Motley ISD #2170

Activities Handbook



AFFILIATIONS

1. **Minnesota State High School League**

Administrative Region 6A
 2100 Freeway Boulevard
 Brooklyn Center, MN 55430
 763-560-2262
<http://www.mshsl.org>

2. **Heart of Lakes**

- | | |
|----------------------------|-------------------|
| 1) Barnesville | 6) Park Rapids |
| 2) Breckenridge | 7) Pelican Rapids |
| 3) Dilworth- Glydon-Felton | 8) Perham |
| 4) Frazee | 9) Staples-Motley |
| 5) Hawley | |

3. **Mid-Northwest - Central District**

[Breckenridge, New York Mills, Parkers Prairie, Pillager, Pine River-Backus, Staples-Motley, Walker Hackensack-Akeley, Wadena Deer-Creek]

Staples-Motley H.S. MSHSL Activities

Fall	Winter	Spring	Fine Arts/Activities
Cheerleading (Community Ed) Cross Country Football Swimming (Co-op w/ Little Falls/Pillager) Tennis, Girls Volleyball	Basketball, Boys Basketball, Girls Cheerleading (Community Ed) Hockey, Boys (Co-op w/ Wadena/DC) Wrestling	Baseball Golf, Boys Golf, Girls Softball Track and Field, Boys Track and Field, Girls Trap	Music One Act Play Speech Visual Arts Knowledge Bowl Student Council

S-M MIDDLE SCHOOL ACTIVITIES

Fall	Winter	Spring	Fine Arts
Cross Country Football Tennis, Girls Volleyball	Basketball, Boys Basketball, Girls Wrestling	Baseball Golf, Boys Golf, Girls Softball Track and Field, Boys Track and Field, Girls Trap	Speech Visual Arts Knowledge Bowl Student Council

From this point on the following will be synonymous with each other throughout the document:

- Students, athletes and participants
- Coaches and advisors
- MSHSL and Minnesota State High School League

Introduction

2021-2022 S-M Activity Fees (7-12): FREE

S-M Cardinals Activities Mission:

Provide and promote Educational Based Athletic and Fine Art programs that have a positive impact on students.

Philosophy:

The philosophy of the activities program at Staples-Motley Schools is such that activities are considered an integral part of the school's program of education, which provides experiences that will help participants physically, mentally, socially, emotionally, and morally. The element of competition and winning, though it exists, is controlled to the point that it does not determine the nature of the program. We consider this to be educationally and psychologically sound, because of the training it offers for living in a competitive society. Participants are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational value of programs.

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

Objectives of Activities:

1. Teach the knowledge of the values that activities have for the individual and for society.
2. Create an understanding of the rules essential to participate, and to be an intelligent spectator.
3. Ability to think both as an individual and as a member of a group.
4. A realization of the value of group ideals.
5. Improved motor skills
6. Better health and physical fitness.
7. An appreciation of wholesome recreation and entertainment.
8. The desire to succeed and excel.
9. Higher moral and ethical standards.
10. Self-discipline and emotional maturity.
11. Social competence.
12. A realization of the values of conforming to rules.
13. Respect for the rights of others and for authority.
14. High ideals of fairness in all human relationships

Why We Play

The “Why We Play” initiative was created as a response to the “win at all costs” sports culture. Sports can be so much more than just the physical development of athletes. This initiative's design is for coaches to be intentional about educating and developing students' growth as human beings. This provides coaches with a focus of their PURPOSE for coaching athletes versus their GOALS as a coach. ALL of our coaches at Staples-Motley have been trained on “Why We Play” and developed their own purpose statements.

Expectations

Participants are expected to:

1. Make satisfactory progress towards graduation.
2. Follow academic eligibility rules.

3. Abide by the eligibility rules set for by the Minnesota State High School League and the District.
4. Follow attendance policies according to respective buildings.
5. Show positive sportsmanship: Be a positive influence in school, community, or when representing the District at an out-of-town activities.
6. Have a positive attitude toward the activity, fellow participants, property, and self.

