

FRAZEE HORNETS ACTIVITIES HANDBOOK

***GRADES 7-12
FRAZEE HIGH SCHOOL
FRAZEE, MN 56544***



www.frazee.k12.mn.us

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Table of Contents

ACADEMIC ELIGIBILITY	2
ADMISSION PASSES & INDIVIDUALS / OTHER SCHOOL AFFILIATION	2
ASSOCIATION RULE	3
ATHLETIC AWARDS & ATHLETIC LETTERS GUIDELINES	3
ATHLETICS: ADVANCING - Junior High (7-8) to Varsity (C-Team/JV/Varsity)	4
BEHAVIOR: FAN / SPECTATOR	4
CATEGORY I ACTIVITIES	5
CATEGORY II ACTIVITIES	6
CITIZENSHIP RULES	7
CODE OF ETHICS / GOOD STANDING ELIGIBILITY REQUIREMENTS	7
COMPLAINTS / CONCERNS	8
EJECTED FROM A CONTEST: STUDENT / COACH	9
FINE ARTS: PLAYS	10
MEDICAL POLICY	10
PARTICIPATION	10
PHILOSOPHY	11
SCHOOL CLOSING/EARLY DISMISSAL	12
SEXUAL / RACIAL / RELIGIOUS HARASSMENT / VIOLENCE & HAZING	13
TRANSPORTATION	13
WHAT NEEDS TO BE TURNED IN TO PARTICIPATE & COMPETE	13

ACADEMIC ELIGIBILITY

Academic success is a student-athlete's first responsibility. Participation in Extra-Curricular and Co-Curricular activities is a privilege and performance in the classroom is the student's primary responsibility. Academic ineligibility is reviewed at mid quarter, and at the six week mark.

Mid Quarter

At the four and a half week mark (mid quarter) the High School Office will compile a list for all head coaches / advisors of in-season activities who have student(s) with one or more D's and/or F's. Head coaches / advisors are strongly encouraged to visit individually with their respective participants who are on the list.

Six Week Mark

At the conclusion of the six week mark the High School Office will check if any student involved in an in-season activity has an D- or F. Students on this list **MUST** fulfill tutoring requirements during weeks eight and nine to remain eligible. Failure to attend and/or fulfill this requirement will result in a two-week or two event suspension, whichever is greater. This suspension will carry over if not served.

ADMISSION PASSES & INDIVIDUALS / OTHER SCHOOL AFFILIATION

Passes and appropriate identification for individuals from outside the Frazee-Vergas School District will be honored as follows:

1. Minnesota Coaches Association
2. Visiting School: Bus Drivers & Chaperons
3. College/University Coaches
4. News Media

ASSOCIATION RULE

For both Category I and II, no student shall possess or be a member of a group, which has alcohol in its possession.

First Violation: Upon confirmation of the first violation, written notification shall be given to the violator and his or her parents stating the date and location of the alleged violations.

Second Violation: Upon confirmation of the second violation, the student shall lose eligibility for the next three (2) consecutive interscholastic events or three (2) weeks of a season in which the student is a participant, whichever is greater.

Third Violation: Upon confirmation of the third violation the student shall lose eligibility for the next six (6) consecutive interscholastic events or six (6) weeks of a season in which a student is a participant, whichever is greater.

Fourth and Subsequent Violations: Upon confirmation of the fourth and subsequent violations the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or twelve (12) weeks of a season in which the student is a participant, whichever is greater. Penalties shall be accumulative.

*****NOTE:** A student who is participating on an athletic team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the athlete does not complete the season the penalty starts over again.

Social Networking Responsibility

In today's world of ultra-communication we need to be responsible in how we use these tools. Text messaging, face-book, twitter, e-mail and the like carry a responsibility by the participant to conduct themselves in a positive manner. When this use becomes questionable than it will be determined by the High School Principal on a case by case basis as to whether it violates the Student Code of Ethics. If it is determined to be in violation - than the school will administer Code of Ethics consequences.

ATHLETIC AWARDS & ATHLETIC LETTERS / GUIDELINES

First Letter:

1. A chenille "F" is awarded to each athlete when he/she earns his/her first letter at Frazee High School.
2. A certificate is presented for each sport in which a letter has been earned.
3. A metal bar is awarded for each year a letter(s) is earned. Most would be six if a student were to letter from grade 7 through grade 12.

