



Springfield Public Schools
Activity Handbook

2026-2027

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I. INTRODUCTION

Educational research has long recognized the value of extracurricular activities as a key component of quality school programs. In fact, findings suggest that participation in extracurricular programs can be a better ‘predictor’ of success in the workplace than academic achievement. Important lessons learned through participation in extracurricular activities include the development of communication and leadership skills along with attributes such as commitment, teamwork, organizational skills, and self-knowledge. Because of their value, Springfield Public School (SPS) has worked to create a variety of activities in the areas of academics, athletics, and fine arts. Some are designed to be highly competitive, some to be team focused, some to be individualized, and some to be ‘group based’ with an emphasis on simple participation and social skill development.

This Activities Handbook has been prepared to present clear guidelines to cover specific aspects of the activities program at SPS. The School Board and administration believe it will be helpful to students and parents affected by or interested in learning more about the activities program.

It is important to understand that this handbook is supplemental to – and is not intended to supersede or substitute for – the policies and procedures of SPS as adopted by the School Board governing operations of ISD #85. All students are subject to these policies, together with policies in stated student handbooks, formally adopted by the School Board each year.

In addition, the activities program of SPS must conform to all rules and regulations established by the Tomahawk Valley Conference, Region 3A, and the Minnesota State High School League (MSHSL).

II. VISION STATEMENT

“Learning for All.” This is the mission of our academic programs and believe that are activities are an extension of the classroom.

III. ACTIVITIES MISSION STATEMENT

It is the mission of the SPS activities program, “...to provide students with an opportunity to develop self-discipline, character, responsibility, leadership, and integrity through promoting competitive participation, goal setting, teamwork, and sportsmanship in an atmosphere that encourages healthy life choices and respect.”

IV. VALUES

Our Activities Program, because of the breadth of opportunities, encourages broad-based participation by students attending our junior high and senior high school programs. To better ensure that all who choose to participate benefit from an experience that will help them to be successful in later life, a set of core values serves to guide all who lead and participate in our programs.

In the Springfield Public Schools' Activities Program, we value:

- The honor, dignity, and respect of all participants.
- The building of positive relationships.
- The promotion of a strong work ethic.
- Learning as an ongoing process.
- The development of self-esteem.
- Communications that is open and honest.
- The pursuit of excellence.

All of our coaches and directors are expected to meet the below three deliverables: Our coaches/directors will....

#1. Make Essential & Caring Connections with all participants

#2. Give clarity in roles and expectations of all participants

#3. Provide feedback on growth, development, and effort of all participants

V. CODE OF CONDUCT

The MSHSL Code of Conduct establishes behavioral expectations. The Code is designed to guide the choices, actions, and practices of our diverse educational community, which includes students, staff, parents, and guests. The SPS Code of Conduct will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

Honesty

Honesty is being truthful and worthy of others' trust.

To uphold this commitment, I choose to:

1. Keep my promises.
2. Be truthful to myself and others no matter what the consequences.
3. Never lie, cheat, or steal.
4. Be trustworthy, straightforward, and sincere.

Responsibility

Responsibility is doing the right thing, being prepared, giving your best effort, and taking ownership.

To uphold this commitment, I choose to:

1. Be in charge of my behavior, and accept responsibility for it.
2. Do the right thing for myself, others, and my community.
3. Be prepared and on time for my school activities.
4. Give my best effort and ask for help when I need it.
5. Follow the rules and laws of my school and community.

Respect

Respect is to commit to treating others like you want to be treated. Everyone deserves respect, but my actions may affect the amount of respect I receive from others.

To uphold this commitment, I choose to:

1. Respect myself, others, and property.
2. Honor people's opinions and actions.
3. Listen to others and treat them well because they matter.

Fairness

Fairness provides equal opportunities for everyone to contribute.

To uphold this commitment, I choose to:

1. Treat others fairly, including a fair opportunity to explain a disagreement.
2. Work to create an environment where all have equal opportunities.
3. Be open-minded toward differences.
4. Never disrupt learning opportunities.
5. Display appreciation and respect for all at sporting events, competitions, and performances.

I will work to understand the SPS Code of Conduct and guide, support, or intervene with others when necessary to support the Code.