If these attitudes and expectations are not maintained, the privilege of participation can be taken away.

STUDENT ELIGIBILITY GUIDELINES

Scholastic Eligibility

Minnesota State High School League bylaws state that; in order to maintain eligibility a student must be fully enrolled and making satisfactory progress toward graduation. In addition, students must meet Staples-Motley Middle/High School expectations for credits, grades and attendance as defined below.

Academic Eligibility:

The S-M Activities Department strongly believes in the Student First-Athlete Second concept. It is the student's responsibility to attend class, be attentive and cooperative during instruction, and to provide assignments to teachers on time in order for the teachers to grade assignments and make any resulting changes to the student's grade. Exceptions will be made, as appropriate, for students with disabilities who are on IEPs or 504 Plans. For students with excused absences, every excused day of absence, students will be allowed one day for formative and summative assessment completion as described in the student handbook.

1. **Academic Probation:** Students failing a class(es) at **Midterm of 1st, 2nd, 3rd or 4th quarter** will be given an academic probation sheet by their coach/advisor/AD. They have one week to get their grade above passing. To be taken off academic probation all grades must be passing all classes and/or have the probation sheet is completed with signatures from all current teachers. After the one week probation period, if any grade is not passing, any 9th-12th grade student will be deemed ineligible for two events or one week whichever is greater. Any 7th-8th grade student will be ineligible for one event or one week whichever is greater. Students at risk for failing grades will be checked more often in an effort to maintain or restore eligibility.
2. Any 9th-12th grade student with a grade of an 'F' or an 'I' in a single course at the end of **1st, 2nd, or 3rd quarter** is ineligible for two events or two weeks whichever is greater. Any 7th-8th grade student with a grade of an 'F' or an 'I' in a single course at the end of **1st, 2nd, or 3rd quarter** is ineligible for one event or one week whichever is greater.
3. Any student with a grade of an 'F' or an 'I' in two or more courses at the end of **1st, 2nd, or 3rd quarter** is ineligible for four events or three weeks whichever is greater. Any 7th-8th grade student with a grade of an 'F' or an 'I' in a single course at the end of **1st, 2nd, or 3rd quarter** is ineligible for two events or two weeks whichever is greater.
4. In the case of a student who receives a course grade of an 'F' or 'I' at the end of the **4th quarter**, he/she is ineligible for the upcoming fall season with the same ineligibility processes as described above. Students may gain immediate eligibility if he/she successfully attends and passes summer school for that specific content area/subject he/she received the 'F' in. The student will be eligible to start the fall season upon confirmation of passing summer school.

5. Out-of-town/Away events: Students who are deemed Academically Ineligible are NOT allowed to travel ‘on the team bus’ to any away events IF departure occurs prior to the end of the normal school day.

6. Concert eligibility: Students in band and/or choir will be eligible to perform in concerts even though they may have received an ‘F’ or an ‘I’ in any class. They will NOT be eligible for MSHSL-sponsored contests.

Academic Integrity:

A student who has been determined to have violated the academic integrity policy outlined in the S-M MS/HS Student Handbook and Activities Handbook may be subject to consequences under the guidance of the MSHSL. Instances of academic integrity will be handled on a case-by-case basis by school administration and consequences will be determined based on the merits of each case.

Chemical Eligibility: -*Reference MSHSL bylaw 205.00 -

Twelve months of the year; a student shall not at any time, regardless of the quantity:

- (1) use or consume, have in possession a beverage containing alcohol;
- (2) use or consume, Have in possession tobacco;
- (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia;
- (4) use or consume, have in their possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. “tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product;
- (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by his/her doctor. The school principal, activities director, or the supervisor of any co-curricular activity shall have the authority to suspend a student from participation in an activity if reasonable suspicion exists for any of the following behaviors:

- The student has consumed or possessed a beverage containing alcohol;
- The student has consumed or possessed tobacco, regardless of the student’s age;
- The student has consumed, possessed, sold, purchased, or given away any controlled substance or drug paraphernalia.

