

ACTIVITIES HANDBOOK

2026-2027

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Web Sites:
Minnesota State High School League: www.mshsl.org
Central Lakes Conference: gobound.com/mn/schools/alexandria
Alexandria Public Schools: www.alexschools.org

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Elastic Clause

The administration of Alexandria Public Schools reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary. Each situation is different and will be handled on an individual basis.

Administration and District Policies

Philosophy

Student Activities shall be an integral part of the Alexandria Public Schools total educational program. Their purpose is to provide positive educational experiences not otherwise provided in the curriculum, which will develop learning outcomes in the areas of knowledge, skills and emotional patterns and will contribute to the development of better citizens.

Participation in these activities demands commitment and involvement. It is a privilege provided to those students who meet the minimum standards of eligibility set forth by the MSHSL and Alexandria Public Schools. Competition necessitates the selection of the most qualified performers in some activities.

Goals and Objectives

The goals of our overall activities program shall be to develop balance in mental, physical and interpersonal skills. These activities shall be a contributing factor to emotional stability and serve as a motivational stimulant for each and every participant. Student Activities shall also serve as a means of teaching lifetime fitness, perseverance, cooperation, tolerance, teamwork and the acceptance of winning and losing as a part of living.

Our goals shall include a determined effort to provide effective leadership for each activity, to teach the fundamentals and skills necessary to perform to the best of one's ability, to offer opportunities to all competitors to show their talents and abilities, to strive for excellence while upholding the dignity of each individual involved.

Sports-Like Behavior Creed

Good sports-like behavior is strived for in all events. Good sports-like behavior is a responsibility of players, coaches, faculty, cheerleaders, students, adults, spectators, officials and the media. Promotion of good sports-like behavior at all events should include a demonstration of respect for opponents and officials. All involved should maintain self-control throughout the contest. Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sports-like behavior is the cornerstone of a quality activity program.

* * * * * *

School Board Members
Angie Krebs – Chairperson
Maureen Eigen – Vice Chairperson
Alan Zeithamer – Treasurer
Shawn Reilly – Clerk
Tracy Capistrant – Director
Laura Knudsen – Director
Kyle Momsen – Director

District Office
Rick Sansted, Superintendent
Trish Perry, Assistant Superintendent of Teaching and Learning
Jessie Hjelle, Director of Human Resources

District 206 Activity Program Philosophy Guidelines

VARSITY PROGRAM

- participation is a privilege
- this highly competitive program is for the most gifted and talented
- competition is a priority as well as teaching life-long learning skills
- team selection of the most qualified performers is necessary in some activities with facility or coaching limitations
- most talented individuals, as determined by the coach, will start and play the majority of the time
- seek to achieve team and individual goals
- team represents the school and community
- meet all program eligibility guidelines

JUNIOR VARSITY PROGRAM

- participation is a privilege
- emphasis on healthy perspective on competition and discipline
- development for future varsity program
- could include seniors if necessary to have a team
- team selection of the most qualified performers is necessary in some activities with facility or coaching limitations
- meet all program eligibility guidelines

SOPHOMORE PROGRAM

- participation is a privilege
- emphasis on healthy perspective on competition and discipline
- competition is encouraged with a similar schedule to the varsity program
- playing time determined by coaches' discretion
- team selection of the most qualified performers is necessary in some activities with facility or coaching limitations
- limited to sophomores or especially talented ninth, or exceptionally gifted seventh or eighth grade students who have gone through the acceleration policy
- Participation with best individuals starting and play a majority of the time, but attempts will be made to let everyone play if the outcome is decided
- meet all program eligibility guidelines

NINTH GRADE PROGRAM

- participation is a privilege
- experience the sport through participation
- no cutting of participants
- varying emphasis on competition, but a concentration on player development
- emphasis on fundamentals and team play
- meet all program eligibility guidelines

SIXTH, SEVENTH AND EIGHTH GRADE PROGRAM

- participation is a privilege
- focus fun and positive attitude toward activities the goal
- emphasis on basic fundamentals and skills
- competition is matched to ability levels

- no cutting of participants
- experience the sport through participation
- meet all program eligibility guidelines

Cardinal Activity Advisory Council

PURPOSE

To serve as an advisory vehicle to those who administer the Activities Program of Alexandria Public Schools for the enhancement of the total program. This Council meets on a regular schedule, every other month to review concerns and issues brought forth by parents, students, coaches and teachers. In addition, the Council reviews proposals to add new programs and reinvest in current programs.

MEMBERSHIP

- Alexandria Area High School Principal as needed
- High School Activities Director
- Discovery Middle School Activities Director
- Two coaches as needed
- Eight community members at large

District 206 Policies

ACCELERATION POLICY - ALEXANDRIA PUBLIC SCHOOLS:

(File :IGDJ-A Adopted: 4-16-90 Revised 2-24-97)

It shall generally be the policy of Alexandria Public Schools not to accelerate students from middle school (grades 7-8) athletic programs to senior high athletic programs.

GUIDELINES:
Participation by students on athletic teams representing the secondary school of Alexandria Public Schools will normally be limited to those students representing the school which they attend for regular classes. Such teams constitute an integral part of the total educational program and are primarily designed to serve the needs of only the students of that school. This represents a basic guideline for athletic participation in our school district. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental and emotional well-being and what will be in the best interest of the student's total development. Also, the effect on the middle school and senior high school programs must be considered. However, the total welfare of the student must be the focus of all recommendations and decisions.

At the middle school level, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the senior high level.

DEFINITIONS:
- Grades 9-12 shall be considered as the senior high programs.
- Grades 7-8 shall be considered as the middle school programs.

- Acceleration in cross country, gymnastics, hockey, Nordic skiing, swimming and wrestling shall be allowed without following the procedure in this policy for acceleration except that parent permission must be granted.

PROCEDURE FOR ACCELERATION:
In the rare instances where acceleration will be considered from middle school to senior high, the following procedure must be followed:

1. The student-athletes and parents will not be contacted verbally or in writing until all steps of the process have been completed.
2. The head varsity coach will initiate in writing the proposed acceleration to the middle school activities director.
3. All coaches affected (grade level coach previous year, grade level coach current year, proposed grade level coach and the head coach) will meet with the middle school activities director to discuss the proposed acceleration and agree that acceleration should be considered.
4. The middle school activities director will then set up a meeting with the student's middle school counselor, middle school principal, middle school assistant principal, senior high activities director and coaches listed in section c. to review this request from the standpoint of the student's total development.
5. After a reading of the guidelines and discussion, a secret ballot vote will be taken. The voting will be by the coaches present, middle school activities director, middle school principal, middle school assistant principal, middle school counselor and senior high activities director. The decision to accelerate must be unanimous. If the vote is not unanimous, the process ends.
6. If the recommendation is to further consider acceleration, the parents and the student will then be notified by the head varsity coach and asked to review the recommendation. If they concur with the recommendation to accelerate, then a physical examination will be required for the student involved if a physical examination has not taken place within the past year. If the physical examination reflects no physical limitations that would impair the student from performing athletically, the student may then be accelerated.
7. Once the student has been accelerated, the student must remain at that level and not return to a lower level for the remainder of the season. The student could accelerate again to a higher-level if 1, 2, 3, 4, 5 and 6 above are followed.

