

Coaches,
Advisors,
Directors,
Activities
Director
Handbook

2024-25

Morris Area Schools

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PHILOSOPHY

The Morris Area athletic/activities program seeks to develop our young people physically and emotionally and to provide opportunities for enjoyment and success. The very foundation of this involves employing caring and devoted coaches who oversee this development. Our vision is to develop academic opportunities and motivate students to participate and excel in co-and extra-curricular activities. Core values which guide our vision include teamwork, integrity and honesty, a safe environment, accountability, communication, positive attitude and a desire that every student can learn. These are important corner- stones of our athletic/activities program.

The purpose of this publication is to help clarify what is expected of each coach/advisor/director at all levels and especially provide direction for those new to our school system. All coaches/advisors/directors are expected to conduct themselves in a manner that demonstrates positive role modeling. What and how we expect our athletes/officers to act should be the model adhered to by coaches/advisors/directors. At no time is abusive and profane language acceptable.

Philosophies

Especially at the junior high levels, emphasis must be given to providing all participants with a reasonable amount of playing/participation time. Currently, an effort is being made to schedule opponents who will accommodate our needs by playing additional quarters, games, competitions etc. Teams, by mutual agreement with opposing coaches/advisors/directors, may be divided based on size, ability, etc., to ensure a fair match for our athletes/officers.

As students progress to the ninth grade, the question of winning versus playing everybody becomes more unclear. Again, however, it will be up to the coach to communicate with opposing coaches and to develop a contest structured to gain court or field time for everybody. When a second gymnasium is available, additional quarters or a second game is recommended. When teams travel to Morris, they should expect this to most often be available. At the Varsity level, being competitive takes precedence over playing time. Each athlete/participant has an equal opportunity in practice and the off season to earn playing time.

COACHES/ADVISORS/DIRECTORS DUTIES & RESPONSIBILITIES

Developmental/Junior High Programs

The head coach/advisor/director should be involved in planning and, when appropriate, helping conduct elementary programs in the sport.

At the junior high levels, the varsity coaches/advisors/directors must communicate with the various coaches/advisors/directors concerning concepts to be covered, skills to be practiced, offenses to be run, expectations for coaches/advisors/directors and players/participants, and so forth.

Communication – Head Coaches/Advisors/Directors

It is the responsibility of the head coach/advisor/director to communicate and discuss issues with their assistants. If problems are unsolvable, please see the activities director or principal. The head coach/advisor/director is ultimately responsible for how statistics are taken. Neutral parties should be used to record statistics for contests.

It is the responsibility of the head coach to call in contest scores to the local and area media.

Clinics

All head coaches/advisors/directors are encouraged to attend one clinic each year. School funding for this is limited, but available for the head coach through staff development and other funds.

Rules Interpretation Meetings, Seeding and Conference Meetings

All head coaches/advisors/directors are responsible for attending yearly rules interpretation meetings as well as conference meetings. Coaches/advisors/directors are also responsible for reporting and updating scores on the website for QRF, MSHSL and section seeding rankings.

Supervision

Athletes/officers/participants need to be supervised before and after events.

Coaches/advisors/directors need to be the last individuals leaving the locker rooms or school after events and practices.

Summer Waivers

All coaches are able to work with their athletes during the summer from June 1 to June 30 and July 9 to July 31. Starting in 2010, coaches cannot have contact with students who have participated at the varsity, junior varsity, sophomore or B-squad & 9th grade level from July 1 to July 7. The only exemption to this is baseball and softball. Online waivers through Coaches Clipboard must be signed by the coach before any coaching or instructional contact takes place. It is best to schedule camps or leagues through Community Education. Waivers will be approved by the AD online.

Coaches may not issue uniforms or equipment to students for their personal use in non-school sponsored camps. Also, camp and clinic participation fees must be paid by the student or the student's parents or guardians. Sport Boosters and coaches cannot provide funding for camps, clinics, or summer leagues.

Coaches or athletes may lease equipment through the school for summer activity.