VI. PURPOSE OF OUR PROGRAMS

Within our extracurricular program, each activity is unique; having its own fundamental purpose while sharing a common mission and set of values with all other programs. Our athletic and fine arts programs are each guided by a distinct set of principles:

Our programs will operate within the following set of principles:

A. Interscholastic

7-8th Grade Programs:

- To begin the development of basic skills and to learn the rules of the activity.
- To assist students in determining whether they would like to continue in this activity.
- To provide fair playing time to all participants who attend and work hard in practice.
- To provide “out of town” competitive experiences against students of similar age and competitive ability.

- To build a positive attitude toward the activity, to learn the cooperative dynamics of participation, and to be introduced to the responsibilities inherent to being on a team.
- To assist in the development of self-worth, self-esteem, self-confidence, and poise.
- To honorably represent Springfield Public Schools, exhibiting excellent sportsmanship, while serving as a role model for younger students.

“C” Squad Level Programs:

- To emphasize individual skill development.
- To teach and instill the characteristics of team unity and team play.
- To allow participants to compete against students of similar athletic ability.
- To continue the student’s development in intellectual, physical, emotional, and social skills allowing students to mature to their fullest potential.
- To assist participants in setting goals and learning to strive to appropriately achieve them.
- To assist in the development of self-worth, self-esteem, self-confidence, and poise.
- To honorably represent Springfield Public Schools, exhibiting excellent sportsmanship, while serving as a role model for younger students.

“B/JV” Squad Level Programs:

- To teach specific skills at a more competitive level.
- To instill the characteristics of team unity and team play.
- To allow participants to compete against students of similar athletic ability.
- To continue the student’s development in social skills allowing the student to mature to their fullest potential.
- To assist participants in setting goals and learning to strive to achieve them.
- To assist in the development of self-worth, self-esteem, self-confidence, and poise.
- To honorably represent SPS, exhibiting excellent sportsmanship, while serving as a role model for younger students.

Varsity Level Programs:

- To provide a highly competitive, challenging, and rewarding activity experience allowing the most highly skilled students the opportunity to work individually and cooperatively to achieve individual, group, or team success.
- To further develop intellectual, physical, emotional, and social skills allowing students to mature to their fullest potential.

- To allow talented participants to prepare for and excel at an advanced level of competition at the region and state level.
- To assist the participants in setting goals and learning to strive to achieve them.
- To assist in the development of self-worth, self-esteem, self-confidence, and poise.
- To instill the characteristics of team unity and team play, in an atmosphere of trust.
- To honorably represent SPS, exhibiting excellent sportsmanship, while serving as a role model for younger students.

B. Fine Arts:

- To teach the use of both verbal and nonverbal communication.
- To emphasize and develop individual skills.
- To build a positive attitude toward the activity, to learn the importance of individual contributions, along with the cooperative dynamics of being part of a group.
- To continue the student's development in intellectual, physical, emotional, and social skills, allowing students to mature to their fullest potential.
- To assist participants in the goal-setting process and the assessment of goals as an individual and as a group.
To strive for continuous improvement, both individually and as a group.
- To assist in the development of self-worth, self-esteem, self-confidence, and poise.
- To honorably represent SPS, exhibiting excellent sportsmanship, while serving as a role model for younger students.
- To nurture intellectual and imaginative growth, which enriches the spirit and the heart.

Head Coaches and directors will be active in the evaluation of the lower level coaches, and provide guidance and leadership to those programs.

VII. PARTICIPATION and REGISTRATION

A. Physical Examination

Participation in athletics requires a physical examination performed by a physician every **three years (typically before their 7th and 10th grade years)**. After major surgery, serious illness, or injury, the attending physician must certify in writing the student's readiness to return to competition. All forms must be on file with the Activities Director before a student practices or competes.

B. Eligibility Forms

The MSHSL Athletic Eligibility Information Form along with the Parent's Permit and Health Questionnaire needs to be read and signed each year by the student and the parent for anyone participating in athletics. The Fine Arts

Eligibility Information Form needs to be read and signed by the student and parent each year for anyone participating in speech, visual arts, one act play, music, and any other MSHSL fine arts activities. This registration must be completed online before the start of the season.

