

PHILOSOPHY

The educational program at Blackduck Public School will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally and socially to the fullest of his/her abilities with gender equity. The educational program shall be directed toward the welfare and the best interest of the student athletes.

Blackduck High School is of the belief that athletics and other extracurricular activities are an integral part of the educational system. It is believed that extracurricular activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community, school district and staff, students are given the opportunity to participate in the extracurricular programs both as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, self discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction of participation and competition. Since life demands many of the same qualities that are developed through athletics and other extracurricular activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

SPORTS PHILOSOPHY

1. All playing time is not a right, but a privilege that is earned through sportsmanship, team play, mental discipline and hard work.
2. Varsity (9TH – 12TH grade) Sports Philosophy: Blackduck has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a win at all costs philosophy, but a strong effort to win the contest will be made by the players and the coaches.
3. Junior High (6th -8th grade) Sports Philosophy: At these levels of competition, the emphasis is put on participation, both during contest and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities, as well as to prepare them for competitive situations. A goal is set to win the contest, but not at the cost of not allowing a certain individual a chance to participate.

SPORTSMANSHIP CODE OF ETHICS

Courtesy, fairness and respect characterize sportsmanship. It is interpreted by the conduct of participants, coaches, cheerleaders, school administrators and spectators. We at Blackduck are continually striving to maintain and improve these qualities.

Blackduck School District has adopted the following Sportsmanship code:

1. We will be courteous in speech and action at all times.
2. We will respect our opponents at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game.
6. We will respect the decisions of game officials.
7. We believe to have a successful team we must have a will to win but we will enjoy each game - - win, lose or draw.

FOREWORD

Helping to establish a desirable atmosphere for activities is the duty of parents, students, and school personnel. To enhance this atmosphere the following guidelines should be utilized.

I. Parent's Responsibility

Good discipline originates in the home because the parent is the first teacher. It is a parent's obligation, by teaching and example, to develop in the pupil good habits of behavior as well as proper attitudes toward the school. To help your student's progress in school, a parent should:

- A. Teach and require of the students respect for law, for authority, for the rights of others, and for private and public property.
- B. Share with students an interest in school activities and in their general progress.
- C. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- D. Arrange for a time and place for homework and see that the student makes use of the time.
- E. Encourage and guide wholesome friendships, interests and activities.
- F. Understand and comply with the rules of the school concerning pupil conduct, and cooperate with the school in carrying out disciplinary action taken by the school.
- G. Instill in students that academics are the prime concern of the school.
- H. Be aware of the eligibility/participation rules of the Minnesota State High School League, Blackduck Schools, and those of the coach/advisor of your daughter's/son's activity.

II. Student's Responsibility

Students attend school so that they may develop their individual capacities to their fullest and become, for their own benefit and that of others, the best person that is possible for them to become. To do this, the student would:

- A. Make a sincere effort to do his/her best work.
- B. Accept responsibility for his/her own actions, and respect the rights of others.
- C. Obey school rules and regulations, those made both by the school authorities and by the student governing body.
- D. Help maintain school property free from damage and defacement.
- E. Be aware of the eligibility/participation rules of the Minnesota State High School League, Blackduck Schools, and the coach/advisor of your activity.

III. Coach's Responsibility

Coaching involves providing a stimulating and effective program of instruction and establishing and maintaining an atmosphere conducive to learning and the development of sound social attitudes and habits. This a cooperative effort in which the coach, with the assistance of the administration, should:

- A. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
- B. Plan and conduct a program of instruction which will make each child eager to learn and which will enable each pupil to achieve his/her full potential.
- C. Teach the student what is expected of him/her in terms of conduct in and about the school.
- D. Enforce the rules of the school system and of the school courteously, consistently, and justly.
- E. Distinguish between pupil misconduct which the coach should handle and that which requires the assistance of the administration.
- F. Make the participants in your activity and their parents aware of the eligibility/participation rules that you may have for your activity.

IV. Terminology

For use in this handbook the term coach shall be synonymous with director, advisor, or supervisor.

EXTRA-CURRICULAR ACTIVITIES POLICIES

I. Eligibility Policy

Participation in all extracurricular activities offered by Blackduck High School will determined by the following: A student is progressing satisfactorily toward graduation and therefore eligible for Minnesota State High School activities at Blackduck if the student has accumulated the following credits prior to the beginning of the designated quarter:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
9 th Grade	All students eligible	1.25	3.00	4.75
10 th Grade	6.25	8.00	9.50	11.25
11 th Grade	12.75	14.50	16.00	17.50
12 th Grade	19.00	20.50	22.00	23.50

A. A list of ineligible students will be published at the end of each quarter. Students who are short on credits will be placed on academic probation for one quarter. During this one quarter probation they will be eligible to participate in activities but their progress will be monitored and a plan for correcting their deficiencies determined.