Acceleration Overview

ATHLETIC AND MUSIC CONFLICT POLICY

(adopted by Alexandria Area High School 2008)

It is the philosophy of the school that both athletic and music events play an important role in the lives of Alexandria students and their families. It is with this in mind, and with mutual respect, that music and athletic directors coordinate their schedules. The purpose is to avoid bringing pressure on an individual student as a result of conflicting schedules. The following regulations are an attempt to provide an equitable basis concerning the scheduling of events for Alexandria students and a procedure to follow if conflicts do arise.

I. Scheduling of Events:
   A. The Activities Director and music department chairperson will schedule events in the spring of the year as completely as possible for the ensuing year.

B. Events scheduled after that date will have to be cleared with the master schedule in the Activities office. Official district, region and state additions or corrections should take precedence over non-conference and locally scheduled events.
C. Both the Activities Director and music department chairperson are to receive in writing proposed dates for events which are scheduled after the initial schedule is drawn up.
D. The original schedule will take priority over all later scheduled events.
E. When it becomes necessary to reschedule a sport or music activity which has been postponed because of weather conditions, the coach or director must check the existing school schedule before rescheduling the event. If there is possible conflict, the change must be approved by the Activities Director and the music department chairperson.

II. Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt shall be made so that the student need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are to be notified of the situation.
A. All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
B. A concert will take priority over a regularly scheduled season game and post season banquets.
C. A postseason game, post season tournament or a conference championship will take priority over a musical concert.
D. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.

PLAY AND MUSICAL SELECTION PROCEDURE

Considerations:

- School plays/musicals are extensions of the core strands of Minnesota Theatre Arts Standards, which are directly linked to the National Arts Standards: create, perform, respond and connect.
- School plays/musicals should expand, affirm, challenge and deepen students' understanding of themselves and the world around them.
- The potential for growth in skill and knowledge for theater arts students is highest when the script is both challenging and interesting for students.
- Script selections do not need to meet all guidelines for approval.
- Alexandria Public Schools values the theater director/educator's knowledge, skill, experience and/or licensure.

Process:
A committee consisting of Play/Musical Director, Activities Director, CAAC member and up to three theater parent/s will be given a copy of a potential script to review, individually, prior to meeting as a group.

The committee will meet as a group to discuss the script using the Play Selection Guidelines document. If approved, the committee can recommend the play selection for final approval. If not approved, the Play/Musical Director will be asked to bring another selection to the committee for review. The final decision to perform the play/musical will rest with the Activities Director and Principal at each site.

Play Selection Guidelines	Notes
FIRST PRIORITY: Student Centered Learning *CRITERIA: The play/musical offers opportunities for students to:* ● Grow in their theater arts skills and knowledge, in alignment with the MN K-12 Theater Arts Standards and Benchmarks ● Invest in the production process and outcome, due to the interest, challenge and relevance of the script ● Affirm, challenge, deepen and/or expand their understanding of themselves, the world around them and the world of the play (MN Theatre Arts 4.9.5.10.1). ● Broaden their engagement with a variety of genres, styles and eras throughout their educational theater experience, potentially including, but not limited to: dramas, comedies, farces, satires, improvisation, new work, devised theater and more (MN Theatre Arts 4.9.4.7.1 through 4.9.5.10.1). ● Develop and sharpen skills not only in performance, but also in design, technology, stage management, dramaturgy and other roles (MN Theatre Arts 4.9.2.2.1, 4.9.2.2.2, 4.9.2.3.2, 4.9.2.4.3, 4.9.3.6.2). ● RESPOND and CONNECT by identifying, explaining, analyzing, interpreting and evaluating the aesthetic, historical, cultural, personal, societal and global contexts and choices in a play or musical (MN Theatre Arts 4.9.4.7.1 through 4.9.5.10.1).	
SECOND PRIORITY: School, District and Community Standards *CRITERIA: The play/musical offers opportunities for students to:* ● Achieve academic excellence through rigorous and relevant learning experiences ● Explore a life-long passion for learning ● Nurture relationships through leadership, acceptance, teamwork, communication and problem-solving ● Maintain integrity in alignment with the Code of Conduct – Respect, Honesty, Kindness, Responsibility and Fairness	
THIRD PRIORITY: Budgetary and Logistical Concerns *CRITERIA: The play/musical can realistically be undertaken in terms of:* ● The proposed budget for rights, contractors, set, costumes, props and other expenses ● The potential for income streams through ticket revenue, partnerships, donations, etc.	

BOOSTER CLUB PROPOSALS

(adopted beginning 2001-02 school year)

In accordance with School District Policy, Alexandria Public Schools affirms its support for school organizations and booster clubs.

DIRECTIONS: All school organizations and booster clubs are required annually to receive school board approval as a sanctioned school organization and/or booster club.

REQUIRED GUIDELINES:

- Follow Alexandria Public Schools Code of Conduct
- Develop a framework for membership, frequency of meetings, distribution of funds, decision-making process
- Provide for open membership and utilize a democratic operation in decision making
- Identify a school liaison person
- Support and participate in sanctioned school activities
- Follow guidelines for fundraising and finances

CODE OF CONDUCT

(adopted beginning the 2001-02 school year)

All persons involved with school activities of any kind will be expected to dedicate themselves to the following Code of Conduct standards while at school and school-related events:

- Respect: Be considerate of self, others, their beliefs and property.
- Honesty: Be truthful.
- Kindness: Be caring, friendly and helpful.
- Responsibility: Be dependable and accountable.
- Fairness: Be committed to the just treatment of others.

FUNDRAISING ACTIVITY GUIDELINES

In accordance with School District Policy, Alexandria Public Schools supports fundraising activities which are designed to raise funds, provide services for students or boost specific programs needing financial help.

DIRECTIONS: All staff, clubs or organizations are required to submit a Fundraising Purpose and Activity Proposal, and to:

- receive administrative review
- receive school board approval

prior to conducting any fundraising events within the district.

FUNDRAISING GUIDELINES:

- Complete Fundraising Proposal Request Packet
- Ensure fundraising will not negatively impact or jeopardize the school's ability to financially support the identified service or program in the future
- Identify a need for the event
- Limit events during the school day
- Meet necessary state and local food service and health regulations
- Limit community solicitation, door-to-door sales and students serving as workforce
- Notify parents prior to conducting the activity
- Limit the number of elementary fundraising events
- Follow district accounting procedures for funds raised
- Receive necessary permits and other agency approval prior to funds being raised
- Consider private service versus private commercial gain in fundraising events

- Recognize the district retains the right to determine recognition given private company or business

GENDER EQUITY (TITLE IX) GRIEVANCE PROCEDURE

The following is a model for a school district to adopt which provides a process for responding to a complaint filed by a student and parent/guardian alleging sex discrimination under the Title IX regulations. Districts are required to have their own grievance procedure in policy. If it is in district policy, the district grievance procedure should be followed.

I. Definition and Interpretation
   a. This grievance procedure may be used by students, parents and the general public. Employees of the school are encouraged to use the established employee's grievance procedure.
   b. Any claim by a student, parent, general public or employee that there has been a violation or misinterpretation of Title IX shall be a grievance.
   c. The term "grievant" means any student, parent, person from the general public or employee filing a grievance.
   d. The term "days" means any calendar day, except Saturday, Sunday or legal holiday.
   e. The filing or service of any notice shall be timely if it bears a postmark of the U.S. mail within the time period.
   f. The time limits provided in this grievance procedure shall be strictly observed but may be extended by written mutual agreement. (Failure to file any grievance within the time periods shall be deemed a waiver thereof.)
   g. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period as computed shall be counted, unless it is a Saturday, Sunday or legal holiday, in which event, the period runs until the end of the next day, which is not a Saturday, Sunday or legal holiday.