C. Insurance Statement

Parents or guardians will be responsible for all medical expenses incurred due to injury or accident. Please confirm with your insurance carrier that your son or daughter is covered for athletic activities.

D. Travel Release

SPS requires that all students ride on commercially hired transportation carriers to and from all activities and an exception from this policy requires prior approval. All participants not riding SPS transportation must be signed out by a parent/guardian before the event. No parent/guardian will be allowed to release their student into the custody of another parent/guardian unless the **Activities Letter of Alternative Transportation** has been signed by the parent/guardian and approved by the Activities Director prior to the time of departure. Parents and guardians may be asked to provide identification. **Students are not allowed to drive themselves or other students to events in which they are participating in and in which SPS is providing transportation.** There may be extenuating circumstances where if pre-approved with the activities director that an exception could take place.

E. Activity Fees

Activity fees will follow the SPS board adopted schedule. Students participating in any activity must pay the required fee before their first contest or performance. A fee should not be the reason for a student not participating, if payment cannot be completed, please communicate with the Activities office. This must be done to discuss further scholarship options. The United Way has been a great organization to work with in reducing or waiving fees for those that need financial assistance.

FEE SCHEDULE

Baseball, Basketball, Cross Country, Football, Golf, Softball, Tennis, Track, Volleyball & Wrestling.

Grades 10-12	\$105.00	Grades 7-9	\$80.00
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Speech

Grades 10-12	\$80.00	Grades 7-9	\$60.00
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Fall & Spring Play, Knowledge Bowl, Mock Trial & One Act Play

Grades 10-12	\$55.00	Grades 7-9	\$35.00
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THERE IS A FAMILY CAP OF \$500/YEAR FOR FEES!

F. Student Transfer/FES/Int. Student

The MSHSL requires that any student playing on a high school team who is transferring from another school system in any grade needs to fill out a transfer form to be eligible for competition. Any Foreign Exchange Student /International Student needs to fill out information forms to be considered for eligibility. These forms can be obtained from the Activities Director.

H. School Attendance

Participants must be in school and in attendance all day if they are going to practice or perform that day. Students will be excused, after attending school at 8:10 AM, for scheduled medical appointments, court appearances, or family obligations. Those students who do not attend a full day of school, whether arriving too late or leaving school earlier than the scheduled departure time, without an excused absence, will not be permitted to practice or perform.

I. Awards

Students who participate in the SPS Activities programs will be eligible to earn a varsity "letter" in recognition of outstanding performance and commitment. Each activity will have its own requirements for earning a letter. Criteria for lettering will be on file with the Activity Director. Upon earning a letter for participation in any activity, the following process has been approved for recognition of the accomplishment:

1. The coach or advisor will turn in a list of letter winners to the Activities office.
2. Students earning their first letter (grades 7-12) will be provided by the school, an official letter "S" chinnel. Letters will be distributed by the coach or advisor.

J. Church Night

SPS works cooperatively with the Springfield Area Ministerial Association to keep Wednesday night free of activities for family and/or religious activities. Practices will be scheduled so students will be dismissed prior to 5:45 PM. Exceptions have been agreed upon: Wednesday night games during MEA week, Pop Concert rehearsal in May, and Region, Section, or State tournament play. There may be situations where there is no other option for competition, which may result in a Wednesday being scheduled. MSHSL rules prohibit any coaching, instruction, contact with coaches and directors on Sundays. There may be open gyms, and other optional activities on Sundays, but there should be no pressure for those to attend or participate in.

L. Booster Clubs

SPS recognizes the value of community support groups in relation to the student activities program of ISD #85 and encourages the participation of interested parents and fans in Booster Clubs and other such organizations whose purpose is to support student activities through fund raising, increasing attendance, promoting greater community awareness of specific programs, and developing ways in which to recognize student achievement.

The Activities Department expressly denies to any support group any delegation of authority for the operation and direction of any student activity and limits such support assistance to these areas: fund-raising to support approved activities of a team, club, or student group; programs designed to promote awareness of and attendance at student activities; projects centered in the recognition of individual, group, or team achievements; and programs designed to inform members of upcoming events and activities of the team or other student group. It is the intent of ISD #85 that all students in activities programs will be treated in an equitable manner regarding recognition and awards. An organization must receive prior approval from the Activities Director prior to any fund-raising project.