Mere Presence:

Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so. When a student recognizes this situation, he/she is expected to leave immediately. An intention to leave is not a defense. Nor is being the “designated driver.” Stay and risk loss of eligibility for extracurricular activities. Consequences for Chemical Eligibility and Mere Presence Violations.

The following chart details the consequences that will be applied in the majority of situations in which the school has reasonable suspicion that a violation of district policies or MSHSL bylaws has occurred. Any student who declares and defends his/her innocence of an MSHSL violation will be declared ineligible during the term of the

investigation and any subsequent hearing. A coach or advisor may, with the approval of the high school principal and the Activity Director, increase the length of suspensions beyond those listed in the chart below as a general team rule.

Consequences (MP or CE) Length of Suspension:

1st Violation	2 weeks, 2 contests, or 14 calendar days, whichever is greater
2nd Violation	3 weeks, 6 contests, or 21 calendar days, whichever is greater
3rd Violation	4 weeks, 12 contests, or 28 calendar days, whichever is greater

MP = Mere Presence, CE = Chemical Eligibility

* *Note: Mere Presence and Chemical Eligibility violations are treated the same. For example, if a student is determined to have violated the MP standard one week and then the next week violates the CE standard at a different event, the student would not serve 2 weeks for a first Mere Presence violation and then a 2-week consequence for a first Chemical Eligibility violation. The CE consequence in this example would lead to the 2nd violation consequence.*

Student Code of Responsibility:

As a student participating in my school's interscholastic activities, I understand and accept and understand the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.

This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the student code of conduct which includes but is not limited to the above referenced behaviors.

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

Minnesota State High School League Eligibility:

The Staples-Motley Middle/High School is a voluntary member of the Minnesota State High School League. This association has developed guidelines and rules, with those listed here representing a summary of the regulations dealing with student eligibility. Most of the rules are found in the MSHSL Official Handbook, a copy of which is available in the high school office and available online at www.mshsl.org.

Your role in following the rules will ensure eligibility to participate in interscholastic activities. Not following the rules could lead to ineligibility and/or forfeiture of contests. MSHSL General Eligibility

- Age: A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester. A student who participates in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that season.
- Attendance: Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in League-sponsored activities.
- Credit Requirements: Students must be full time students according to the Minnesota Department of Education criteria. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in 7th grade.

Enrollment:

1. Only students who are fully enrolled in a school are eligible to be placed on that school's eligibility roster and participate in League programs offered by the school the student attends.
2. Students enrolled in schools established for a special need serving one entire school district, may engage in activities in the secondary school which provides service in the attendance area of the student's residence if:
 - a. the district wide school does not provide the activity;
 - b. the student meets all other eligibility requirements; and,
 - c. the district wide school's senior high school student enrollment is fewer than 200 students.
3. Home School Students: Minnesota Statutes allow home-schooled students to be eligible to participate in League-sponsored activities for the public school in their resident school district attendance area.
4. Charter School Students: Charter school students are not eligible to participate in League-sponsored activities for the public school in their resident district because they do not meet the Minnesota Department of Education requirements for being enrolled in the local public school. For Participation opportunities, the charter school would have to join the League and offer the program or enter into a cooperative agreement with another League member school.

Grade Level Eligibility:

Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

Definitions:

- A Continuation School is one that is under the same administrative head and governing Board.
- A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school; and where no other opportunity for participation on a high school team exists; is eligible to participate for a public high school team provided the public high school and the non-continuation school have established a joint agreement for participation in League Activities. The participation agreement for each activity or athletic program can be formed with:
 - The public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school declines the request for the participation agreement, the non-continuation school may form a participation agreement with any other public school; or any non-public high school.

Elementary students in grades K-6 are not eligible for any participation in MSHSL activities. In addition, in Staples-Motley, students in grades K-4 are not eligible for participation in Staples-Motley Middle/High School activities intended for 7th and 8th grade students. When the district grade alignment changes from a 5-12 building to a 6-12 building, 6th grade will be the lowest grade to participate in the 6-12 programs.