II. Informal Procedure
   a. The grievance shall be put in writing on a form available from the principal's office in each building or from the Title IX coordinator. The written grievance shall be submitted to the Title IX coordinator and retained by the coordinator.
   b. The grievant, either personally or accompanied by persons of his/her choice, shall discuss the alleged grievance with the appropriate school principal or immediate supervisor and the Title IX coordinator. All persons who are involved in the situation in any way shall be notified and may be invited to attend informal conferences held to settle differences. Such persons may be accompanied by others of their choice. An effort shall be made to settle all differences informally.

III. Formal Procedure
   a. Level One - Building Principal or Immediate Supervisor
      1. If, after informal discussion with the school principal or immediate supervisor, the grievance still exists, the grievant may, within 30 days after s/he knew or should have known about the event on which the grievance is based, invoke the formal grievance procedure.
      2. The grievance shall be filed through the Title IX coordinator on a form available from the principal's office in each building or from the Title IX coordinator. A copy of the grievance shall be delivered to the principal or immediate supervisor, who shall forward a copy of the grievance to the Superintendent of Schools and to all other persons named in the grievance. If the grievance involves more than one school building, it may be filed with the Superintendent of Schools or designee.
      3. Within five (5) school days of the receipt of the formal grievance, the principal and/or immediate supervisor shall meet with the grievant and persons of her/his

choosing in an effort to resolve the grievance. The principal and/or immediate supervisor shall indicate, in writing, within five (5) school days of such meetings, the disposition of the grievance and shall furnish a copy to the Title IX coordinator.

b. Level Two - Superintendent of Schools

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after five (5) school days of such meeting, the grievance may be transmitted through the Title IX coordinator to the Superintendent of Schools. Within ten (10) days after s/he received, or should have received the grievance, the Superintendent, or designee, shall meet with the grievant and persons of her/his choice on the grievance and shall indicate hers/his disposition of the grievance in writing within five (5) days of such meetings and shall furnish a copy thereof to the grievant, all persons named in the grievance and the Title IX coordinator.

c. Level Three - Board of Education

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made after five (5) days of such meeting, the grievance may be transmitted to the Board of Education by filing the form with the Clerk of the Board. The Board, or a committee of its members, no later than its next regular meeting or ten (10) days, whichever shall be later, shall meet with the grievant and persons of her/his choice. Disposition of the grievance in writing by the Board shall be no later than seven (7) days thereafter. A copy of such disposition shall be furnished to the grievant, all persons named in the grievance, the Superintendent of Schools, the building principal and/or immediate supervisor and the Title IX coordinator.

d. Level Four - Minnesota Department of Education/Office for Civil Rights

The grievant may, at any time during or following this procedure, file a complaint with the Office of Civil Rights or with the Minnesota Department of Education, Office of Monitoring/Equal Educational Opportunities section.

IV. Right to Participate

a. No reprisal of any kind will be taken by the Board, an administrator or any employee of the District against any person bringing a grievance under this procedure.

b. Exhaustion of these procedures is NOT a prerequisite to filing of complaints with the Office of Civil Rights.

Complaints or grievances related to sports equity should be resolved at the “lowest” possible level. First, at the local school district, the person who has a concern should speak with district administrators or the local Title IX Coordinator. The Title IX Coordinator’s role is to investigate local complaints of sexual discrimination. Districts are required to distribute or post this individual’s name, office address and telephone number. If someone in the district is unable to access this person’s name, the Minnesota Department of Education, Equal Educational Opportunities Section (EEO) should have this name on file for each district. If the district is able to resolve the concern within the local district, this is to everyone’s benefit. However, if the district is unable to resolve the concern, a person can contact the EEO section to the Minnesota Department of Education (MDE). Three options are available to a section of the Minnesota Department of Education (MDE). Three options are available to a person when contacting EEO. Those options are:

1. To get more information to back up their efforts in working with the district.
2. To try to get an informal resolution with the district by asking the EEO compliance specialist to contact an administrator within the district (usually the superintendent) to increase the administrator’s awareness of the laws and rules and for the EEO compliance specialist to get a better understanding of the district’s stand on the issue in dispute.

3. To register a formal complaint.
   If the third option is the choice for the complainant (person who files the complaint), then that person should mail a letter which contains the following information:
   a. areas in which the complaint alleges that discrimination has occurred,
   b. basis for the complaint,
   c. who is filing the complaint, and
   d. against which district the complaint is being filed.

   The letter should be addressed to:

   Commissioner of Education
   Minnesota Department of Education
   Capitol Square Building
   550 Cedar Street
   St. Paul, MN 55101

In addition, a complaint may also be filed with the Regional Office for Civil Rights (OCR) in Chicago or with the Minnesota Department of Human Rights. Prior to a detailed explanation of the complaint procedure, it's important for districts to be aware of the following:

Investigations of athletic programs are frequently difficult and lengthy, primarily because of the considerable amounts of information that must be collected, analyzed and evaluated to determine compliance. The decision regarding compliance involves determining which benefits and services are provided to women, whether there are any differences between benefits and services for men and women, whether these differences have a negative impact on athletes of one sex and thus, may result in noncompliance.

ACTIVITY ELIGIBILITY AND CHEMICAL ABUSE POLICY

The Alexandria Public Schools recommended procedure for administering violations shall be as follows:

I. Allegations and Complaints

All allegations and complaints relative to a student violation of the rules and regulations of the Code of Conduct shall be channeled through the Activities Director or the Middle School Activities Director (Administration), as the grade of the student dictates. The Administration, so far as practicable, shall make a thorough inquiry and investigation of all reasonable substantial charges received from responsible sources. The Administration will conduct a preliminary inquiry to determine whether there is adequate evidence to warrant an official or full investigation. The Administration may also initiate an inquiry on her/his own incentive if she/he has reasonable cause to believe that a student has been in violation.

II. Preliminary Inquiry

A. Sources of Information
   1. Consult with persons who are reported to have information.
   2. Consult with persons who wish to bring information to school authorities.
   3. Consult with coaches, teachers or directors of the activity in which the alleged violation occurs.
   4. Consult with interested students.
   5. Consult with interested parents.
   6. Seek counsel from confidential sources.
   7. Solicit written statements from any of the above.

B. Summary of Findings in Preliminary Inquiry

1. Record a statement of the information gained in the preliminary inquiry, which would conclude that:
    a. There is sufficient information to suspect that a violation has occurred; identify the probable violation; list names of persons who may be involved; and call for a full investigation.
    b. There is not sufficient information to determine that a violation has occurred and state that there will not be any further investigation.

III. Full Investigation
  A. Meet with the student individually who is believed to be involved in a rule violation. Parents or guardians may be included.
    1. Inform the student of the alleged violation.
    2. Review the MSHSL rules as well as any additional local school policy and rules.
  B. Record valid information received from any source.
  C. Determination of eligibility.

IV. Appeal Procedure
  A. A student or parent contesting a school's failure to certify eligibility of a student shall follow the procedures as outlined in the Official MSHSL Handbook.