M. Activity Tickets-Ticket Prices

Activity season passes may be purchased through the Springfield Athletic Booster Club. Passes will be sold at most athletic events, or through designated Booster club members. The activity passes are good for most home athletic events all year, which typically totals over 65 charged events; they are not good for any section tournaments or special events.

Activity ticket costs:

- Couples Pass: \$ 80.00
- Individual Adult: \$45.00
- Punch Pass (good for 10 events): \$30
- Student Pass: \$30
- Ticket Prices: Adults: 7.00 / 65+ Seniors & Students K-12: \$5.00

N. Collegiate Athletic Signing Ceremonies

Students who are choosing to compete in collegiate athletics can request a signing ceremony. This should be arranged through the college and the SHS Activities Director at least one week before signing.

VIII. ELIGIBILITY REQUIREMENTS

Good Standing: To be eligible for participation, a student must be in good standing, which means that the student is eligible under all the conditions of eligibility requirements of SPS as well as the MSHSL.

Student Code of Responsibilities: Participation in activities is a privilege, which is accompanied by responsibility. As a student participating in SPS activities, the student understands and accepts the following responsibilities:

- I will respect the rights of others and will treat others with courtesy and consideration.
- I will be responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- 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 that will be determined by the High School Principal, acting on the authority of the school board.

Code of Responsibilities Violation Appeal Process: MSHSL Bylaw 300 prohibits a “Fair Hearing Procedure” in cases involving the principal’s decision regarding the school’s eligibility requirements for the student code of responsibilities. Springfield Public Schools will provide a third-party review of any student code of responsibility violation. The third-party review will be conducted by ISD #85 Superintendent (or designee) upon request of the student or his/her family.

Harassment and Hazing: During the school year, a student shall not violate sexual, racial, and religious harassment, violence, or the hazing bylaws by the MSHSL (Bylaw 209). “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, for the student to be initiated into or affiliated with a student organization, or for any other purpose. Penalties will be the same as the chemical eligibility penalties below.

Online Behavior: All students at Springfield Public Schools are entitled to a safe school environment. Therefore, all types of bullying, including cyberbullying, are unacceptable. Cyberbullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular phones, and/or social media websites (Facebook, Twitter, Myspace, etc). Cyberbullying and other inappropriate cyber behavior often occurs outside normal school hours. However, as part of an extra-curricular activity, participants must uphold the standards in the SHS and MSHSL Code of Conduct. Inappropriate cyber behavior could include, but is not limited to degrading opponents, officials, coaches, teammates, or other individuals; posting text or photos of sexual nature; posting text or photos of illegal activities (i.e. alcohol, drug, tobacco use); excessive vulgar language. Anyone who engages in inappropriate cyber

behavior shall be considered in violation of the SPS and MSHSL Code of Conduct and subject to appropriate disciplinary action according to the provisions laid out by the MSHSL.

BULLYING

Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Springfield Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school. Bullying means any written or verbal expression, physical act or gesture, or a pattern intended to cause or is perceived as distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student and has the effect of harming the student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment. (Policy #514)

Academic Eligibility:

Academic Eligibility Springfield Public School students must be passing all courses in which they are enrolled to be eligible to participate in extracurricular games, contests, plays, concerts, etc. The student may continue to practice their activity during the period of ineligibility. The Activity Administrator will restore eligibility. The following rules govern academic eligibility: The Springfield ineligibility period is for a set number of days, not a number of activities. Grades checks will take place every 3 weeks(approx.). These specific dates will be determined by the principal.