- Graduates of Secondary Schools: Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED are not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.
- Physical Examination: Students must have a record of a physical examination performed by a physician within the previous three years on file with the school prior to the student's participation. It is the recommendation of the League Sports Medicine Advisory Committee that the League Sports Qualifying Physical Examination (SQPE) form be used for the physical examination.

Participation Clarification:

Any student who is academically ineligible is still allowed to practice during the ineligibility period. The student is still able to be with the team at events but when teams need to be dismissed from class early to go to athletic events, no person who is academically ineligible will be dismissed with the team. They may go to the event once school is out, but may not miss school for an event. Students are not allowed to get out of school to go home to get athletic gear, etc.

Attendance Policy:

Staples-Motley Activities Department considers regular attendance is part of being in "Good Standing" as a MSHSL participant. Failure to attend courses may result in a loss of eligibility as determined by the Activities Director and/or Principal. (*MSHSL Bylaw 102.00, 104.00, 503.00*)

In order to participate in an athletic practice or contest during a school day or during the evening of a school day, the student must have been in attendance for at least one-half of the school day (4 consecutive class periods). Exceptions to this policy will include absences in which prior permission to miss school has been approved by an administrator as well as absences due to a doctor's appointment (student must present documentation from the clinic or hospital), and/or emergencies if approved by a school principal or the activities director.

A student who has been determined to have been truant/skipped school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest. Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case by school administration and consequences will be determined based on the merits of each case.

Day After Rule-You cannot be absent the next day from the first scheduled class of the day. This will result in non-practice/non-participation of the activity. Unless pre-approved by the Admin/AD.

Suspension or Expulsion:

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

General Guidelines for Consequences:

1. Consequences for violations are cumulative from the time a student signs their first eligibility statement for participation in activities.
2. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year.
3. Violations occurring out of season or during the summer are enforced at the start of the next season of participation for the student during the following year.
4. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve

the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.

5. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
6. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate in such events as determined by the school.
7. A student who participates in both athletics and fine arts (separate classifications in the MSHSL) shall serve the penalty prescribed for that violation in both activities in which the student participates.
8. Any student who has a violation that occurs during the season or prior to the awards presentation of that activity will not receive any recognition/awards for that activity.
9. Any participant who has a violation will not be eligible for a position of status (leadership role) for a period of twelve calendar months from the date of the violation.
10. Staples-Motley School and District Administration holds authority to administer consequences deemed appropriate to each individual situation and disciplinary incident.

Seasons of Participation:

1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than six seasons in any sport while enrolled in grades 7 to 12.
2. Participation, no matter how limited, will count as one season of participation.

Semesters Enrolled:

Students shall be eligible for participation in League-sponsored activities for twelve consecutive semesters (six years), beginning with their initial entrance into the 7th grade. Counting Semesters: The student has twelve consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not. The twelve consecutive semesters begin with the student's initial entrance into 7th grade.

- Appeal: A student who is forced to withdraw during a semester because of circumstances beyond the student's and parent(s) or legal guardian(s) control may appeal to the Board of Directors provided that the student was making satisfactory progress at the time of withdrawal.

If school officials feel that the circumstances meet the requirements for appeal, they must prepare and submit to the Board of Directors an application, supporting evidence, and affidavits setting forth all relevant facts. The appeal must be prepared so as to leave no doubt about the validity of the evidence and facts in the case. Evidence such as prolonged absence required by sickness, injury or extreme family emergencies may be considered if adequately substantiated. The Board of Directors will be expected to exercise extreme care that the standards as to total semesters allowed are not compromised by this appeal procedure, and that the procedure provided by this bylaw is uniformly applied. The application, supporting evidence, and affidavits must be submitted to the Board of Directors at least 30 days prior to the beginning of the semester in which interscholastic participation is to be resumed. The decision of the Board of Directors shall be accompanied by a written statement of the reasons and basis for the decision including findings and conclusions upon all issues involved. A student who is a Minnesota resident and who has participated in a CSIET approved foreign exchange program during one of their six academic school years (grades 7-12) may appeal to the Board of Directors for additional semesters of eligibility.