Equipment

The head coach/advisor/director has the responsibility for ordering and inventory of all equipment for teams in grades 7-12. It will be necessary to obtain lists of equipment needed from coaches/advisors/directors at other levels. A highly accurate list (including specific numbers, amounts, brand names, etc.) needs to be turned into the activities director at least 2 months before your season begins. The coach/advisors/director is also responsible to maintain, store, and inventory all varsity equipment. Stolen uniforms will not necessarily be replaced until the unit comes up in the Uniform Purchase Schedule.

Leaving School Early

If a contest is going to cause students to leave school early, two items need attention by the coach/advisor/director:

1. Enter your absence into AESOP at least three days in advance;
2. Email names of those students in your activity and dismissal time to the HS office at least three days in advance.

Parents' Night and Senior Nights

Parent and Senior Nights will be scheduled by the coaches/advisors/directors and activities director. Please notify the activities director as to the date you would like for your parents' night. In addition, if coaches/advisors/directors wish to recognize the seniors, they need to set this up themselves. Flowers, etc. for parents, if purchased by the athletes/participants, needs to be overseen by the coach/advisor/director. It is important to collect money in advance. Spring sports have often gone to a supper-style parents' night. This is strongly encouraged since the spring season has such a limited time with a great number of events. The Sports Boosters do not provide lunch after games. Coaches/advisors/directors or parents may provide a lunch or treats after a game. Senior lanyards are given at the end of each season in which the athlete participates.

Team Composition

For varsity basketball, volleyball, football, softball, baseball, and hockey, the teams are generally comprised of 9-12 grade students. In the event that a younger student is considered for an older team, the coach should hold a conference with the parents and abide by the decision of the parents.

Lettering Criteria

Morris Area coaches currently have, as part of their lettering criteria, a provision that includes the following: Any MSHSL chemical, alcohol, drug paraphernalia, or tobacco penalty served during the season will cause the athlete to lose lettering privileges, captainship, and local post-season honors, excluding all-conference and media appointed awards. No athlete will be penalized in two sports if the penalty extends into the next season. Those athletes, who have a MSHSL violation, in which the penalty has not been served in a previous athletic season for that school year, will serve it during the next season. Each coach will have their lettering policy **updated in this handbook each year and it will be given to each athlete for all sports at the beginning of the season.** A copy of each sport's lettering policy should be given to the activities director prior to the **June board meeting.**

Volleyball

- A player must participate in 1/3 of all the games played during the season.
- Coaches discretion
- **ANY MSHSL CHEMICAL OR TOBACCO PENALTY SERVED DURING THE SEASON WILL CAUSE THE ATHLETE TO LOSE LETTERING PRIVILEGES, CAPTAINSHIP, AND POST SEASON HONORS**

FFA

Point System for every event. Must receive at least 300 points.

Cross Country

You need to run 1/2 of the varsity races, or if JV runs the varsity distance that will count towards 1 varsity meet. By coaches discretion such as if an athlete gets injured during the season and can't run, as long as they come to practice and meets they will qualify.

They have to finish the season, so they can't run 5 varsity races and then quit, and letter.

A senior that has been in the sport for 3 or more years and is in good standing.

Follow MSHSL policy on alcohol and other drugs.

Knowledge Bowl

Students must attend at least 75% of all scheduled practices and competitions.

Students must be on the team until the end of the season, no quitting.

Students must be in good academic and behavioral standing with the school and team.

At the coach's discretion, additional consideration will be given to students who may not meet the competition requirement, but exhibit commitment and excellence through serving as a team officer, mentoring and recruiting team members or organizing fundraisers or other special events.

Football

All of the following criteria must be met in order to achieve a Varsity 'M' Letter in Tiger Football.

Must dress in at least 6 varsity games

Must not have any eligibility infractions, academic or legal, during the season

Must not miss or be late to more than 5 practices and/or games

Must attain a GPA of at least 2.0 for the previous 4th quarter of school

Girls Swimming

1. Must attend all swim meets (Any excused misses (funeral, illness etc.) will not disqualify anyone from lettering.)
2. No unexcused absences for practice or meets
3. Follow the "Gator Way" all season.
4. Meet at least one of the following requirements
 1. Must make lettering time cuts in an individual event.
 2. Be a senior and be competing in (or managing) at least your second season.

Girls Tennis

-A player must be on the team until the end of the season, no quitting.