Social Media-District Policy

General Policies

Activities Fee Schedule

Alexandria Public Schools - ISD #206

Activity Fees Listing - 2026-27

Tier I Activity Fees: $150.00	Grades
Adapted Bowling	7-12
Baseball	7-8
Basketball	7-8
Carolers	9-12
Cross Country	6-8
eSports (Fall)	9-12
eSports (Spring)	9-12
Fall Play	6-8
FFA	9-12
Football	7-8
Golf	7-8
Heatwave	6-8
HOSA	9-12
Jazz Band (HS)	9-12
Jazz Band (MS)	6-8
Knowledge Bowl (HS)	9-12
Knowledge Bowl (MS)	6-8
Math Team	6-12
Mock Trial	9-12
Musical	9-12
Nordic Skiing	6-8
ProStart	9-12
Rainbow Strings	9-12
Soccer	6-8
Softball	7-8
Spring Play	9-12
Stormy Strings	6-8
Swimming & Diving	6-8
Tennis	6-8
Track	6-8
Volleyball	7-8
Winter Play	6-8
Wrestling	6-8

Tier II Activity Fees: $280.00	Grades
Baseball	9-12
Basketball	9-12
Cheerleading	9-12
Cross Country	9-12
Dance	7-12
DECA	9-12
Football	9-12
Golf	9-12
Gymnastics	9-12
Hockey	9-12
Marching Band	7-12
Nordic Skiing	9-12
One-Act Play	9-12
Robotics	9-12
Soccer	9-12
Softball	9-12
Speech	7-12
Swimming & Diving	9-12
Tennis	9-12
Track	9-12
Volleyball	9-12
Wrestling	9-12

Independent Provider/Coop: $50.00	Grades
Alpine Skiing	7-12
Archery	6-12
Clay Target	7-12
Drumline	8-12
Figure Skating	7-12

6th Grade Intramural Activity Fees: $40.00	Grades
Basketball	
Softball	
Volleyball	

1. Participation fees are refunded only if the individual does not make the team or quits before the first contest of the season.
2. The registration fee is half the participation fee for anyone qualifying for free or reduced lunch. In order to receive this funding, a student must present the approval letter from the Alexandria Public Schools Food and Nutrition Services when registering for their activity.
3. There is a $1,000 family maximum for activity fees.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan is available for public inspection in the District Office during normal business hours. More information can be found in the district website annual notice content area.

Awards/Trophies

Trophies and awards are a natural part of sports programs and they serve as a means of stimulation and motivation and are beneficial as an award for achievement. Trophies and awards shall be presented in good judgment and in compliance with the budget allocation. Letters shall be given to the first year letter winner. The criteria established by the head coach of each activity shall determine who the letter winners are. Certificates shall be given to non-letter winners.

Special awards such as MVP, etc. shall be plaques with the school logo. Each advisor receives four complimentary plaques at the end of each season to award to varsity winners. More plaques are available in the Activities Office for $12.00 per plaque payable when the plaques are picked up in the Activities Office. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for awards if they meet the coach's/advisor's criteria. The coaches/advisors shall prepare their criteria for participants to earn a letter prior to the start of the season and advise them accordingly before the start of the season.

Banquets

Individual activities banquets have become a tradition and are an integral part of the overall program. The following procedures are recommended for staging these banquets:

- Plans should be developed in sufficient time to properly program the event so far as invitations and scheduling are concerned.
- An effort should be made to make these events somewhat formal and meaningful with proper dress and presentation of awards. Student presentations of gag gifts and humor will be conducted at their own private time.
- Banquets held on Wednesday evenings or anytime Sunday must be approved by administration.
- If the banquet is held at an establishment where alcoholic beverages are served, they should not be served on this occasion. Parents, coaches and guests, as well as athletes, are to be asked to respect this policy. In conforming with the no-tobacco-use policy of the school, no tobacco products should be used at athletic banquets.
- All banquet expenses must be paid by parents or the sponsoring organization. The costs should not be prohibitive for parents and families. Provisions should be made to allow players and parents to attend the presentation of awards without being required to purchase a meal.

Budget

The Activities budget shall be formulated by the Activities Director with input from each head coach and advisor. All purchases should be processed through the Activities Department unless prior approval from the Activities Director.

Bullying Policy

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property at school functions or activities, on school transportation or by misuse of technology. For complete information on bullying prohibition, please refer to District Policy. (Policy 514 - Bullying Prohibition)

Options for reporting bullying or harassment:

- Tell a trusted school adult. All adults within Alexandria Area High School are responsible for responding to and reporting any bullying or harassment concern.
- Complete a bullying/harassment form in the guidance office to report the incident.
- Send the grade level dean or principal an email or Google Chat to inform them of the concerns.
- Parents may contact an adult at school to inform of concern, such as a teacher, the Dean of Students, the Assistant Principal or the Principal.
- The Anonymous Tip Line may be used to report the concern.

The Dean of Students, the Assistant Principal and the Principal are the assigned designees responsible for fully investigating the report.

Captain's Practices for MSHSL Activities

The term "captain's practice" and the definition of captain's practice is rather nebulous. There is no real "legal" definition. The following should be used as a guideline: Coaches who arrange or encourage their seniors to arrange for parental or "outside of school" coaches to administer senior-led practice would be in violation of good coaching ethics and MSHSL rules.

- Captain's practices must be initiated, organized and administered by the students and open to all athletes interested in the activity.
- Attendance should be voluntary.
- The focus of the captain's practice should be on team bonding while increasing strength and conditioning.
- If Alexandria Public Schools facilities are utilized, proper supervision is mandatory.

Considerations: It is difficult for an athlete to prepare for more than one sport at a time. Students who encourage team members to participate in captain's practice while he/she is still participating in a current sport are not being fair to the individual or to the sport in which the student is participating. Coaches should encourage students to participate in the current season's sport.

Discipline

This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a quality educational experience. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices. For complete information on district-wide student discipline, please refer to District Policy. (Policy 506 - District-Wide Student Discipline)

Display of Trophies/Banners

I. Trophies
   a. State Tournament and current Section trophies will be displayed in the main trophy case if space allows.
   b. Central Lakes Conference championship trophies will be displayed in the main trophy case for the current year only if space allows. CLC championship trophies from previous years will be recycled.
   c. Invitational trophies will be returned to the head coach after the display period for his/her use. Coaches may use their discretion in awarding these trophies to individuals at their seasonal awards program.
   d. Instrumental and vocal music trophies will be displayed in the music area.
   e. All non-athletic trophies will be displayed in the classroom area of the respective activity.
   f. Current trophies will be displayed in the Student Activities Office during the period of acquisition.
   g. The Activities Director is responsible for maintaining display and trophy cases.

II. Banners
   a. Banners commemorating Central Lakes Conference, Section and State championships will be displayed in the main gym.

Eligibility

I. Requirements - Coaches shall be responsible for advising their players of eligibility requirements. The MSHSL Athletic Eligibility Information Bulletin must be read and signed in advance of participation. Eligibility requirements shall be those set forth by the MSHSL as well as the following Alexandria Public Schools policies:

ALEXANDRIA AREA HIGH SCHOOL

1. Advisors/coaches shall not allow any student to participate until the student has completed all of the required forms and fees have been paid. If the student name is not on the roster you pull from Affinety - they shall not be allowed to participate.
2. Players must attend a minimum of one week of practice before becoming eligible for games and must also comply with minimum rules as set forth by the MSHSL.
3. Alexandria Area High School students must be in class the last two blocks of the school day (unless absent due to a school sponsored activity or a medical/dental appointment) in order to be eligible to practice or participate in any activity after school. Coaches are requested to check attendance daily and formulate a policy for those missing. The school principal requests notification of chronic truants so their parents may be contacted.
4. Students with assigned detention are ineligible for all activities before or after school.
5. Credits: Eligibility requirements set forth by the MSHSL are specific concerning academic progress towards graduation and athletic or activity eligibility. Alexandria Public Schools uses the following policy to determine eligibility: Students must earn the minimum credits by the beginning of each semester to be eligible. See chart below.