Transfer and Residence:

The rules and procedures regarding transfer and residence are very lengthy and detailed. A copy of bylaw 111.00 is available in the office of Staples-Motley Middle/High School or can be found in the MSHSL Official Handbook at www.mshsl.org.

Foreign Exchange Students:

The rules and procedures for foreign exchange students are very lengthy and detailed. A copy bylaw 111.00 is available in the office of Staples-Motley Middle/High School or can be found in the MSHSL Official Handbook at www.mshsl.org

Health questionnaire:

1. Each year a League health questionnaire must be completed by the student, parent(s) or guardian(s) and kept on file in the school. The questionnaire could indicate the need for a physical examination prior to the student's participation.
2. After major surgery or serious illness or injury, the attending physician must certify in writing the student's readiness to return to competition.
3. SQPE Three Year Expiration: If the three-year anniversary date of the examination occurs during the school year the SQPE will remain valid through the conclusion of the school year or spring athletic season.

MSHSL Eligibility – Code of Conduct

Good Standing:

In order to be eligible for regular season and League tournament competition a student must be in good standing. Definition: The term "Good Standing" shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

Student Code of Responsibilities:

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
- B. I will be fully responsible for my own actions and the consequences of my actions.*
- C. I will respect the rights and property of others.*
- D. I will respect and obey the rules of my school and the laws of my community, state and country.*
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*

Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school administration acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Student/Coach Ejection from a Contest:

- Notification to School Administration:** Coaches are responsible to inform their school administration regarding any ejection of a coach or student in their sport.
- Penalties: Student**
 - a. During the Regular Season: A student-athlete, who is ejected from a game/meet, shall not participate in a game/meet for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted game/meet at that level of competition and all games/meets in the interim at other levels of competition.
 - b. The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.

- c. During the League Tournament Series (Subsection, Section and State Tournament): A student athlete who is ejected from a game, meet or individual competition shall not participate in a game, meet or individual round of competition for the remainder of that day. The student is also suspended from the next scheduled round of team or individual competition in tournament series.
- d. Student Relationship to Team During Suspension: A player who is under suspension for an ejection may travel with the team and be in the locker room and on the sideline but may not be in uniform while under suspension
- e. If penalties are imposed at the end of the sport season or League tournament series and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

NCAA INITIAL ELIGIBILITY

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has outlined rules on eligibility, recruiting, and financial aid. The NCAA consists of three membership divisions: Divisions 1, 2, & 3. Institutions are members of one or another of divisions, based upon the size and scope of their athletic programs and whether they provide athletic scholarships or not. If a student is planning to enroll in college as a freshman and wishes to participate in either Division 1 or 2 athletics, he/she must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA members in 1993. Their purpose is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes.

The Student Athlete's Responsibility While in High School --- Complete the following forms:

1. Student release form
2. Complete SAT or ACT Exam
3. See school counselor for the Clearinghouse registration
4. Have a school transcript sent to the Clearinghouse

These actions should be taken by the end of the student's junior year to ensure adequate time for processing. For more information you can visit the NCAA Clearinghouse website at www.ncaa clearinghouse.net.

INVESTIGATION PROCEDURES

MSHSL Bylaw 305-Master Eligibility List and Bylaw 306-Responsibility for Student Eligibility indicate that it is the responsibility of the school administrator to determine the eligibility of all students who participate in MSHSL-sponsored programs offered by their schools. When a student's eligibility is in jeopardy due to an alleged violation of the MSHSL bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within 10 calendar days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing, of the eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

FAIR HEARING PROCEDURES

1. A student, parent or guardian may contest a school's eligibility decision by requesting a hearing through the Fair Hearing Procedure. The parent, student or guardian's request must be personally delivered or postmarked within (10) school business days of the receipt of the written eligibility decision. Within (10) days of the receipt of the written request, the school must convene a hearing panel of three to five members. The findings of the hearing will be personally delivered or mailed to the student, parent or guardian as well as the MSHSL Executive Director within four days of the conclusion of the hearing. From the time the school receives the hearing request, the student becomes

ineligible until the executive director makes his final decision, which will be made within (10) school business days of his receipt of the letter including the findings of the hearing.