If at the end of the one quarter probation they have not made sufficient progress toward making up the deficiency, they will be declared ineligible to participate in activities until the deficiencies have been corrected.

Correcting the deficiency means that the student will have passed enough courses at the quarter break to bring the total of passed courses in line with the guidelines. **Ineligible students may not practice or travel with the team.**

Participants with Category 1 violations (MSHSL) and Category 2 violations will not be able to start serving their violation until they are able to participate in the activity. For example, a student who is academically ineligible cannot start serving their MSHSL violation until they become academically eligible, or a student who is injured and cannot physically participate will not start serving their MSHSL violation until they are physically able to participate in that event.

Sixth, seventh and eighth grade students: If a student fails more than one course during the quarter he/she will be ineligible to participate in high school activities for 2 weeks of the season or 2 events, whichever is greater. **Ineligible students will be allowed to practice.**

B. Activities affected by this policy will include:

Football	Volleyball	Cheerleading	Basketball	Baseball
Wrestling	School Plays	Softball	Golf	FFA
Track	Speech	Student Council	Knowledge Bowl	Class Officers
Prom Committee		Robotics	National Honor Society	
Music Activities (fall and Spring Concert Excluded)				

C. Transfer students must meet Blackduck High School academic eligibility requirements.

D. This policy will be reviewed annually by the Academic Eligibility Committee.

II. Lockers and Personal Possessions within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker 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, 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.

It is recommended that you do not leave money or other valuable items in an unlocked locker. It is the expectation that lockers are locked at all times. The school is not liable for lost or stolen items. **The cost of repairing any damage to lockers will be charged to the assigned student. Locker graffiti and damage will be assessed and fined at the end of each school year.**

III. STUDENT INVOLVEMENT WITH MOOD ALTERING CHEMICALS

- A. Philosophy and Purpose:** The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-alternating chemicals for some adolescents affect extra-curricular participation and development of related skills. The misuse and abuse of mood-altering drugs also affect others (family, team members or other significant persons in their lives).
- B. Bylaw: Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.**

C. Category I Activities:

Those League-sponsored activities in which a member school has a schedule of interscholastic contest, exclusive of League-sponsored tournaments:

1. Athletic Activities
2. Cheerleading
3. Speech

D. Category I Penalty:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third and Subsequent Violations:** After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
4. **Accumulative Penalties:** Penalties shall be accumulative beginning with Grade Nine or when a student begins "B" squad or varsity competition, whichever comes first.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

E.

Category II Activities:

Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Fine arts Activities:

1. Visual arts
2. School plays
3. Knowledge bowl
4. Band
5. Choir

F. Category II Penalties:

- 1. First Violation:** A student is ineligible for 2 (to be determined by the Advisor and Activities Director, example: pep band, contest, etc.) public performances in the locally determined Category II activities.
- 2. Second Violation:** A student is ineligible for 4 (to be determined by the Advisor and Activities Director, example: pep band, contest, etc.) public performances in the locally determined Category II activities.
- 3. Third Violation:** A student is ineligible for 6 (to be determined by the Advisor and Activities Director, example: pep band, contest, etc.) public performances in the locally determined Category II activities.
- 4.** Penalties are accumulative beginning with the time a student is eligible to participate in the event until the student graduates. Penalties shall be accumulative beginning with Grade Nine.

If a student is participating in an athletic activity at the time of the violation, both Category I and Category II, penalties shall be enforced.

If a student is not participating in an athletic activity at the time of the violation, we must enforce the Category II penalty and enforce the Category I penalty if or when a student does begin an athletic activity at a later date.

BLACKDUCK PUBLIC SCHOOLS SEXUAL HARASSMENT AND VIOLENCE POLICY

The Blackduck Schools have adopted a Sexual Harassment and Violence Policy for staff and students. Any staff member, parent, or student may obtain from either principal or from the superintendent upon request a complete copy of the policy. Basically, the policy states that the school district prohibits any form of sexual harassment and sexual violence toward an employee or student. In the event of a complaint, whether formal or informal, written or verbal, the district will investigate and discipline any student or employee who is found to sexually harass or be sexually violent.

The policy describes a reporting procedure with a timeline for the investigation of said allegation. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct, which may constitute sexual harassment or sexual violence, should report the alleged act immediately to the High School Principal. The School District encourages the reporting party or complainant to use the report forms available from the Principal of each building or from the Superintendent. The Superintendent will be the investigating officer.