-A player must be in good academic and behavioral standing.

-A player must follow all MSHSL rules, including;

-Any MSHSL chemical or tobacco penalty served during the season will cause the athlete to lose lettering privileges, captainship, and post season honors.

-A player has participated in the official line-up for 3/4 of the matches during the year.

Soccer TBD

Boys Basketball

In order for players to earn a varsity letter, one of the following requirements must be met: 1. A letter can always be awarded at the coach's discretion due to a significant contribution to the team. 2. All seniors on the varsity roster who have played all four years of their high school career will letter. 3. If a player appears in at least 17 varsity halves during the varsity season, he will earn a letter. (1/3 of regular season halves) (Anyone who fails to acquire the minimum # of halves due to an injury, but in the opinion of the coaches, would have lettered, will be eligible for a letter as well.) 4. All managers, film managers, and statisticians who have worked at least 20 (appx 3/4 of the season) games will earn a varsity basketball letter. 5. If at any time a letter winner behaves in a manner that is disrespectful to himself or his teammates or breaks team rules, he may lose his right to letter and earn postseason awards. This is solely at the coach's discretion and includes but limited to a chemical violation of MSHSL eligibility requirements.

Girls Basketball

Must play in half of the varsity halves, (26 games = at a minimum 26 halves). Must finish the season. If injured then by coaches discretion. A senior that has been in the sport for 3 or more years and is in good standing.

Follow MSHSL policy on alcohol and other drugs.

Girls Hockey TBD

Boys Hockey TBD

Mock Trial

At least one of the following criteria is met

- 1) at least one recognition as an outstanding attorney or outstanding witness.
- 2) Captained the team
- 3) Coaches' pick for team MVP for any one trial

Gymnastics

*participate in at least six varsity level meets

*participate in the West Central Conference Meet and/or Section Meet

*is a Senior and has competed the last 2 seasons (Jr & Sr)

- *abides by training rules up to awards day
- *maintains scholastic requirements setup by the School District
- *a manager may letter if all required duties are carried out
- *coach's may letter an individual at their discretion
- *any MSHSL chemical or tobacco penalty served during the season will cause the athlete to lose lettering privileges, captainship and post season honors

One Act Play

One-Act Play Lettering Requirements

***There are multiple ways to letter in OAP. Also, the student participation accumulates over their high school career.

- A) 1 x play a lead actor in a play that places 1st or 2nd place at Subsections
- B) 2 x any acting role in plays that place 1st or 2nd place at Subsections
- C) 2 x work technical aspects of plays that place 1st or 2nd place at Subsections
- D) 1 x lead technical aspect of a play that places 1st or 2nd place at Subsections
- E) 1 x lead acting role in a play, and 1 x work lead technical aspects of a play that places 2nd place at Sections
- F) Any rostered involvement in a play that makes it to the state program (places 1st at Sections)

Wrestling

- 1. Stay academically eligible the entire Season
- 2. Follow team and Minnesota State High Schools guidelines to stay eligible during the Season
- 3. Wrestle in at least 6 Varsity Matches during the Season
- 4. Head Coach reserve the right to reward or deny any member of the MAHACA team a Varsity Letter

Art

Must receive a superior or higher at an event.

Boys Swimming

They need to swim in a varsity event in over half of the meets (not including small meets where JV and varsity swim due to low numbers)

Girls Golf

Must participate in at least half of the varsity meets.

Boys Golf

Must participate in at least half of the varsity meets.

Baseball

Must make the tournament squad and play in 1/4 total innings or be a graduating senior with dedication to the program. Pitchers' letters are under coaches discretion.

Softball

Playing in 1/3 of total innings with coaches discretion due to injury, playoffs, role. Seniors who stick with the program letter regardless of innings. No letter if someone has an MSHSL violation.

Track and Field

Scoring at least 10 Varsity Team points in events throughout the season. Must finish the season. A senior that has been in the sport for 3 or more years and is in good standing. Follow MSHSL policy on alcohol and other drugs. season.