2. These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.

- a. The student admits to the violation.
- b. The student neither admits to or denies the violation but accepts and serves the penalty.
- c. The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.
- d. The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities.

PARENT AND PARTICIPANT INFORMATION

Social Media:

Social media outlets such as Facebook, Twitter, Instagram, and others are an integral part of students' lives. While it may seem that these are private, they are in reality very public. Messages that are posted online are often public, whether intentional or not. These include administrators, parents, teammates, as well as young members of our community that look to our students/participants as mentors. Staples-Motley athletes are expected to hold themselves to high standards when in public and when using social media. The following are expectations when using social media:

1. Do not post sexual content. Nothing explicit, suggestive, or objectifying.
2. Do not make references to alcohol or drugs. No pictures of alcohol, talking about being drunk or using drugs.
3. Do not insult others and do not participate in or instigate challenges or battles.
4. No swearing or use of inappropriate language. This includes the use of symbols in place of letters that imply words and abbreviations of words.
5. You are responsible for monitoring your account and profile pages. If someone posts something disrespectful or violates above said rules, take it down.

The above rules apply to retweets, reposting of other peoples messages, and posting of song lyrics, quotes, etc.

Failure to adhere to and follow these guidelines may affect your participation in S-M activities per the MSHSL Code of Responsibilities.

Event Attendance:

Students are expected to be a great audience and support both teams. Our students are expected to show GREAT sportsmanship at any event they attend. Targeted chants, profanity and other unacceptable behaviors will not be allowed. They will be removed immediately and may be subject to not attending later events.

Sportsmanship:

Students:

Whenever competing with other schools in an activity, the District is on display, whether at home or away. At home, opponents are guests and should be treated as such. If the contest is away, respect the property and rights of that district. Good sportsmanship is a mark of maturity and intelligence. Students are expected to handle themselves in a way that will result in a positive reflection on the District and the community. The District follows the Minnesota State High School League Bylaws for student participation in activities.

The Role of the Parent: Much of the joy of being a high school sports parent comes from watching your children compete in athletic events. There are very few kids who are not bolstered by looking into the stands and seeing their parents cheering for them. As part of their responsibilities, parents should be involved in their child's educational process, this includes being actively involved in after school activities. Parents are also expected to handle themselves in a way that will result in a positive reflection on the District and the community. The following rules of thumb for personal behavior should be followed.

- Express interest, encouragement and support to your child and to the coaching staff.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Lend a hand when a coach or school administrator asks for help.
- Recognize and show appreciation for an outstanding play or achievement by either team.
- Inappropriate and/or harassing comments should not be made to athletes, parents, officials or coaches of either team, this will only undermine the efforts of those involved.
- Shouting out instruction or criticism may hinder the overall experience of the student-athlete.
- Remember that sports are to develop skills for the rest of your child's life. Don't define success by winning or losing.

Remember that interscholastic athletics and activities are learning experiences for students and that mistakes are sometimes made. Praise students in their attempt to improve themselves as students, as athletes and as people, as you would praise a student working in the classroom. Good sportsmanship among all spectators is a goal worth working for, but especially for parents, who have the obligation not only to control their behavior, but to also remind others around them of their responsibilities when necessary.

Sportsmanship Tips for Parents:

✓ Be Supportive of Coaches

In front of your child, be supportive and positive of the coach's decisions. If you have problems with what the coach is doing, it is best to talk directly with the coach.