- If a student is failing, incomplete, or not in good standing at the time of the grade check, they will have one week to get all their classes passing, complete, and in good standing. If, after the one-week probationary period, a student is not passing, complete, and/or in good standing, that student will be ineligible for all activities until the next grade check.
- If a student is on the 3-week ineligible list, the student will be ineligible of all public performances; including, but not limited to: Homecoming Court, Prom Grand March, Singing of the National Anthem at home activities.
- If a student was ineligible during the previous grade check, they will not be given the one-week probationary period, and they will be ineligible for the next three weeks.
- If a student fails Semester 1, they will be academically ineligible until the next grade check. If a student fails Semester 2, they will be academically ineligible for the rest of that school year's activities. Grade checks for students who have not failed the previous grading period If a student receives a failing grade at one of our three week grade checks:
 - They have one week of academic probation. If they bring their grades up to passing, they will remain eligible. If they have an F, in any class after the week of academic probation, they will be ineligible until the 3 week check.
 - At the end of the probation period, to become eligible for activities, students must be passing ALL classes and it is the responsibility of the student to use

the academic check form and have all of their classroom teachers sign off stating they are passing their class. Once this form has been signed by all of the students' teachers and the form is turned into the office, the student then becomes eligible for their activities.

Mood Altering Chemicals:

A student shall not use or possess alcohol, tobacco, substances mimicking tobacco or other controlled substances at any time during the entire calendar year. This applies to all students whether they are participants in an activity at the time or not. If the rule is violated during the summer months or between seasons, the penalty will begin with the next activity in which the student is a participant. If caught violating the chemical rule in school or at any school activities, the penalty will apply plus five (5) day suspension.

Category I Suspension Times (Athletics and Speech) First Offense: The student will lose eligibility for the next four consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 5 hours of community service, the student will lose eligibility for the next two consecutive interscholastic contests for 2 weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Second Offense: The student will lose eligibility for the next twelve consecutive interscholastic contests or 4 weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 10 hours of community service, the student will lose eligibility for the next six consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Third and Subsequent Offense: Loss of eligibility for the remainder of the student's high school career. AS AN ALTERNATIVE: A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

- The student is assessed as chemically dependent
- Enters treatment voluntarily,
- The director of the treatment center certifies that the student successfully completed the treatment program
- The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Category II Suspension Times (Non-Athletic Activities) Definition- Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. These events include, but are not limited to: BPA, One-Act Play, FFA, Dance line, Fall Play, Mock Trial, Choir, Band, Knowledge Bowl, Super Mileage, and Tech Challenge.

First Offense: The student will lose eligibility for the next two Category II events or 3 weeks, 21 calendar days, whichever is greater. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 5 hours of community service, the student will lose eligibility for the next Category II event or for 2 weeks, 14 calendar days, whichever is greater. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Second Offense: The student will lose eligibility for the next four Category II events or 4 weeks, 28 calendar days, whichever is greater. AS AN ALTERNATIVE: With the completion of a chemical awareness class and 10 hours of community service, the student will lose eligibility for the next two Category II events or for 3 weeks, 21 calendar days, whichever is greater. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Third and Subsequent Offense: Loss of eligibility for the remainder of the student's high school career. AS AN ALTERNATIVE: A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

- The student is assessed as chemically dependent
- Enters treatment voluntarily,
- The director of the treatment center certifies that the student successfully completed the treatment program.
- The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Public Performance: These are events that include but are not limited to homecoming court, prom grand march, conventions, or any event where the student is representing Springfield Public School. A student in violation will be ineligible from any public performance events, if they have not fulfilled their penalties in both Category I and II. A student in violation is ineligible to be on the homecoming court for at least one calendar year from the date of administration notification of the violation. Missing a public performance event will count towards a Category II event. Enforcement Procedure Prior to a suspension under this section, the student shall be advised by Coach and or Administration of the alleged violation and will be given an opportunity to explain his/her involvement in the situation. If, after such a conference, the administration believes a suspension is justified, the student and the parent/guardian will be notified. Suspension will

begin at the time the administration was first notified of the incident. If the suspension occurs during the summer months, the days in Category II will begin with the first day of school or the day of the first event if occurring in the summer month. In addition, the following provisions apply:

- Penalties are accumulative beginning with the student's participation on high school sponsored teams
- Any unfulfilled penalty will be carried over to the next season in which the student is a participant
- A student serving suspension will be required to participate all season and meet requirements and expectations of the coach in order to fulfill the penalty
- Prior to returning to practice, a suspended student must meet and confer with the AD and coach as well as with the team
- A student who has been suspended during the season will not be eligible to letter, serve as a captain or earn All-Conference honors during the season(s), in which they were suspended
- A student shall be disqualified for nine (9) additional weeks beyond the original suspension period when the student denies the violation, is allowed to participate, and is subsequently found guilty of the violation.