Captainship/Officers

Any MSHSL chemical, including alcohol, drug paraphernalia, or tobacco violation will cause the student to lose their captainship/officer position during the season in which the penalty is served. If a captain/officer is found to be involved in any hazing activity, they will lose their captainship/officer position. Captains/officers, who receive a student code of conduct from the principal, will be given consequences on an individual basis.

Turn In

All coaches/advisors/directors are responsible to check in uniforms at the end of the season. A good practice is to collect all items following the last contest of the season before the athletes go home. The uniforms will then be laundered by the school. Accountability must be a priority.

Fund raising

All fund raising must be reviewed by the Morris Area School Board, typically at the September school board meeting and approved by the administration. Discount cards are sold in the fall by athletes. In addition, M-Club will be again doing concessions in the winter with coaches making sure an adult is there to work with your group.

Student Uniform Purchasing

Extra warm ups, etc., may be purchased by individual players if the team agrees to fund these privately. The activities director should be notified so competitive bid prices can be sought. Uniforms worn for competition should be funded by the school. Do not purchase uniforms without checking with the activities director and/or making sure to have a purchase order.

Running on Roadways

Athletes should utilize sidewalks and bike paths. **Never** should athletes be running on highways or busy streets.

Yellow Permission Slips

By the first practice, all participants shall hand in to the coach/advisor/director a yellow slip indicating they have paid for the sport/activity, have on file signed MSHSL forms, have a current physical and have completed the insurance form. Students are not to practice without this yellow slip. Once the coach/advisor/director has verified the students have turned in the slip, the slips may be discarded.

EXPECTATIONS OF COACHES, A. D. AND STUDENTS

Students' Expectations of Coaches/Advisors/Directors/Activities Directors:

1. Don't show favoritism.
2. Be concerned with individuals, *not* just winning.
3. Have a positive attitude.
4. Be a friend.
5. Be knowledgeable about activity.
6. Be willing to listen.
7. Be able to give constructive criticism.
8. Be able to have fun.
9. Be able to motivate team unity.
10. Be able to relate to students.

Coaches'/Advisors'/Directors'/Activities Directors' Expectations of Students:

1. Be a positive example/ role model for others.
2. Communicate with coach, Activities Director and other team members.

3. Be dedicated to your activity and team.
4. Respect others and self.
5. Be honest.
6. Act as a liaison between coach, team and team members.
7. Treat everyone equal regardless of ability.
8. Be chemically free and support non-use.
9. Be dependable.
10. Be loyal.

COACHING CODE OF ETHICS

In March 1991, the MSHSL Board of Directors adopted the following:

Statement of Philosophy

The MSHSL has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach/advisor/director is an official representative of the school at interscholastic activities. It is the responsibility of the head and assistant coaches/advisors/directors to serve as role models for students and the public.

A coach/advisor/director will be in violation of the standards for good sportsmanship established by the MSHSL by

1. Making degrading / critical remarks about officials during or after a contest either on the field of play, from the bench, or through any public news media.
2. Arguing with officials or going through the motions indicating dislike / disdain for a decision.
3. Detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
4. Being ejected from any contest.

Actions and Response

Unsportsmanlike actions by a coach/director/advisor shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors. It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assume the responsibility for their actions.

COACH / PARENT CONFERENCES

Parent Conferences

Any time a student may be moved up or down a level, or if a coach/advisor/director has any concerns about an athlete, the coach/advisor/director is strongly encouraged to contact the parents. This generally goes a long way to thwart negative parental involvement.

Delayed Parent Conference

Parents are encouraged to wait 24 hours to have a conference with a coach/advisor/director following an athletic/activities event. Many times emotions run high following a game or meet and talking at the

venue is not productive for either the coach/advisor/director or the parent. Please let parents know at your parent meetings that coaches/advisors/directors are open to meeting with parents the next day, and that the activities director can moderate these meetings.

Problem Solving Procedures

The following procedure will be used for handling activity complaints.

Step 1. Participant Concerns

A meeting between the student and the coach/advisor/director should be held, and may be initiated by the coach/advisor/director or the student.

Step 2. Parent Concerns

A meeting with the coach/advisor/director can be requested by the parent directly. Please call the coach/advisor/director or the activities director during school hours to set up the meeting. If so desired, the activities director may also facilitate the meeting.