✓ Teach Respect for Authority

There will be times when you disagree with a coach or official but always remember they are trying their best and are trying to be fair. Show good sportsmanship by being positive.

✓ Let the Coach do the Coaching, but you can do some of the Teaching

When your child is on the field, court, or ice, let the coach do the coaching. You can teach sportsmanship and how to deal with success and failure. Develop their character and teach life skills that athletics and activities bring to the forefront.

✓ Help your Children Learn through Failure

The way your child handles failure can help them to face the certain failures life will throw them in the future. The worst time for you as a parent to give advice is immediately after a disappointment. Let your child cope in their own way.

✓ Get to know the Coach

Since the Coach has a powerful influence on your child, take the time to attend the preseason parent meeting and get to know the coaches' philosophy, expectations, and guidelines.

✓ Focus on your Child as an Individual

Focus on what your child does well and where they need to improve. Encouragement is essential.

✓ Listen to your Child, but Stay Rational

Always support and listen to your child, but remember to stay rational until you have investigated the situation.

✓ Keep negativity off of social media

If you have something to say, go through the proper channels to address your concerns. Social media is not the solution to air out your frustrations and ultimately does not benefit anyone.

✓ Be Mindful of your Role as a Role Model

Take a good honest look at your actions and reactions in the athletic arena. These actions are a big cue to your child and to the others around you.

✓ Show Unconditional Love

The most important thing...show your child you love them, win or lose. Remind them that you love to watch them play. Sportsmanship is Everyone's Responsibility!

Expectation for Parent/Athlete Concerns:

Parent/Athlete concerns should be addressed using the following protocol:

- Athlete meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches and Activities Director
- Athlete and parent meets with the Coach/Coaches, Activities Director and Principal

Note: These meetings will take place face to face at a time and place that is agreeable to all parties involved. Email, text, phone and social media are not a place to have these types of conversations.

Parent/Coach Relationship:

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the coach of your child's team.

Parent/Coach Communication:

Communication You Should Expect From Your Child's Coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements: i.e. fees, special equipment, off-season conditioning.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that might affect your child's participation.

Communication Coaches Expect From Parents:

1. Notification of any schedule conflicts well in advance.
2. Specific concerns in regard to a coach's expectations.
3. Communication of any medical or physical limitations that may impact your child's participation.

As your children become involved in the programs of Staples-Motley Middle/High School, they will experience some of the most rewarding moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the coach.

Appropriate Concerns to Discuss With Coaches:

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

As a parent it may be very difficult to accept your child's playing time. Coaches are professionals. They make judgment decisions based upon what they believe is best for all students involved. As you have seen, certain things can and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss With The Coach:

1. Playing Time
2. Play calling
3. Team Strategy
4. Other student athletes

Remember.... Research indicates that a student who is involved in co-curricular activities has a greater chance for success during adulthood, thus the premise on which these programs have been established. Many of the character traits required to be a successful participant are the same as those found to promote a successful life after high school.

EMERGENCY SCHOOL CLOSING:

When school is closed or dismissed after being in session due to inclement weather, all middle school activities (games/practices) will be canceled. Varsity coaches should meet with the Activities Director who will work with the Superintendent to discuss what, if any, activities may take place.

TRAVEL TO AND FROM SCHOOL ACTIVITIES

Staples-Motley students who are representing Staples-Motley in school athletics and activities must ride the district provided means of transportation to and from the events. Only when absolutely necessary, a parent/guardian may make prior arrangements to pick up a student after an event. The parent/guardian must make arrangements through the high school administration and personally meet the coach or advisor to pick up and sign out the student.

- Sunflower seeds are not allowed on any school bus, due to the mess that they create.
- All drinks on the bus MUST be in a closable container (water bottle, pop bottles, juice bottles).
- Please do not use juice boxes or juice pouches on the buses.
- Bus drivers will provide a bag for all trash. It is the responsibility of the students/coaches riding the bus to clean up the bus.
- The last two seats on a bus (one on each side) are to be kept unoccupied if at all possible. The intent is to protect the students in the event of a rear end collision.