Subsequent Letters:

1. Certificates are awarded each year to athletes for each sport in which they letter.
2. Metal bars are awarded for lettering each year after the first letter has been awarded.

Qualifications for lettering in each activity are determined by each activity's Head Coach or Advisor. Athletes who are injured and are unable to complete the season will be considered individually.

Triple Crown Award: Any student that participates in three sports starting their freshman year of school all the way through their senior year will be eligible to receive this award as a senior. Any new student that enrolls at Frazee schools and was involved in three sports since their freshman year at their previous school will be eligible for this award.

Parameters:

- ☐ Be in three sports, clear of any code of ethics, academic, or chemical violations. If one of these occur a committee lead by the Activities Director and four other coaches will review the suspension and determine if the athlete is eligible for the triple crown. The student athlete will be notified on the ruling.
- ☐ This is sport based, which excludes the categories of managers and activities.
- ☐ This award will be handed out and presented during the senior graduation walk through prior to graduation day. Seniors that receive this award will be recognized in the graduation handout.

Three Sport Senior Banner:

- ☐ Any senior that is in three sports their senior year is eligible to have their photo taken and put on this poster that hangs above our main gym.
- ☐ If any senior is missed or comes out later, their name is added, but no photo.
- ☐ If any senior quits during the season, then the poster is removed along with every one else. The Activities Director will determine if the poster can be replaced or not.

ATHLETICS: ADVANCING - Junior High (7-8) to Varsity (C-Team/JV/Varsity)

When considering the advancing of a student athlete from Junior High (7-8) level to the Varsity (C-Team/JV/Varsity) level of play the following established procedures will be adhered to:

Advancement of players from the Junior High (7-8) to Varsity (C-Team/JV/Varsity) may be considered; in doing so the varsity coach will consult with his/her coaching staff and obtain consent from both the Activities Director and the athlete's parent's prior to advancement.

BEHAVIOR: FAN / SPECTATOR

The following additions are consequences for disorderly or unruly adult spectator/fan behavior at student events held in association with Frazee School District. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and referral to law enforcement. The assigned event site supervisor will make all determinations of unruly or unsportsmanlike behavior, after first issuing a warning to the individual. Should an adult spectator's behavior violate current policy regarding coaches, contest officials, or advisers during or after events, or constitute participating in unsportsmanlike behavior from the stands, then that behavior will be deemed in violation of Frazee School District Policy and the violator will then be subject to the following:

First Offense:

The person in question will be suspended from attending the next three home events for that sport or activity, with the consequence to follow into the same sport's next season if need be. This consequence may be reduced to the next two events if the coach or advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to the Board of Education to remain on file.

Second Offense:

A person involved in a second offense over the course of the calendar year will be suspended from all extra-curricular events for the remainder of the calendar year.

There is no appeal process to the Board of Education for policy violation.

Note: Laws regarding trespass on school grounds, trespass at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

CATEGORY I ACTIVITIES

This category includes athletics, speech, one-act play, and dance team.

General Information

The Minnesota State High School League Manual states: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the high school principal, acting on the authority of the local board of education. The MSHSL specifically recognizes by this policy certain conduct requires penalties that may exceed those penalties typically imposed for first violations. To help provide for clear consistent application of this clause, the following guidelines have been established to determine penalties for incidents relating to the citizenship rule:

Wednesday Practices

Frazee High School recognizes the need to provide opportunities for families to share time together and for churches to provide instruction for their youth. To help promote this, Wednesday evening is designated as an activity-free time at school. All students should be out of the school by 6:30 PM. If students have religious instructional time, it will be necessary to ensure they are out of the school thirty (30) minutes prior to the start of the instruction. This includes all levels of play.

Category I: Chemical and Tobacco Eligibility Rules

This category includes all athletics, speech, one-act play, trap shooting, and dance team.

Category I Rules

During the calendar year regardless of quantity, a student shall not use a beverage containing alcohol; use tobacco, or use or consume, have possession, buy or sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.

First violation: After confirmation of the first violation, the student shall lose eligibility for the next three (2) consecutive interscholastic contests or three (2) weeks of a season in which the student is a participant, whichever is greater.

Second violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) weeks or the next (6) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Third Violation: After confirmation of the violation, the student shall lose eligibility for twelve (12) weeks or twelve (12) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Fourth Violation: After confirmation of the fourth and subsequent violations, the student shall lose eligibility for twenty-four (24) weeks or twenty-four (24) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Accumulative Penalties: Penalties shall be accumulative, beginning when the student starts ninth grade and continuing through the student's senior year. Note: Seventh and Eighth Graders will also be accumulative but will be administered as two weeks/two events, four weeks/four events, eight weeks/eight events and sixteen weeks/sixteen events whichever is greater unless they are a varsity student-athlete in which case they will be administered at the 9th through Senior penalty.