It is the school district's intent to protect victims of sexual abuse, and it will not allow retaliation against any person who reports the alleged sexual harassment or violence or who testifies, assists or participates in an investigation. The Policy further defines sexual harassment and sexual violence.

Students participating in any Minnesota State High School League activity who are found to be guilty of a sexual harassment or sexual violence violation will be subject to the same penalties normally incurred for a Category I or Category II chemical use or possession violation.

BLACKDUCK PUBLIC SCHOOL HAZING POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibition contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.

- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
- B Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- C. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- G. Any activity involving the consumption of an alcoholic beverage, drug, tobacco product or any other food, liquid, or substance those subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- H. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- I. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- J. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy
- B. The building principals are the persons responsible for receiving reports of hazing at the building level. Any person may also report hazing directly to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employers of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith

report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing related to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in condensed form in each school's student handbook and in each school's Building and Staff handbooks. The entire policy is contained in the school district policy book.

POLICY/REGULATIONS FOR CONCERNS REGARDING EXTRA-CURRICULAR PROGRAMS, ADVISORS/COACHES

The Blackduck Board of Education is responsible for the employment of staff personnel and others to assume the responsibilities and duties of advising and/or coaching the many extra-curricular activities provided for the students of Blackduck High School.

The Board understands that the task of coaching and/or advising young people can be a complex and difficult responsibility, and in that leadership role, decisions must be made by the advisor/coach which may result in a perceived problem.

Concerns should be lodged as follows:

1. **First**, call and set up an appointment with the coach to discuss your concern(s) in a calm, rational manner (**never in front of other players or right after a game**) if not resolved-
2. Athletic Director and/or Principal, if not resolved-
3. Superintendent of Schools, if not resolved-
4. **Last** call would be the Board of Education.

GENERAL POLICIES FOR EXTRA-CURRICULAR ACTIVITIES

I. Athletic Injury

Students that are injured in an athletic event or practice and require care must provide the athletic director with a signed statement by the doctor or trainer granting permission to resume practice or participation in the event. This should be on the standard Minnesota State High School League form.

It is hoped that individual families will carry necessary health insurance. If a family wishes to purchase insurance specifically for activities, information is included in the student packet.

Blackduck does not carry activity insurance. All costs from injury are the responsibility of the student and/or the parents.

All athletes are required to attend practices and games, at the coaches/advisors discretion. If they do not attend practices and games, it will be considered an unexcused absence, therefore affecting playing time.

II. Attendance Policy

A. School attendance

If a student is to **participate in extracurricular activity, he/she must be in school the ENTIRE day of the event. If there is an attendance policy violation, on an away event, the student will not be able to ride the bus. If it is a home event, the student can't dress but may be on the bench with the team.**

Emergency situations may be approved by notifying the principal of the need **prior** to the day of the event. No absence will be approved, including OSS, unless this prior notification has been made. **Also, students who wish to practice for any extracurricular activity must be in attendance for hours 5-7.**

*Exceptions are at administrative discretion and will NOT include illness.

- B. Students are expected to be in attendance the entire day following a scheduled evening event. Any exceptions to this policy must be approved in advance by the principal. Examples of exceptions would be for doctor/dental appointments and funerals. The office will notify the Activities Director of the students who do not follow this policy and the principal will proceed as follows:

- a. 1st incident - Coach/Advisor will be notified and student will be addressed verbally by either, Activities Director, Coach/Advisor, Principal or combination thereof. Student will be marked as unexcused.
- b. 2nd incident - Coach/Advisor, Principal, and Activity Director will conference with student. Student will receive 1 ASD. Student will be marked as unexcused.
- c. 3rd incident - Coach/Advisor, Principal, and Activity Director will conference with student and parents/guardian and student will receive 1 day of OSS. Student will be marked as unexcused.

C. Practice attendance

Unexcused absences from practice may result in loss of playing time. In order for an absence to be excused, it must be approved by the coach before the beginning of practice. Emergencies will be handled on an individual basis. Both your coach and teacher must preapprove any tutoring to be done during practice time. Each coach will be responsible for deciding if an absence is excused.

Students with ASD will be ineligible to participate on the day ASD is assigned.