Appearance Students who participate in activities and coaches/directors at Springfield Public School are expected to reflect pride in themselves, their team, and their school by their manner, grooming, and dress.

Care of School Equipment and Uniforms The student is responsible for all equipment and uniforms issued to him or her. Equipment or uniforms which have been lost, damaged by misuse, or stolen while in the care of the student must be paid for by the student before any other equipment is issued to that student. In the case of a graduating senior, payment must be made prior to participating in commencement.

Eligibility Hearings and Investigations: When a student's eligibility to participate in activities has been placed in jeopardy by an alleged violation of the guidelines, an investigation and hearing will be held. The investigation will be conducted by the activities director and, if warranted, a hearing will be held. The hearing panel may be made up by any of the following: activities administrator, the principal, and member(s) of the School Board.

IX. SPORTSMANSHIP PROGRAM

Springfield Public School's Sportsmanship Plan starts with one of our activity values, which is honoring, dignifying, and respecting all who enter our schools. We value learning as an individual ongoing process and recognize that sportsmanship must also be taught and be part of that process. Good sportsmanship is everyone's responsibility, the players, coaches, faculty, cheerleaders, students, spectators, and administration.

Codes of Conduct:

Student Participants

- Show respect for coaches, opponents, officials, fans, and facilities.
- Accept the decisions of contest officials.
- Avoid offensive gestures and language.
- Display modesty in victory and graciousness in defeat.
- Know the rules of the game and play within the rules.
- Appreciate excellence in performance no matter who the opponent is.
- Represent yourself, your team, and your community in a respectful and dignified manner.
- Be positive and treat others the way you would like to be treated.

Coaches/Directors

- Coaches are the biggest influence and that will be reflected in the actions of others.
- Accept the decisions of contest officials and never criticize them.
- Display modesty in victory and graciousness in defeat.
- Teach sportsmanship and acknowledge players that display good sportsmanship.
- Coaches need to be role models, set examples, and not allow any unacceptable behavior to openly happen without consequences.
- Keep yourself and players always under control.
- Hold players accountable for unsportsmanlike conduct.

Spectators

- Show respect for players, coaches, officials, and facilities.
- Avoid any criticism or unacceptable behavior.
- Take part in cheers with the students.
- Demand a sports environment for all children that is free from drugs, tobacco, and alcohol, and refrain from their use at all Springfield Public School events.
- Accept both victory and defeat with pride and compassion.
- Model good sportsmanship for students to follow.
- Cheer for your team rather than against the other team.

Spectators/Parents who don't follow the code of conduct, will receive verbal and written letter outlining the issue along with the consequence and potential further ramifications if poor behavior continues. These consequences could be removal from contests, suspension from contests. In a more severe case, these consequences could be immediate without warning.

School Administration/Personnel

- Develop a program for teaching and promoting good sportsmanship.

- Model good sportsmanship and inform students and parents regarding expectations of good sportsmanship through attendance at school events.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- Conduct pep rallies with emphasis on good sportsmanship.
- Develop good sportsmanship among student leaders.

School Board

- Serve as a positive role model and expect the same elevated expectations of behavior from parents, fans, participants, coaches, and other school personnel.
- Support, encourage, and recognize participants, coaches, school administrators, and fans that display good sportsmanship.
- Recognize the value of school activities as a vital part of education through attendance at school events.
- Apply sportsmanship policies to all consistent and equitable activities.

Acceptable Behavior:

- Cheering positively.
- Complement the opponent.
- Clap for the introductions of the opposing teams.
- Show respect during *The National Anthem* – stand up, do not talk, and remove any hat.
- Treat visiting fans/players with respect.
- Accept all decisions from the officials.
- Shake hands between participants and coaches at the end of the competition.
- Cheer for your team rather than against the other team.

Unacceptable Behavior:

- Reacting to the officials' calls with such things as booing, heckling, throwing things, foul language, obscene gestures, racial slurs, or any other action that tears down the other team or the officials.
- Fans that yell, mock, or put down the cheerleaders.
- Holding up papers or turning around when the other team is announced.
- Cheering against the other team / yelling opponent's name.
- "Showing up" the officials or players, taking cheap shots, or showing disrespect.
- Refusing to shake hands after a game.
- Blaming the loss of a game on an official, coach, or participant.
- Hand-held signs containing derogatory language or messages.