*****NOTE:** *A student who is participating on an athletic team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the athlete does not complete the season the penalty starts over again.*

CATEGORY II ACTIVITIES

Category II: Chemical and Tobacco Eligibility Rules

This category includes speech if competition is in the MSHSL tournaments only, all music activities, FFA activities, Knowledge Bowl, school plays, musicals, robotics and other activities sponsored by Frazee High School.

Category II Rules

First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive events or two (2) weeks of a season in which the student is a participant, whichever is greater.

Second Violation: After confirmation of the first violation, the student shall lose eligibility for the next four (4) consecutive events or four (4) weeks of a season in which the student is a participant, whichever is greater.

Third and Subsequent Violations: After confirmation of the third and subsequent violations, the student shall lose eligibility for the next eight (8) events or eight (8) weeks whichever is greater.

Penalties shall be accumulative.

*A student involved in Category I and II must meet the criteria for each rule.

CITIZENSHIP RULES

It is expected of all Frazee High School athletes and extra-curricular participants to follow an established code of citizenship, which reflects positively on the school and the team or group the student is representing. All Frazee High School students need to remember it is a privilege and not a right to participate in extra-curricular programs.

Inappropriate conduct or disciplinary problems by Frazee High School student athletes and student organization members will be handled by the respective coaching staff and athletic director or the organization director and the principal. If the conduct or infraction rises to the level of seriousness that it warrants possible removal from the team or organization, that removal shall be determined by the principal, athletic director, and the current coach/director involved where applicable. Parents may request a hearing on the matter with those staff members involved in making the decision.

CODE OF RESPONSIBILITIES - ETHICS / GOOD STANDING ELIGIBILITY REQUIREMENTS

Good Standing:

In order to be eligible for regular season and MSHSL tournament competition a student must be in good standing.

Definition: The term "good standing" shall mean that the student is eligible under all the conditions of eligibility requirements of the Minnesota State High School League and Frazee Student Handbook.

Student Code of Responsibilities/Ethics:

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

- I respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully 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.

A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the principal. While a student not in good standing, a student may not serve any penalty for MSHSL Bylaw violations.

“Student Code of Responsibilities” violations will be handled on a case by case basis by the Activities Director.

COMPLAINTS / CONCERNS

The Board of Education and/or the administration may involve themselves in dealing with complaints / concerns if deemed appropriate at any step in the procedure indicated.

Conflict is almost inevitable when working with passionate, highly focused and dedicated people. While good communications and clear guidelines will help limit conflict, there must be clear protocols in place to deal with conflict when it arises.

The following steps should be followed when a concern is voiced. Our goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the Activities Director aware of any conflicts that are being handled in your program, no matter what level the intervention is at currently.

Steps in Resolution of Conflict:

Parents and coaches are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students, for the resolution of concerns related to the activities program.

The below steps are designed as protocol to follow until resolution is reached. If an issue rises to step 3 or above, it is to be guided back to step 1. A majority of issues are solved at the first step if allowed to occur.

Step 1 Coach/Student: The student and the coach/advisor will meet to discuss the issue. The goal of this meeting is to bring closure to the concern. This meeting should occur within five days of the incident.

Step 2 Coach/Student/Parent: The parent and student should schedule a meeting with the coach/advisor within five school days of incident or within five days of the initial meeting between the coach and student.

Meeting time must be convenient to both parties. The meeting agenda is limited to the initial issue. Coaches/advisors may request administrative presence at the meeting, but the coach/advisor will run the session and provide a detailed summary for the Activities Director.

Step 3 Coach/Student/Parent/AD: If no closure is attained at the meeting, the coach/advisor must create a written summary of the meeting within five school days for review by the Activities Director. If the parent requests a meeting with the Activities Director, a step 3 form must be completed by the person with the conflict, and turned into the Activities Director. The Activities Director will set up a meeting with the coach, parent, and student (at the discretion of Activities Director). After the meeting, the Activities Director will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and building principal.