	End of Semester 1	End of Semester 2
Grade 9	3.5	7.5

Grade 10	11	15
Grade 11	18.5	22
Grade 12	25.5	30

5. Mid Quarter Eligibility: Students failing a class at mid-quarter will be considered “academically ineligible” to participate in co-curricular activities until they are passing. Ineligible means that a student cannot compete or perform with a co-curricular activity or miss school because of a co-curricular activity.
6. Administration will meet with the student and inform the coach/director/advisor of the student’s ineligibility. The classroom teacher will indicate when the student has regained eligibility. It is the student’s responsibility to get the “proof of progress” signed and delivered to the Activities Office.
7. Athletes must be registered by the 4th Monday of the season in order to be eligible for post season competition.
8. Advisors/coaches shall be responsible for submitting their eligibility lists to the Activities Director and Activities Secretary prior to the first contest.

DISCOVERY MIDDLE SCHOOL

1. Players must attend a minimum of one week of practice before becoming eligible for games and must also comply with minimum rules as set forth by the MSHSL.
2. Students absent from school shall be denied the right to participate in either practice or activities on that day or night, unless approval is given by the parent or guardian, the supervisor and the school principal, or unless the absence was an excused absence for another school function or activity. To be considered eligible, students must be in school by the beginning of 3rd hour on the day of the activity.
3. Mid Quarter Eligibility: Students failing a class at mid-quarter will be considered “academically ineligible” to participate in co-curricular activities until they are passing. Ineligible means that a student cannot compete or perform with a co-curricular activity or miss school because of a co-curricular activity.
4. Administration will meet with the student and inform the coach/director/advisor of the student’s ineligibility. The classroom teacher will indicate when the student has regained eligibility. It is the student’s responsibility to get the “proof of progress” signed and delivered to the Activities Office.
5. In cases of severe behavioral incidents, students may immediately be suspended from their activity for the remainder of the current season.

B. Roster Certification - Advisors/coaches shall be responsible for submitting their eligibility lists to the Activities Director and Activities Secretary for activities prior to the first contest. Rosters must be entered on the MSHSL website at this time.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. For complete information regarding employment background checks, please visit the district website annual notice content area.

Equipment/Uniforms

Equipment will be the responsibility of the head coach at AAHS. At the middle school level, if there is not a head coach or a single coach, the person so designated by the Activities Director will be responsible for the equipment. The responsibility for equipment shall include detailed check-out to the participants, proper care during the use and proper return of all equipment. If a uniform is lost or damaged to the point of not being able to be used again, the student to whom it was last issued will be responsible for the replacement cost. Students with outstanding fees will not be allowed to participate in future seasons until fees are paid.

Fees and Financial Obligations

Public education in Minnesota is free to all residents. However, fees may be charged under some circumstances. For complete information regarding fees and financial obligations, please visit the district website annual notice content area.

Harassment and Violence Policy

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. For complete information on harassment and violence, please refer to District Policy. (Policy 413 - Harassment and Violence)

Hazing Prohibition Policy

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Students who violate this rule will be subject to disciplinary action pursuant to the school district's student discipline policy. For complete information on hazing prohibition, please refer to District Policy. (Policy 526 - Hazing Prohibition)

Holiday/Wednesday Night Activities/Sunday Activities

Wednesday night has been agreed upon to be "Family Night". Student groups may practice, rehearse or perform on this night as follows: 6-8th grades until 4:45 P.M., 9-12th grades or 7-12 programs until 5:30 P.M. with the exception of basketball, hockey, gymnastics, dance team and swimming which must conclude by 6 P.M. There shall be no practices or games on Thanksgiving, Christmas, New Year's Day or Easter. No awards banquets shall be held on Wednesday night or on a Sunday without approval from administration. No practices shall be held on Sunday.

HUDL

Advisors/Coaches/Directors are encouraged to use HUDL as a means to share electronic video clips of opponents and Alexandria team performances. Alexandria Public Schools has purchased a school license for teams to use this valuable tool. Coaches are to enter their game schedule on the Hudl website.

Inclement Weather

When school is dismissed or canceled due to inclement weather all Middle School activities will also be canceled including practice and games or events such as concerts, plays, etc. In the event of a high school activity not being canceled due to inclement weather, any middle school student who is a part of the high school activity will be allowed to participate with that activity. **The parent always has the right to decide that their student will not participate because of the weather. These students are not to be punished in any way for this decision.**

There is no set policy for high school co-curricular activities on days of inclement weather. We will do our best to make a decision by 1:00 p.m. the day of inclement weather and have it on the local radio stations at that time. Knowing that the weather can change rapidly and knowing the complexities of postponements, a concrete policy is not in place. If there is any question of safety because of the weather, games and practices and other activities will be canceled or postponed. On days of inclement weather when you have students who are about to drive home by themselves or with another student, have them call home before departing to advise their parents that they are now on their way. In the event any of you are stranded in another community, have your students' call their homes to advise their parents of their situation and where they are staying. Also, when you are out of town and are ready to return to Alexandria on a night of inclement weather, call the Activities Director at home or school to advise them of your approximate return time, but more importantly, call so that a decision can be made on whether or not to start out.

Injuries and Accident Reports

I. Injuries
   a. In the event of personal injury to a participant, they are to be immediately attended to. If there is any doubt about the seriousness of the injury or if the injury is serious, there shall be continuous adult supervision of the injured until either a parent or a medical expert is able to assume responsibility. If any of your students suffer a head injury, the school policy dictates that you notify the parents or guardian.
   b. PROCEDURES FOR ALL INJURIES INVOLVING BLOOD
      i. Stop play, remove athlete from the contest.
      ii. PUT GLOVES ON!!!
      iii. If possible, have the athlete care for the injury with your supervision.
      iv. Remember, Sports Medicine Assistants or student managers are not to be involved with any blood-related injuries. This is because they are minors and we cannot put them in a risk situation.
      v. Treat injury.
      vi. All wounds will need to be covered before the athlete is allowed to return to participation.
      vii. Any blood on the uniform must be sprayed with 70% alcohol. Any blood on mats, floor... should be wiped up with a paper towel, then sprayed and wiped again.
      viii. Bandages, paper towels, gauze, gloves, that are saturated (dripping with blood) are to be double bagged, sealed and taken to the hazardous waste basket in the Training Room. Those items that are not saturated can be disposed of in a lined garbage can.
      ix. After dealing with the injury, spray or wipe your hands with 70% alcohol, then wash your hands with soap and water or a towelette.
      x. Heartland Orthopedic staff provided by Alomere will take care of all injuries at contests and practices at which they are present.
      xi. Supplies: gloves, paper towels, plastic bags, alcohol spray bottle and alcohol preps, hand washing solution or sanitary towelettes, dressings for covering wounds, CPR mask.
   c. All coaches are requested to have or obtain CPR training.

d. Personal Injury to Coach - In the event of a personal injury to you as a coach, incurred while performing your duties as a coach, you should be aware of the Minnesota Worker's Compensation Law. Essentially, this law requires that First Reports of Injury must be completed and sent immediately upon notification of injury. Contact your building principal or your Activities Director.