Step 3. Concerns

If a resolution is not achieved and a parent and or student desires further intervention or discussion of the issue, a meeting with the activities director and principal may be held to handle an athletic-related issue.

Step 4. Concerns

If the conflict still has not been resolved, it may be referred directly to the superintendent, and if he/she chooses, to the Board of Education.

Any negative or threatening approach by parents, or athletes/participants, regarding playing time, will be brought to the attention of the school administration. We welcome parents to contact coaches/advisors/directors by calling them at school during school hours.

Continuing Education Requirement for ALL Head Coaches in Minnesota

The MSHSL Board of Directors has approved a new Continuing Education Requirement (CER) for every head coach/advisor/director in Minnesota effective for the fall of 2011. Individuals who currently meet the State Statute requirement and are serving as a head coach/advisor/director in a Minnesota high school are required to complete the on-line training. The Continuing Education Requirement (CER) will be available beginning on July 1, 2014 through the Coaches Clipboard page on the MSHSL website. Coaches/advisors/directors will receive instruction and education in: Coaching Philosophy, Emergency Planning, League Rules and Policies, and Concussion Management. Once complete, coaches/advisors/directors will have access to the required online Rules Interpretation Meeting. The continuing Education Requirement (CER) must be completed every three years. Additional educational

curricula germane to coaching and working with high school athletes/participants will be added for future training.

After July 1, 2014 a JV or 10th grade head coach/advisor/director will do the following:

1. Access the Coaches Clipboard page on the MSHSL Website Home Page under the Coaches Tab and select Coaches Clipboard.
2. Answer a number of questions that will provide the League with information regarding your school, the sports that you coach, the level, and how you currently meet the State Statute requirement to be a head coach in Minnesota. Once this information is complete, you will be directed to the appropriate tabbed page on the Coaches Clipboard.
3. Upon confirmation that you meet the State Statute requirement you will complete the following Continuing Education Requirement (CER) chapters.
 - a. Chapter 1 – Coaching Philosophy
 - b. Chapter 2 – Concussion Management
 - c. Chapter 3 – Emergency Preparedness
 - d. Chapter 4 – Rules and Policies
4. Upon the completion of Chapters 1 - 4 you will then gain access to
 - a. Chapter 5 – Required sport specific Rules Interpretation Meeting
5. Completion of the Continuing Education Requirement (CER) and the Rules Interpretation Meeting is required three weeks after the official start date of your sport season. For fall sports this date is August 29, 2014. There is no fee to complete the Continuing Education Requirement (CER).
6. If you do not currently meet the State Statute requirement to be a head coach in Minnesota, you will be directed to the Coaches Education Program tab on the Coaches Clipboard page to register for the Minnesota Coaches Education Program. This is a 6-hour in person course and includes additional online modules that must be completed. The cost of this course is \$170.

Coaches Online Rule Meeting

Coaches must possess a thorough knowledge of playing rules and an ability to interpret these rules. The League conducts rules interpretation meetings prior to the season in each activity. It is the responsibility of the head coach, JV coach or B squad coach to annually complete online rule meetings for the purpose of keeping informed of rules changes and new interpretations as well as a general review of all rules and regulations.

Beginning with the 2007-08 school year, all head coaches must complete a MSHSL Pre-Season Online Rules Meeting. Head coaches who do not complete a meeting must take the written rules test, and pass the test with a score of at least 80%. If neither is done the coach will be censured and the school will be fined \$100.

Individuals who provide false information on attendance reports will be subject to disciplinary action by the League.

Rules Meetings are conducted in all sports except the following:

Badminton, Cross Country, Golf – conducted every other year (even years) and Tennis

Coaches must enter their code online to receive credit for meeting attendance.
See: <http://mshsl.org/mshsl/coachattendance.asp>

Supervision of Students For Tournaments and Overnight Trips

Coaches/advisors/directors who accompany students/athletes to tournaments or on overnight stays, are expected to conduct themselves in a positive and mature manner. The use of alcohol is prohibited when coaches/advisors/directors are supervising and accompanying student/athletes. Coaches/advisors/directors will sign the following form and have this on file with the Activities Director/Principal in the high school office.