Step 4 Parent/Principal: If the established ruling/strategy is still unacceptable to the family they may then meet with the building principal to discuss alternatives. The Activities Director, coach/advisor, and student will meet with the parent and principal at the principals discretion. After the meeting, the Principal will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and Superintendent.

Step 5 Parent/Superintendent: If the established ruling/strategy is still unacceptable to the family they may then meet with the Superintendent to discuss alternatives. The Principal, School Board MSHSL Representative, Activities Director, coach/advisor, and student will meet with the parent and Superintendent at the Superintendent's discretion.

Other key points:

- ❖ It is inappropriate to approach a coach with a concern at a game or practice.
- ❖ Playing time and team selection is determined solely by the coaching staff, these discussions should be between the coach/advisor and the student. A parent may only be involved in these discussions if the student is present (should not exceed step two).
- ❖ Calls should be directed to school contact numbers only.
- ❖ Data privacy rules must be maintained; do not discuss other students. Failure to follow the process may impact the final ruling on the issue.
- ❖ If the parent refuses to involve the student in the process, the conflict resolution process is compromised.
- ❖ Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be rescheduled.

EJECTED FROM A CONTEST: STUDENT / COACH

Student Ejection From a Contest

A. Notification to School Administration: Coaches are responsible to inform their school administration regarding any ejection of a coach or student in their sport.

Penalties: Student -

- ❑ During the Regular Season: A student-athlete who is ejected from a game/meet, shall not participate in a game/meet for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted game/meet at that level of competition and all games/meets in the interim at other levels of competition.
- ❑ The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.
- ❑ During the League Tournament Series (Subsection, Section and State Tournament): A student athlete who is ejected from a game, meet or individual competition shall not participate in a game, meet or individual round of competition for the remainder of that day. The student is also suspended from the next scheduled round of team or individual competition in that tournament series.
- ❑ Student Relationship to Team During Suspension: A player who is under suspension for an ejection may travel with the team and be in the locker room and on the sideline but may not be in uniform while under suspension
- ❑ If penalties are imposed at the end of the sport season or League tournament series and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

Coach Ejected From a Contest

- ❑ During the Regular Season: Anytime a coach is ejected from a game/meet, the coach shall not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.
- ❑ The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.
- ❑ During the League Tournament Series (Sub-section, Section and State Tournament): A coach who is ejected from a game/meet shall not coach the remainder of that day. The coach is also suspended from coaching the next scheduled round of team or individual competition in that tournament series. The penalty will be carried over into the next season for that sport.
- ❑ Coach Relationship to Team During Suspension: A coach who is under suspension for an ejection may not: (1) have access to the locker room prior to the game, during half-time, or following the game; (2) be seated in an area proximal to the team bench; (3) ride the team bus to or from the contest; or
- ❑ serve in any official capacity as a coach, statistician, supervisor, etc. until the suspension has been served.

Appeal:

A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

FINE ARTS: PLAYS

One-Act Play information shall be made available to all students regarding tryouts for the plays. The play director and the assistant play director of Frazee High School will conduct auditions. All students who are interested will be given an opportunity to audition.

MEDICAL POLICY

Coaches and activity directors are expected to adhere to the following guidelines involving students and medical conditions.

1. Provide students with the skills and knowledge to prevent and/or reduce the likelihood of an injury, discuss safety issues involved in an activity, and show students how to prevent those injuries.
2. Give appropriate first aid.
3. Call for an ambulance if needed and alert the doctor and the hospital.
4. Keep the administration informed of serious injuries.
5. File accident report with the activities director.
6. Student-athletes and parents must notify coaches of any doctor's visit.
7. Follow up with doctor or trainer on progress of all injured or seriously ill athletes.
8. Any student-athlete that has been attended by a physician must have a doctor's release form in order to resume play/practice.
 - Establish a chain of command so the coach and/or trainer may follow the doctor's orders and advice.
 - Make injury procedures available to all coaches, athletes, administrators, and parents.
 - The doctor or trainer must make all decisions as to whether the injured athlete may continue to participate or not. The doctor or trainer must also decide when an injured athlete may return to practice or participation.
 - Injury records should be maintained for all athletic injuries requiring medical attention. Reports should be filed in the athletic director's office or in the Principal's office.

Coaches are encouraged to do the following to reduce the possibility of athletic injuries:

- ☐ Provide supervision at practice, in the locker rooms, and in training areas.
- ☐ Be sure all athletes have completed forms necessary prior to participation.
- ☐ Follow the instructions of the athlete's doctor.
- ☐ Never prescribe drugs, medicines, or local anesthetics. Check all equipment regularly and maintain all facilities to assure safety of participants.