X. MSHSL

The Minnesota State High School League is the governing body of public and private schools in Minnesota dating back to 1916. Springfield Public Schools belong to this non-profit association which provides athletic and

fine arts activities for more than 200,000 students statewide. This handbook, along with the bylaws of the MSHSL (www.MSHSL.org), gives us direction in working with students involved in extracurricular activities at Springfield Public Schools.

A. ExCEL Award Excellence in Community, Education, and Leadership is a unique recognition program designed for High School juniors who are active in school activities, who show leadership qualities, and who are model citizens. One boy and one girl can be nominated from our school. Nominees must:

- Be a junior in high school.
- Making satisfactory progress toward graduation requirements.
- Participate in a MSHSL fine arts and/or athletic activity.
- Hold a leadership position in school.
- Work voluntarily in their community.

B. Triple “A” Award: To recognize and honor high school seniors who have excelled in the classroom, on the playing field, and in fine arts. One boy and one girl can be nominated from Springfield and to be eligible for this Academics, Arts and Athletics Award a student must:

- Must be a high school senior.
- Have a cumulative GPA of 3.0 or higher.
- Participate in league-sponsored athletics and fine arts activities.
- Comply with the MSHSL’s student code of conduct.

XI. Banquets Programs can have end of season banquets to conclude their seasons and distribute awards. These are not mandatory, and can be handled in a manner that the head coach/director feels appropriate. In scheduling banquets, Sundays are allowed, but if there are other available dates to use, they should be given priority.

XII. Springfield Public Schools Activities Schedule:

1. Log into www.springfield.mntm.org
2. Click on the Schedules tab.

ACTIVITIES DEPT. COMMUNICATIONS PROCESS MAP

As previously mentioned in our values statement, Springfield Public Schools Activities Department values “communications that are open and honest.” We will strive to communicate openly and honestly with all stakeholders in our department, including the student participants, parents, boosters, and community.

Research has long documented the positive life skills students learn through participation in extracurricular activities. One of the skills developed through participation in activities includes effective communications. With this fact in mind, our philosophy of communications keeps the student in the forefront in advocating their position, concern, insight, and feelings.

In an effort to keep the lines of communication open between all entities, we have outlined several expectations for communications to take place. We have also outlined the proper process to follow if any party has a concern about the circumstances the student may be experiencing. Springfield Public Schools values highly qualified staff members and works hard to provide for the continued professional development of all employees. Our coaches and directors are professionals who will make decisions based on what they believe to be in the best interest of ALL students involved.

**All of our coaches and directors are expected to meet the below three deliverables:
Our coaches/directors will....**

- #1. Make Essential & Caring Connections with all participants**
- #2. Give clarity in roles and expectations of all participants**
- #3. Provide feedback on growth, development, and effort of all participants**

Communications you as parents should expect from your child's coach/director:

- 1. Locations and times of practices and contests
- 2. Team requirements i.e., fees, special equipment, etc.
- 3. Expectations of the coach/director
- 4. Concerns your child's coach/director has for your child

Communications your child should expect from their coach/director:

- 1. Team expectations
- 2. Clarity in their role and expectations of them
- 3. Constructive feedback on their growth, development, and perceived effort

The BAND app will be the method of communication used in our activities! Use of text, email, snapchat, etc. should NOT be used in communicating between coach/director and participant.

Appropriate topics to discuss with your child's coach/director:

- 1. Ways to help your child improve
- 2. Concerns about your child's behavior or health
- 3. Illnesses, vacations, family conflicts with practices/contests/performances
- 4. Perceived violations of the values outlined in our handbook

Topics not to be discussed with your child's coach/director:

- 1. Playing time
- 2. Strategy
- 3. Other students

In keeping with the guidelines provided above, the following process map has been developed to help us establish a uniform process for communication to take place that is both aligned to our goals of teaching life-long communication skills and self-advocacy to the students and in providing clear and honest communication among all stakeholders. This process map is progressive in nature and should be followed as presented. In the

case that any part of this process map is omitted, the party will be directed to return to that step prior to further action being taken.