III. Medical Information

Physical Exam: Any student who intends to participate in interscholastic athletics and cheerleading activities must have a record of a Minnesota State High School League physical examination performed by a physician within the past three years on file. A health questionnaire must be completed annually and will include the following: A statement by the parent or guardian that the student has no known existing physical condition which would preclude participation and the signature of the parent or guardian, which approves participation in athletics or cheerleading activities. The student must pay the cost of the physical examination. **No student/athlete may practice or participate in an activity until a valid physical exam record is on file in the activity director's office.**

IV. Activities fees

Each season an activity fee will be charged for participation in football, baseball, golf, basketball, softball, volleyball, wrestling, and speech. The following format will be used for activity fees at Blackduck High School:

1. 7th and 8th grade students **\$50.00**
1. 9th through 12th grade students **\$60.00**
2. Students participating in the following fine arts activities will pay **\$30.00 per activity**: solo and small group music contests, knowledge bowl, school plays, Robotics, Cheerleading, and FFA.
3. Maximum **activity fee for an individual is \$210.00 per year.**
4. Maximum **activity fee for one family is \$420.00 per year.**

V. Student transportation to and from events

For the safety of the students, the following transportation policy is in effect:

To the event: Students actively participating in out-of-town school-sponsored activities (athletic contests, music contests, field trips, etc.) **must travel to the activity in a vehicle provided by the school.** Students may travel to the event (with a parent/guardian) with prior administrative approval. This includes, a written note from the parent and the parent contacting the school by phone or in person.

From the event: **Students may be released to their parents, provided the parent meets directly with the coach or advisor immediately following the event, makes a request in person, and signs a written release of liability. Students may be released to surrogate parents (aunts, uncles, grandparents, and parents of fellow students) only when the student's parents have written a note and contacted the school by phone or in person requesting approval of the arrangement prior to the event. If approved, the surrogate parent must also contact the coach or advisor immediately following the event to confirm the agreement. Students will not be allowed to ride home with another student driver.**

VI. Bus riding expectations

In order that the students are assured of the safest possible bus ride to and from an event, the following regulations will be in effect:

1. Students shall follow instructions given by the bus driver or coach/advisor at all times.

2. Younger participants must sit towards the front of the bus.
3. Students must be on time for designated departure time.
4. Students causing damage to the bus in any way will pay for necessary repairs.
5. Fighting, pushing, tripping, etc. are prohibited.
6. Profane or vulgar language will not be tolerated.
7. All students must remain seated while the bus is in motion.
8. All garbage must be picked up before dismissal from bus.
9. Inappropriate touching will not be allowed.
10. Wear clothes appropriate to the season and weather conditions, such as jackets, hats, gloves and boots.

Students who do not comply with these regulations will be subject to consequences at the discretion of administrators and coaches, or advisors.

VII. Home events

During home athletic events, class lockers and areas of the school (upstairs) will be closed at 4:30 p.m. Open areas include the gyms that are in use, locker rooms, commons, and the concession areas. Make sure all materials needed are obtained from the closed areas before those times.

Any inappropriate behavior at extracurricular and non-academic activities may result in being restricted from all after school activities for a period of time.

After school, but before athletic events, athletes may stay on the main floor in the following areas: student commons and multi-purpose room.

Pep band will only use the storage room stairway on the evening they play at events.

VIII. Admission prices

A. Single event:

1. Students \$2.00 Students wearing maroon and gold will be admitted for \$1.00
2. All Adults \$4.00

B. All year passes

1. **Students \$20.00**
2. **Adults \$50.00 Family Max. \$100.00**

IX. Lockers and locker rooms

Lockers are provided for every player during their season. Players must use the locker assigned to them. Do not allow other players to know your combination. **No personal locks allowed.** The lockers are to be checked out at the end of every sport season.

Locker room use is a privilege and all school rules must be followed. Access to the locker room is limited to your season of play. **Cell phones are not allowed in locker rooms and cannot be used during games.** Penalties for any violations will be administered through the high school office. Check your school student handbook for further details.

X. Lettering and end of season awards

Students must be eligible to compete under Minnesota State High School League rules and **be an active member of the team at the end of a season to be eligible for a letter award.** If a student becomes academically ineligible which forces their team to compete without them or has a MSHSL violation at any time during the season, **they will not be eligible for any additional team end-of-the-season awards.** Exception may be made for medical reasons. The head coach or advisor of the activity will establish any other criteria.

This handbook is meant to serve as a guide for students and parents. Not every circumstance or event can be anticipated, therefore students are subject to all district rules, regulations and policies and the interpretation by school officials, thereof. Violations of such may result in suspension, expulsion or exclusion. Extreme disruptive or threatening incidents of behavior may warrant immediate suspension from school. This handbook may be changed or amended during the school year. The School Board approves this handbook and its contents annually.