I will refrain from using alcohol or any other mood altering chemical while supervising or accompanying students affiliated with Morris Area High School activities. I understand that this is from the time student(s) leave to when they return from the activity.

Advisor/Coach/Director Signature

Advisor/Coach/Director Name (please print)

Date

Event

TRANSPORTATION

Buses

All transportation will be arranged by the activities director. If a bus is late, please call the bus garage at 589-3932. It never hurts to call this number to confirm a bus as well. In addition, if a team wishes to stop and eat, the bus garage should be notified in advance.

Students in grades 7-12 returning from extra-curricular events may be dropped off at a location other than the school only if Deann Recker the transportation director knows ahead of time where the drop off location will be. Buses will regularly stop in the towns of Cyrus and Donnelly and again, but only if the transportation director is aware ahead of time of the drop off area. Please call and provide a written note ahead of time.

When you need to transport athletes/participants, your first choice should be to a vehicle(s) owned by Morris Area Schools or use licensed commercial carriers, such as a chartered bus, because those companies will have the necessary liability insurance to cover the passengers in the event of an accident. However, this mode of transportation is also the most expensive choice. The least desirable choice is to transport athletes in personal vehicles. The organization, as well as you and other volunteers, run the greatest risk of liability in this situation. Avoid giving athletes/participants rides home after games or practices. Not only could giving rides show favoritism to particular athletes/participants, but it could also cause speculation among the other athletes/participants and parents about the appropriateness of relationships between you and the athletes/participants.

Students may ride home only with their own parents or guardian following an event, and must present their coach/advisor/director with a written note from their parents giving them permission. If circumstances arise during the season in which an athlete **must** ride home with another parent, please call the coach ahead of time and provide a written note stating the need to ride home with another parent.

Behavior of Students on a Bus

The reason we have rules on the bus is to keep our students safe. Students that are not seated properly or are walking around may be seriously injured if the bus stops quickly or gets hit by another vehicle. Along with the State Patrol, Morris Area Schools Transportation Department is taking this very seriously. It is illegal for anyone to be standing or walking around when the bus is in motion. The State Patrol will pull a bus over for students and or adults walking around on the bus. The driver of the bus may be ticketed for allowing this behavior. Our driver's first priority is to keep all riders on the bus safe.

Students need to conduct themselves on bus trips and visiting venues in an appropriate manner. The consequences for misconduct may include suspension (players) from the next event. Examples of this

kind of behavior are changing clothes on the bus or other public areas, public urination, mooning and being disrespectful.

Coaches/advisors/directors will be primarily responsible for student behavior on the bus. However, if a driver notices something going on they will make the coach/advisor/director aware of the problem. If the coach/ advisor/director does not take care of the problem, the driver will intervene. If the problems continue, the Activities Director or School Principal will be contacted.

These are some of the rules that coaches/advisors/directors should be implementing:

Students, coaches/ advisors/directors must remain seated at all times when the bus is in motion. Students should not be allowed to sit backwards, lean over the seats, sit on their knees, sit out in the aisle or walk around when the bus is in motion.

The aisles and emergency exits must remain clear in case of an emergency.

Students should talk in quiet voices during the bus ride.

If students use cell phones/cameras they need to be kept behind seats so the lights don't blind the driver at night.

Students should not be allowed to throw their garbage on the floor. Coaches/ advisors/directors should be checking the floors and seats for any garbage left behind.

Students need to be dressed appropriately for adverse weather conditions. The buses and vans may break down at any time.

Coaches/advisors/directors that are driving vans or the mid bus must make sure that students are wearing their seatbelts at all times. School buses and vans are required to drive at the posted speed limit at all times. The public will report a speeding vehicle.

ACADEMIC RULES AND ELIGIBILITY

Academic Rules

In order to be eligible for extra-curricular activities, a student must be passing all courses he/she is taking. Every two (2) weeks (beginning of the school week) the office/designee, will compile a list of all F and I grades and distribute the list to advisors/coaches/directors or activity director that they are in danger of being placed on academic probation. The students will have three (3) school days to get incomplete work handed in or upgrade a course grade to passing. If the student is still incomplete after the three school days, they are on academic probation. Academic probation means the student is ineligible to compete for seven calendar days. If the student has obtained proof that they are passing the course(s) in question during their week of academic probation, they will become eligible after the seventh day; if not, academic probation continues for seven additional days. While on academic probation, the student may still attend practices.