II. Accident Reports: Accident reports shall be completed and given to the Activities Director when any accidents or injuries involve more than just the usual first aid treatment or when a case of liability may be involved. Accident forms are available in the Activities Office. An accident report needs to be completed within 24 hours of the incident. Injury Report Form is found on District 206 website.

In-service Days

The following procedures for athletic practice on in-service days will be followed:

I. On “in-service” days, all staff coaches must attend in their entirety all “in-service” meetings, all department meetings and/or all building level staff meetings. Staff coaches will be excused from all meetings for games or competitions.
II. Athletes may not use school facilities unsupervised on “in-service” days.
III. Non-staff coaches may conduct practice any time the facilities are free. All practices should be coordinated through the Activities Office to avoid scheduling conflicts.

Inventory

At the end of the season, the advisor/coach shall be responsible for a detailed inventory report. This shall also include seeing that the equipment is properly cleaned and stored in the designated school storage unit. Equipment needed for the next season should be identified at the time of this inventory and shared with the Activities Secretary.

Lead in School Drinking Water

Alexandria Public Schools will follow the recommendations of the Minnesota Department of Health’s “Lead Contamination Control in School Drinking Water Guidance Manual.” For complete information regarding lead testing and remediation efforts, please visit the district website annual notice content area.

Lockers

Coaches shall be responsible for assigning lockers to athletes. This matter should be in coordination with the respective physical education teachers. For increased security, students must use a lock purchased from AAHS. Locks are available for purchase in the AAHS main office for $5.00.

Mailing/Notifications

Mailings or notifications to participants for banquets, parent nights/senior nights, etc. should be dispersed by email, Remind app or blackboard whenever possible. If correspondence requires US postal service, please address the mailings with the student’s name and bring them to the Activities Office at AAHS. If you have students in your activity at DMS, the mailings/notifications will be forwarded through inter-school office mail.

Meals

Alexandria Public Schools will not be responsible for any meal costs. The only reimbursement provided for meals will be those provided by the MSHSL for state tournaments at the rate of $8.00 per meal. Middle

School teams will not stop for meals on road trips unless it is an all-day event or if there is no school the next day. Varsity, junior varsity, sophomore and freshmen teams will not stop to eat on a night when there is school the next day.

Media

Publicity is a vital part of the overall activities program at the senior high level of competition. The Activities Office will provide releases to the media on forthcoming daily and past events. Advisors/coaches shall be responsible for submitting to the Activities Office the results of their scheduled activities the morning following the event, except for weekend activities and those shall be reported on Monday morning. Coaches shall be responsible for reporting their scores on the day of the event to the usual news media such as the local radio stations and rSchools Today.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression or age in its programs and activities. The school board has designated Jessie Hjelle, Director of Human Resources, 1410 S. McKay Ave., Ste. 201, Alexandria, 320-762-2141, as the district's Title IX Coordinator and as the Americans with Disabilities Act (ADA) Coordinator. For complete information regarding nondiscrimination, please visit the district website annual notice content area.

Off-Site Practice/Games

Coaches shall instruct their participants about proper etiquette and hazards of running on the streets when going to practice or game sites. Whenever possible, stay on the school premises.

Recommendations:

- That the coaches annually review with the Activities Director the routes that will be used in the community, including all roadways and trails as to their safety and conditions.
- That McKay Ave and Pioneer Road should not be utilized as a running roadway due to the traffic.
- That the coaches work to maintain the student-athlete's eyesight of their peers to minimize any student running alone.
- That all running done on public roadways will be done during the daylight.
- That all running on public roadways will be done where there is either an identified bike path or a 4-ft shoulder.
- That coaches will identify the routes student-athletes will take and visibly be monitoring the roadways.
- That student expectations for travel on the roadways and trails are clearly defined, including:
    - Running two abreast
    - Staying on assigned routes
    - Crossing only at crosswalks and identified, signaled areas
    - Staying off private property
    - Running facing traffic at all times
- That, as a part of the pre-season training, coaches explain to parents/guardians that their program will include community roadways and trails with identified expectations of students.
- That student-athletes who do not follow the expectations of use of roadways and trails will be appropriately disciplined.

- That the head coaches will determine the appropriateness of middle school students running community roadways and trails and will require additional adult and high school supervision.

Participation in Two Activities During the Same Season

There may be times when an athlete wishes to compete in more than one activity during the same season. All requests should be made to the Activities Director, who has the final decision. Permission to participate in both activities may be granted after consideration of the following criteria:

- The agreement of both head coaches or directors.
- Demonstration of the athlete being able to meet the minimum participation standards for practices and events in each activity.
- The agreement of the athlete's parent(s)/guardian(s).
- The athlete's school, work and personal schedule, as well as the athlete's academic standing will be examined.
- The effect on the team members will also be considered.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. For complete information regarding pesticide application, please visit the district website annual notice content area.

Pre-Excused Absences

Coaches and Advisors are asked to submit a list of students that will be absent for the day or for any early dismissals to the Activities Secretary at AAHS and at DMS by 8:00 am on the date the student/s will be absent.

Recruitment of Students

Open enrollment, Graduate Incentives and other state programs facilitate student movement from school district to school district. The intent of these programs is to ensure that student movement is based on academic, not athletic reasons. Coaches are expected to observe the following guidelines:

- No Alexandria coach is to initiate contact, directly or indirectly, with any prospective student athlete and his/her parent from outside the Alexandria attendance area at any level, under any circumstances.
- If the student athlete or his/her parent from outside the Alexandria attendance area contacts a coach, directly or indirectly, the coach will refer them to the Activities Director.
- Transfer students whose families are moving into the school district will not be affected. These students will be processed through the guidance office as they have been in the past.

Reimbursement for Expenses

Expenses incurred when on approved school business shall be reimbursed upon completion of detailed expense voucher and attachment of necessary receipts per Alexandria Public Schools policy. Expense requests shall be handled through the Activities Director. In some situations, advance money is needed

and this shall also be handled through the Activities Director. **Receipts are mandatory for all food and lodging expenses.** The school district will not reimburse any sales tax incurred.

Scrimmages

Coaches are requested to use judgment in the number of scrimmages, the distance traveled to scrimmages and the sequence of scrimmages relating to practices and/or games for the sake of the participants. Costs incurred, such as officials, transportation, facility rentals, etc. due to the scheduling of scrimmages are the responsibility of the activity's booster account or student activities fund. The scrimmage schedule must be cleared with the Activities Director and follow MSHSL rules. There shall be no score kept, no uniforms used or any official results posted.

Search of Lockers, Desks, Possessions and Persons

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent and without a search warrant.

Students' personal possessions within a school locker, vehicle or on a student's person may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions within a locker, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. (Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person)

Supervision, Safety and Security

One of the prime responsibilities of a coach is the supervision of his/her team. You are expected to supervise before, during and after practice/events. Your presence will set the tone for the positive culture you want to have. Coaches and advisors must frequently walk through the locker room and on the bus when traveling. No athlete is allowed to use school facilities without a coach present to supervise. A locker room supervision schedule must be submitted to the Activities Director prior to the start of a season.

In addition, the coach must be aware of his/her responsibilities for building and facility security.

- If you or your athlete open a door, you are responsible for securing the door when your practice/event is completed.
- Before leaving the premises, make the following final check:
  - All showers are shut off.
  - All doors in the practice, locker room and classroom areas are locked.
  - Be sure all exterior doors are locked and secured during off hours - check for any rocks or other items that may be used to prop doors open.
  - Be sure stadium gates, press boxes and outdoor storage sheds are locked.
- Do not, under any circumstances, leave while students are still in the building or in the stadium.