The following sports are situations when the students could provide their own transportation to and from the practice locations, since those practice locations are not located at the High School's physical street address:

- Girls Tennis – practice at the SMHS tennis courts
- Baseball – practice is held at two different locations: Pine Grove Park and the Varsity and JV/JH Field
- Softball – practice is held at the Varsity and JV/JH Softball Field
- Golf – practice is held at The Vintage Golf Course
- Track and Field/Football - practice is held at S-M Track and Practice Football Field

Students providing their own transportation to and from these practice locations will be required to complete and return a transportation waiver.

Conduct on Trips

On school-sponsored trips, every student must return with the group which he/she goes. These rules also pertain to any extended trips, whether school-sponsored or not. This refers not only to athletic trips, but academic trips as well. Should a student become ineligible because of any of the outlined regulations, the District will not be responsible for refunding any part of the fee or cost related to the trip. Parents/guardians may take their children home with them providing they have personally contacted the teacher in charge of the group.

On such trips, students must always bear in mind that their speech, manners, actions, and behavior reflect not only upon themselves, but also upon the District and the Staples-Motley community. All elements of the student handbook and district policy apply while students are on a school-sponsored trip. School-sponsored trips are a privilege granted only to those students who are deserving and whose parent/guardian signs a permission slip allowing participation.

HOME SCHOOL PARTICIPANTS

Home school participants may be asked to verify attendance and scholastic eligibility equal to what is expected of a public-school attendee.

CAPTAINS PRACTICE

Captains' practices are for the purpose of the athletes to prepare themselves for a level of physical conditioning prior to the start of a school sport season. All captains' practices must comply with current MSHSL policies.

OPEN GYM

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

1. The recreational activities are open to all students. (Female and male; grades 6-12)
2. The open gym must be well publicized with enough advance notice to provide all students the opportunity to participate.
3. The school facilities are available for students to participate in a number of activities.
4. There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
5. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

OFFSEASON WORKOUTS

Coaches can and are encouraged to provide students with opportunities to improve their skills during the offseason. Whether during the school year or the summer months athletes can have access to school facilities to work on skills, conditioning and/or weight training. When athletes are using school equipment and/or facilities there must be a school district employee and/or supervisor present. Students can not use equipment or facilities without prior approval and/or supervision.

SUMMER COACHING WAIVER

Every coach who works with athletes in grades 9-12 during the activities MSHSL approved season must fill out a summer waiver on the MSHSL website prior to working with athletes during the summer waiver period. See Staples-Motley Coaches Handbook for more information.

STATE TOURNAMENT

All MSHSL state tournament entrants or teams will be allowed meal and lodging money per ISD 2170 reimbursement to the maximum of that reimbursement only. Expenses beyond those limits must be taken care of by the participant, booster organization, donations or other. Those teams which are supported by cheerleading squads throughout the year will have those cheerleading squads available to cheer at state meets. When individuals progress to state competition (i.e. wrestling), in order for cheerleaders to accompany those individuals, a minimum of three participants will be required; with less than three individual participants, no cheerleaders will be provided. Cheerleading squads will be reimbursed for state tournaments by the school district as determined by the Superintendent and Activities Director.

Non-MSHSL activities (i.e. BPA, FFA, FHA, etc.) participants will be allowed certain expense (registration, lodging, mileage, etc.) reimbursement to the limit of the budgeted dollars for student participation in that account.

When an activity group or entrant in a MSHSL section event is an overnight trip (decision for an overnight trip will be made on a case-by-case basis by the activities director and other district administration), they will be allowed meal in the following amounts:

Students: Breakfast - \$6, Lunch - \$7, Dinner - \$9

Coaches/Advisors - based on district policy

Meal money for teams/individuals traveling to a state tournament not staying overnight will be up to administrative discretion.

Dues for participants in activities will be paid by the Staples-Motley School District at the state level according to Board policy.