A Quarter F Grade will result in the student missing the next extra-curricular activity or event. They also must verify that they are passing the current quarter in order to be eligible. A fourth quarter F Grade will result in the student missing the next MSHSL competition in the new school year. This includes both fine arts and other extra-curricular activities or events.

If a student withdraws from a class after our add/drop date with a failing grade, the student will be ineligible according to our Academic Ineligibility Policy.

Incomplete and F lists will be given to all coaches/advisors/directors every 2 weeks even if they are not coaching, advising or directing in their current season. This will provide greater communication and help in tracking students who are failing or not completing their work.

Hours needed to be in School for Practice or Game Situations

A student must be in school at least three hours of the day, specifically 5th- 7th hours, if they are to participate in a game or competition or to attend practice.

A student must be in school at 50% of the scheduled day, specifically the latter 50% prior to the end of the day or dismissal time if they are to participate in a game or competition or to attend practice on that day. This requirement will be waived for students who have received an excused, prearranged absence from school. Students may not attend extra-curricular events at MAHS if the student does not attend school on the day of the event.

Out-of-School Suspension

If an athlete/participant is given out-of-school suspension for a day or subsequent day, they will not practice nor participate in activities on those days.

Chemical Eligibility

The MSHSL guidelines and rules governing chemical and tobacco use are in effect during the entire calendar year. Regardless of the quantity, a student shall not

1. Use or consume, have in possession a beverage containing alcohol;
2. Use or consume, have in possession tobacco; or
3. Use or consume, or have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

Drug paraphernalia was added by the MSHSL. Electronic cigarettes are considered drug paraphernalia. This bylaw applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Penalties for Category I Activities

Definition – Category I Activities: Those activities in which a school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments:

*Athletic Activities

*Fine-Arts Activities: Speech Activities, Trap Shoot and Math League – when a school schedules a season of interscholastic contests.

First Violation

After confirmation of the first violation, the students shall lose eligibility for the next 2 consecutive contests or 2 weeks (14) calendar days of a season in which the student is a participant, whichever is

greater. Scrimmages do not count. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation

The student shall lose eligibility for the next 6 consecutive contests or 3 weeks (21) calendar days, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation

The student shall lose eligibility for the next 12 consecutive contests, 4 weeks, or 28 calendar days, whichever is greater. A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

1. The student is assessed as chemically dependent
2. Student enters treatment voluntarily
3. The director of the treatment center certifies that the student has successfully completed the treatment program

Penalties begin to accumulate once the student enters seventh grade continuing through the students' high school career. Penalties shall be served consecutively.

Denial Disqualification

A student shall be disqualified from all Inter-Scholastic athletes for nine 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. Student athletes must finish the season in the sport in which they are serving the penalty. They must complete in contests, be dressed, and attend meets unless otherwise decided by their coach/advisor/director. A form will be given to athletes/participants saying they have completed the penalty in that season and have it signed by the coach/advisor/director.

Penalties for Category II Activities

Definition of Category II Activities: The activities in which a school does not have a schedule of interscholastic contests, exclusive of League-sponsored activities.

MSHSL Music Contest, One Act, Robotics, School Plays, Musicals, BPA, FCCLA and FFA

First Violation – Student will miss one event.

Second Violation – Student will miss two events.

Third Violation – Student will miss three events.

Penalty for Category III Activity

Definition of Category III Activities: Those activities which are highly visible activities such as homecoming royalty, Sadie Hawkins, Snow Week, (this is not an inclusive list). For six months after notifying the school, the student cannot be chosen for public recognition.

STUDENT CODE OF ETHICS

Student Code of Responsibility

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

1. Respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. Be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. Show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
6. Assault on any person will not be condoned by the League and will be dealt with the school administration and the local authorities.

Also, any allegation of sexual, racial, religious harassment, violence, or hazing may also constitute a violation of the Student Code of Responsibility.