Suspension Procedure

Suspensions for violations of rules shall be administered by the Administration. Students who are on suspension, whether in school or out of school, will not be eligible for participation (practice or games) on those days of suspension.

A student who has violated a rule and is subject to a penalty and then decides to go out for a sport/program which he/she has never been out for before may do so and may pay the penalty for his/her violation in that new sport/program, but if he/she quits that program after paying the penalty before the season is over, the penalty for the violation shall be incurred again during the next program which he/she becomes involved in. A student must start in this other program no later than the first week unless approved by the coach/advisor.

Team Selection Procedure

With our desire to see as many students as possible participate in the activities program, we encourage coaches to keep as many students as they can without unbalancing the integrity of their activity. Obviously, time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport/activity. Strive to maximize the opportunities for our students. No middle school participants (grades 6-8) will be removed if a team is offered at their grade level.

- Review all team selections that you are planning with the Activities Director before making any announcements.
- Prior to trying out, the coach shall provide the following information to all candidates for the team:
    - Extent of try-out period
    - Criteria used to select the team
    - Number to be selected
    - Practice commitment if they make the team
    - Game commitments
- If a student does not make the team, the coach shall personally inform each candidate in a sensitive and respectful manner, the reason for the action.
- Team selection lists are NOT to be posted.
- Coaches should discuss with any student who does not make the team, alternative possibilities in the sport or other areas in the activities program.
- Coaches must complete the refund request form verifying that all equipment has been refunded for the student to receive a refund.

Tobacco-Free Environment

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles or at any school events or activities. Any student who violates this policy is subject to school district discipline. For complete information on a tobacco-free environment, please refer to District Policy. (Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

Training Room

Alexandria Area High School has an agreement with Alomere - Heartland Orthopedics for daily athletic trainer coverage at the high school and coverage at selected contests. The sports medicine assistant program will continue with supervision and instruction from the staff of the Heartland Orthopedic Specialists at Alomere Health. Questions for the certified athletic trainer can be directed to the Heartland Orthopedic Specialists (762-6079) anytime or the Alexandria Area High School Trainers Office (762-2142 ext. 5133) between 2:30 and 5:30 PM.

Transportation

I. Alexandria Public Schools buses or vans shall be the official mode of transportation whenever possible. Any other mode of transportation shall be obtained and utilized only through the proper chain of command and only when it is absolutely necessary.

II. Transportation requests shall be made by the Activities Office. All vehicle expenses will be charged back to the respective budgets of coaches/advisors using such vehicles. Before the season begins, you will be asked to review the transportation schedule and make any changes you think necessary. You will receive a final copy of the transportation scheduled for your program. If it is incorrect, call the Activities Office as soon as possible. Whenever possible, the teams will be grouped together to travel on the same bus.

III. Advisors/coaches shall accompany their team and/or players on all bus trips. They shall be responsible for the conduct of their students at all times during practice, rehearsals, games, travel to and from scheduled events and until such time that they have vacated the locker room after completion of their activity. When district transportation is provided, staff will not be reimbursed for driving personal vehicles without prior approval of the Activities Director.

IV. Bus Rules
    a. All passengers must adhere to Alexandria Public Schools Transportation Policies and Procedures.
    b. The coach or the advisor should administer proper control over the passengers that are being supervised.
    c. Passengers are to remain seated at all times while the bus is moving.
    d. Food and beverages may be allowed on the bus, but discretion must be used so cleanliness and order is maintained.
    e. When you depart at a restaurant, give the passengers a time limit in which to depart, eat and return to the bus.
    f. All paper and rubbish are to be deposited in the waste baskets or boxes.
    g. No profanity is allowed.
    h. Passengers are not allowed to throw anything from the bus, nor are they allowed to have their extremities out windows. Windows are to remain closed.
    i. One coach/advisor should make frequent checks of the students on the bus.
    j. A seating chart is recommended.
    k. Advisors/coaches should receive a final okay from the bus driver before ending the trip.

    For complete information on bus conduct and consequences for misbehavior, please refer to District Policy. (Policy 709 – Student Transportation Safety)

V. All students are expected to ride to and from contests on transportation provided by Alexandria Public Schools. If special situations arise, students may ride **only with their own parents/guardians and must communicate with their coach/es ahead of time.**

VI. Care of School Vehicles - The transportation department constantly requests that better care be given to school vehicles. Coaches/advisors shall check the oil on cars and vans before departure and clean out the interior of vehicles upon completion of their trip. Leave the keys and credit cards in the cars or vehicles when you return them to the bus garage and lock the doors. A new law requires school vans to stop for all railroad crossings.

Undue Influence

A system of fines shall be imposed on a school whose personnel exert undue influence on students to participate on non-school teams or to attend camps or clinics as a condition precedent to membership on that coach's team. Disciplinary action will result, and the coach will personally be assessed the $500/$1,000 fine.

Uniform and Apparel

All uniform requests must be made to the Activities Director. All designs must follow the guidelines of the Alexandria Public Schools Branding Guide. All designs must be approved by the Activities Director prior to purchase regardless of district funding.

Vehicles on Campus

PATROLS AND INSPECTIONS

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Violations and Leadership Positions

Students holding captain/officer positions for any of the activities under the umbrella of the Activities Department of Alexandria Public Schools who are found in violation of the MSHSL Policy 205 - Chemical Eligibility bylaw will be removed or suspended from their position of leadership during the current or upcoming season of participation. Other violations may lead to the loss of leadership positions at the discretion of AAHS administration. An MSHSL violation may lead to additional loss of opportunities for honors and/or awards. If extenuating circumstances warrant, the student may appeal this restriction by initiating a discussion with the coach/advisor/director involved and the Activities Director.

Personnel Policies

Head Athletic Coach Duties and Responsibilities

Qualifications:

1. Completion of MSHSL Head Coaches Course or coaching certification from accredited college or university.
2. Has the ability to organize and supervise a total sports program.
3. The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
4. Attend meetings on the local and state level for his/her sport.

Reports to:
The Activities Director, who provides overall objectives and final evaluation in conjunction with the High School Principal.

Supervises:
In several instances the head coach must advise, coordinate and support a staff of High School assistant coaches and Middle School coaches in conjunction with the Activities Director and respective Principal.

Job Goal:
To instruct athletes in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior and self-discipline and self-confidence.

General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of these duties and responsibilities to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

1. Has a thorough knowledge of all the policies approved by the Alexandria Public Schools Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for staff.
3. Generates an attitude of good sportsmanship and fair play.
4. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of and attends all public/staff/departmental meetings that require attendance.
5. All head coaches are expected to complete MSHSL certification, the annual Rules Interpretation online meeting and the Continuing Education Requirements

6. All coaches will complete mandatory training requirements as required by the school district. Additional compensation is not provided for the time it takes to complete this training for non-teaching/district staff.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Design conferences, clinics and staff meetings to insure staff awareness of the overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
3. Delegates specific duties, supervises implementation and at season's end, analyzes staff effectiveness and evaluates all assistant coaches as requested by Activities Director.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs other duties which may be assigned by the Activities Director.