PARTICIPATION

A student may not participate in any activity or program if he or she has an unexcused absence from any class during that day.

- ☐ If a student is suspended from any class, he or she may not participate in any activity or program that day.

- ❑ If a student is absent from school due to medical reasons, he or she must present a physician's note clearing the student for participation that day. The note must be presented to the High School Office or Activities Director.
- ❑ "APPOINTMENT": for an appointment to be cleared an appointment card / documentation must be presented to the High School Office.

****NOTE: A student who is participating on an athletic team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the athlete does not complete the season the penalty starts over again.*

PHILOSOPHY

- ❖ The purpose of Junior High (7-8) is to provide opportunities for physical development and to allow students to participate in as many activities as possible. Playing time, team development, and skill development are must at this level of play. It is important that our student athletes learn social and athletic skills through winning and losing.
- ❖ Varsity (C-Team, JV, Varsity) levels will be developed primarily for interscholastic competition, which will require a greater degree of dedication on the part of the student athletes. Playing time is determined by the coaches and the philosophy that is built with in each program.

Responsibilities of Head Coaches and/or Advisors

1. Organize practice sessions/times:
 - ❖ Work within the school policies related to practice sessions,
 - ❖ Utilize sensitivity, thoughtfulness, and set an example for participants and colleagues,
 - ❖ Saturday activities must be kept to a minimum, and
 - ❖ Attend all practices and events for your program.
2. Select students to participate on Varsity (C-Team, JV, Varsity) levels.
3. Work with colleagues at lower levels or assistants:
 - ❖ Encourage uniformity within the program,
 - ❖ Provide background information for other coaches/directors,
 - ❖ Promote cooperation among all coaches/directors of other sports/activities,
 - ❖ Cooperate with the activities director and/or principal in making recommendations/requests in area of schedule, and
 - ❖ Demonstrate respect and understanding of students and colleagues.
4. Chaperon student participants in your event at all times.
5. Activity personnel needs shall be made known to administration, who will procure personnel and make recommendations to the Board of Education.

6. Prepare job descriptions for assistant coaches/directors as needed.

Responsibilities of Assistant Coaches and / or Advisors:

- ☐ Attend all practices, scrimmages, performances, and games for the assigned team/group. Be punctual.
- ☐ Demonstrate loyalty and respect to student participants and colleagues, as well as to the activity.
- ☐ Promote participation and involvement of students to the best of one's ability in all activities.
- ☐ Select players for participation at assigned activity in accordance with the objectives.
- ☐ Adhere to the job description as prepared by the head coach/director.
- ☐ Chaperon student participants in your event at all times.

SCHOOL CLOSING/EARLY DISMISSAL

In the event of a school closing/early dismissal all facilities will be closed for the remainder of the day.

SEXUAL / RACIAL / RELIGIOUS HARASSMENT / VIOLENCE & HAZING

1. A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

2. Sexual , Racial, Religious Harassment and Hazing Violations A. Penalty for Category I Activities:

First Violation: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Violation: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third or Subsequent Violations: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Progressive Penalties: Penalties for sexual harassment violations shall be progressive beginning with the first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

TRANSPORTATION

Transportation to and from sanctioned events will be provided by ISD #23 unless noted otherwise. Parents and/or legal guardians wishing to opt out of the transportation provided by ISD #23 may only do so by signing this Transportation Agreement & Waiver and must agree with and comply with the following requirements:

1. A parent/guardian/designee (as noted on this form) may transport a child or ward to or from an event. No parent/guardian will be allowed to transport other students unless granted as a designee.
2. Student will not be allowed to transport themselves to or from events without a parent/guardian present in the vehicle. No exceptions will be made.
3. This Agreement can be revoked at any time by ISD #23 with or without notice.
4. Student must utilize only ISD #23 provided transportation to and from events unless this Agreement & Waiver is signed each school year by a parent or legal guardian. One Agreement & Waiver must be signed for each student in order to opt out of ISD #23 provided transportation. This form is on file with the activities department and is shared out with the head coach of each activity.

WHAT NEEDS TO BE TURNED IN TO PARTICIPATE & COMPETE

- Activity Fee (- If you qualify for free or reduced you will pay either the free or reduced amount.)
- MSHSL League Form
- Proof of Insurance
- Up to Date Physical (Must be every three years)