Step 1: student talks to coach/director

This is the first step in resolving any issues and is essential in the development of student communication skills. If a student doesn't feel comfortable, then the school can appoint a liaison to help facilitate this meeting.



Step 2: student and parent talk to coach/director

If following step 1, the student still has concerns, the student can invite a parent(s) to sit down with the coach/director. The student must be present at this meeting and should initiate the discussion.



Step 3: student, parent, and coach/director talk to Activities Director

If after following step 2, there are still unsolved issues, the student and his/her parents can request a meeting with the Activities Director. Any such meeting should include the coach and the student along with the parent(s).



Step 4: student, parent, coach/director, and Activities Director talk with Superintendent

If following step 4 there are still unresolved issues, the student and his/her parents can request a meeting with the Superintendent of Schools. Any such meeting should include the student along with the parent(s), coach/director, and Activities Director.



Step 5: student, parent address the school board

If following step 4 there are still unresolved issues, the student and his/her parent(s) can address the school board and explain their situation, steps taken to this point, answers/suggestions offered by district staff, and offer their own solutions.

After following the above outlined process map, it is our belief that effective communication can take place, and the goals of learning life skills can be met. Research has continually indicated that student involvement in extracurricular activities enhances the chance for success during adulthood. We are committed to providing both the opportunity for participation, and in striving to deliver the highest quality programs possible.

HAZING - It is the policy of District #85 to maintain a safe learning environment for students and staff that is free from hazing. Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person. This can happen for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Anyone who believes they have been the victim of hazing or with knowledge or belief of conduct which may constitute hazing shall report the alleged acts to the building principal.

PROHIBITING HARASSMENT AND VIOLENCE - The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. ISD #85 prohibits any form of religious, racial, or sexual harassment and violence.

It is the policy of ISD #85 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. ISD #85 prohibits any form of religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of ISD #85 to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel.

ISD #85 will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

A complete copy of the Equal Educational Opportunities policy is on file in the Principal's Office, Student Services and District Office.

TITLE IX: Springfield Public Schools is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the district to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, veteran status, sex, sexual orientation, marital or family status, pregnancy, gender, or political ideas. Discriminatory conduct and harassment impede the district's

educational mission and will not be tolerated.

Sex and gender-based harassment should be reported to the Title IX Coordinator.

Appendix A

Purchase Procurement Process for Head Coaches and Fine Arts Directors

Purpose:

To ensure all purchases made by head coaches and fine arts directors are authorized in advance and align with district policies and budgetary guidelines.

Process:

1. Determine Type of Purchase

- **Green Form** – For purchases made through the **Activity Department Budget** (district-funded).
- **Salmon Form** – For purchases made through **Activity Accounts** (student fundraising or designated activity funds). See *Student Activity Account Purchase Guidance* below.

Note: Only one form is used per purchase. Select based on the funding source.

2. Complete the Appropriate Form

- Fill out all fields, including:

- Item(s) to be purchased
- Estimated cost
- Vendor name
- Purpose of purchase
- Date needed

Incomplete forms will be returned.

3. Submit for Preapproval Signatures

Both signatures are required. Orders are placed by Amy Vanderwerf, District Office purchasing agent, before any order is placed or item is purchased:

- **Step 1:** Submit to the **Activities Director** for review and initial approval.
- **Step 2:** After Activities Director approval, submit to the **School Superintendent** for final approval.

Student Activity Account Purchase Guidance

All expenditures must benefit the students participating in the student activity who are currently enrolled. Local school boards may be more restrictive than the lists below. In addition, the school board may decide to cover other allowable costs in General Fund.

Appropriate expenditures for student activity accounts include, but are not limited to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group
- Entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom)
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel expenditures

Inappropriate expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
- Employee compensation, gifts, or awards
- Faculty meetings or events
- Labor or service payments (staff salaries or independent contractors acting as staff)
- Library books
- Office supplies
- Office or school furniture (for instructional use)
- Textbooks
- Gift cards
- Gift certificates
- Field trips which are curricular in nature
- Scholarships
- Personal items for coaches, advisors, or other staff members

References:

Minnesota Department of Education – 2025 UFARS Manual – Chapter 14 Student Activity Accounting Page 15