Administrative Duties:

1. Assists the Activities Director in scheduling needs, requirements for tournaments and special sports events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
3. Verifies that all athletes have all forms and obligations cleared through the Activities Office before the athlete is allowed to practice.
4. Participates in the budgeting function with the Activities Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specification. Is responsible for operating within budget appropriations.
5. Is certain all equipment is properly marked before issuing or storing.
6. At the end of the season, checks in, inventories and stores uniforms and equipment in assigned storage units.
7. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
8. Advises the Activities Director and recommends policy, method or procedural changes.
9. Prepares and submits year-end reports, including information as to participants, recommendations for all levels of participation, electronically submit post season awards report for awards banquet and kiosk.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Understands and supports the district's chemical awareness policy and assists in its implementation.
3. Is aware of student athletes' grades, conduct and school attendance.
4. Provides assistance, guidance and safeguards for each participant by his/her presence at all practices, games and while traveling.
5. Initiates programs and policies concerning injuries, medical attention and emergencies.
6. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Activities Office within 24 hours.
7. Directs assistants, captains, student managers and statisticians.
8. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
9. Develops a positive relationship between coach and athlete through open communication.
10. Counsels and advises athletes in their college or advanced educational selection.
11. Permits the athletes to only be in authorized areas of the building under special circumstances.

12. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
13. Secures all doors, lights, windows and locks before leaving the building.
14. Instills in each player a respect for equipment and school property, its care and proper use.
15. Ensures that the athletes are not left unsupervised in practice areas or in the locker rooms.
16. Conducts some form of awards presentation for his/her athletes.
17. Adheres to district transportation policies and time lines as delineated in this handbook.

Public Relations:

1. Avoids criticizing, admonishing or arguing with an assistant coach or any staff members within ears or eyes of player or parent.
2. Organizes parents, coaches, players and guests for preseason meetings.
3. Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media, community recreation programs, Cardinal Athletic Foundation promotions or in any other feasible manner.
4. Is responsible for maintaining good public relations with the news media, support groups, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. Coaches will refrain from providing the media specific individual information regarding injuries as per HIPAA law.

Classroom/Teaching Responsibilities

1. When you are required to leave your classroom duties to go on a trip with the team or group you supervise, and your leave from the classroom requires a substitute teacher, it is your responsibility to notify your building principal at least two days in advance.
2. Advisors/coaches shall work out conflicts in schedules relating to faculty meetings.

Clinics, Conferences, State Tournaments and Meetings

All 9-12 coaches are expected to complete certification, rules, blood borne pathogens requirements on their MSHSL clipboard. Attendance at conference and regional meetings are expected if these meetings do not conflict with classroom obligations. Transportation will be provided. Professional leave and substitute teachers will be provided one time per activity for either clinics or state tournaments.

All 9-12 coaches/directors are encouraged to attend clinics and state tournaments. For clinics: 9-12 coaches/directors may attend one clinic per activity annually. The school district will provide reimbursement for a reasonable registration, one night lodging and mileage will be provided for one vehicle unless more than four attend.

All 9-12 coaches will be permitted to attend state tournaments if they have not taken a professional leave day to attend a clinic in that activity.

Preseason Meetings and Evaluations

An annual preseason meeting with head coaches shall be conducted to discuss each program, its goals and objectives and an evaluation of coaches and programs shall be made on an annual postseason basis. Head coaches are responsible for evaluating their senior high assistants, meeting and reviewing the evaluations with the assistant coaches and submitting a copy to the Activities Director.

Professional Behavior

Coaches/advisors have earned a unique position of esteem in the community that allows them to influence many of the young people with whom they work. This prestigious position carries with it a special responsibility. Because young people respect and emulate coaches/advisors, it is important that the coach/advisor respond by accepting this responsibility and exhibiting conduct that is above reproach. Coaches/advisors have a positive influence on young people. Always be sure that the young men and women who have participated under the leadership of the Alexandria coaching staff are better persons for having done so. Never place the value of a win above that of instilling the highest desirable ideals and character traits in participants.

Setting an example for students by following the Minnesota State High School League's rules on alcohol, tobacco and drugs when in contact with students and parent groups will help foster positive coaching relationships. Adherence to the Code of Ethics of the Minnesota State High School Coaches' Association and the guidelines included in this manual will be expected from all coaches/advisors. Following is the Code of Ethics of the Coaches' Association:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
3. Respect the integrity and personality of the individual athlete.
4. Encourage the highest standards of conduct and scholastic achievement among all athletes.
5. Seek to inculcate good health habits including the establishment of sound training rules.
6. Fulfill responsibilities to provide health services and an environment free of safety hazards.
7. Exemplify the highest moral character behavior and leadership.
8. Promote ethical relationships among coaches.
9. Encourage a respect for all athletics and their values.
10. Abide by rules of the game in letter and spirit.
11. Respect the integrity and judgment of sports officials.
12. Display modesty in victory and graciousness in defeat.
13. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional development.

The mature coach/advisor always has emotions under control, does not attack officials, never uses foul language and maintains the dignity of the coaching/advising profession. Following are a few specific expectations. (Any other expectation specifically stated in the individual employee's work agreement is also in effect.)

- **Alcohol/Drugs** - Adults who have the responsibility of supervising students during any school related trip or activity shall not use alcohol or any mood altering drug. This is interpreted to mean from the time the bus/vehicle leaves the school until it returns.
- **Dress Code -** There will be no established dress code but advisors/coaches are requested to stress the importance of good grooming and school representation. Advisors/coaches and school personnel can do much as a role model in regard to proper dress and grooming and establishing class. Advisors/coaches shall establish their own codes for the respective activities.
- **Gambling** – No coach/advisor will take part in or allow the students under their supervision to take part in any games of chance for money.
- **Profanity** by either advisors/coaches or students in our activities program is unacceptable and disciplinary action will be taken.
- **Sexual Harassment** - See Alexandria Public Schools website for a copy of the Alexandria Public Schools Sexual Harassment policy.
- **Work Schedule** - Though the coaches' contract does not specify the work schedule, the coaching responsibility is for five days per week and at least two hours per day (or other

approved schedule). Advisors/coaches shall be with their teams during their entire scheduled practice or rehearsal.

Staff Meetings

1. There is one time a year (just prior to the beginning of the school year) when the total activities staff will meet. Coaches/advisors are expected to attend this meeting. Notification of date and time will be sent to all staff prior to the meeting. Notification of ones' absence from the meeting should be given to the Activities Director at least one day prior to the meeting.
2. There will be 5-6 meetings each school year for head coaches. Dates and times will be communicated via email at least a week prior to the meeting.
3. Head coaches will meet with the Activities Director prior to the season and at the completion of the season.

Booster Coaches/Advisors

1. The Head Coach/Advisor of the activity will make a request to the Activities Director to hire a Booster Coach/Advisor.
2. The Activities Director, Booster President/Lead Person or the Head Coach/Advisor will complete and sign the "Booster Coach/Advisor Request Form" (BCARF) and submit it at least 2 months prior to the activity beginning to the Human Resource Director.
3. The BCARF will establish the maximum donation amount based on the contractual salaries and benefits as outlined in the C-schedule of the Master Agreement. If the maximum donation is less than the contractual amount, written documentation of what tasks and duties the booster coach/advisor is not expected to perform are required.
4. The Activities Director will submit the BCARF to the Human Resource Director and the donation acceptance form to the Superintendent's Office.
5. Upon Board approval for acceptance of the donation and approval for the position, the hiring process will commence.
6. When a candidate has been secured, the Activities Director will acquire and submit the actual dollar amount needed to fund the recommended coach/advisor. Board action to hire the coach/advisor will occur after a Personal Action Form has been submitted. The candidate then will complete a background check, payroll forms and sign the contract.