Student Code of Conduct Penalty

A student who is dismissed or who violates the Code is not in good standing and is ineligible for a period of time as determined by the school principal. This may exceed those penalties typically imposed for first violations. A student may lose their lettering privileges depending on the severity of the violation.

Student/Coach/Advisor/Director Ejection from Contest

Any student/coach/advisor/director disqualified from an interscholastic contest by game officials will be ineligible for the remainder of that game and the next regularly scheduled game/meet. The second or subsequent violations carry a four game/match or meet suspension. If the penalty is imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next year. In the case of a senior, the penalty will carry over into the next sport season. Anytime a student/coach/advisor/director are ejected, they cannot participate the remainder of the day.

Assault

Assault on any person, including game officials will not be condoned by the MSHSL. Assault is an act done with the intent to cause fear in another of immediate bodily harm or death. It is intentional infliction of or attempt to inflict bodily harm upon another or the threat to do bodily harm to another with the present ability to carry out the threat. An assault on a game official is any deliberate attempt to inflict bodily harm upon an official, referee, umpire, judge, scorer, timer, participant, or any other person.

Procedure to report an assault on a game official: The assaulted person must put in writing within 48 hours of the event and send it to the MSHSL office. This report will then be forwarded to the principal of the school where the student is enrolled. The penalty will be a disqualification from participation in all League-sponsored events for a minimum of four weeks.

Fighting

A student who is involved in a fight during any sporting competition will follow the MSHSL guidelines for ejection, and will follow the policy set forth by the coach in their respective sports. Example – a coach/advisor/director may have an athlete/participant miss two or more events for an ejection and fighting. Any student ejected from a game for fighting or physical behavior will be suspended from classes 1 to 3 days.

Curfew

The following guidelines are for all athletes/participants for all teams:

*10:00 at home on weeknights and before games

*12:30 at home on a weekend

If students know in advance they are going to be late, they may prearrange this with the coach/advisor/director. The first violation will include sitting out of a game. The second violation will include sitting out of two games.

MORRIS AREA SCHOOL DISTRICT POLICY #413

ADOPTED – AUGUST 2009

REVISED – AUGUST 2013, NOVEMBER 2015

REVIEWED – OCTOBER 2014

#413 HARASSMENT AND VIOLENCE

I. PURPOSE

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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district 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, 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel include School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of harassment or violence based on a person's race, color creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- G. Sexual Violence; Definition
1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to

make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may will result in disciplinary action against the building report taker.
- G. In the District. The School Board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to a including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to an including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy,

- shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
 - C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
 - D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
 - E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
 - F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, 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 try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota, and federal law and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets of victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation of alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to student and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. §609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. §794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et. seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 2769
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 2769 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group
_____ the alleged harassment or violence was toward another person or group, identify that person or group _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)
Received by _____

(Date)

(Date)

INDEPENDENT SCHOOL DISTRICT NO. 769
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 769 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate:

race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group _____

If the alleged harassment or violence was toward another person or group, identify that person or group _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

Received by _____

(Date)

(Date)

MORRIS AREA SCHOOL DISTRICT POLICY #526

ADOPTED – NOV 2009

REVISED – NOV 2010, JULY 2011, AUG 2012, OCT 2015

#526 HAZING PROHIBITION

I. PURPOSE

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.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to behavior that occurs on or off school property and during and after school hours.
- H. 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.
- I. 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, or 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 school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. 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.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. 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.
 5. 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.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
 - C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events.
 - D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
 - E. "Student" means a student enrolled in a public school or a charter school.
 - F. "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 target or 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. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the Superintendent of Schools. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which

may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the 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 building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, 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 try 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; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR 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 commits an acts of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to,

any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student and parent handbook and in each school's staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
[Applicable to Students and

INJURY / DISEASE PREVENTION

Injuries

All injuries should be handled immediately by the coach/advisor/director, or trainer. At the first opportunity, parents shall be contacted regardless of the severity. When an athlete needs to be transported to a hospital or clinic, any available member of the coaching/advising/directing staff will accompany the athlete/participant.

Following the injury, the athlete/participant may not return to practice or competition without a signed slip from a doctor or athletic trainer.

Athletic Trainer

Stevens Community Medical Center provides training services for Morris Area athletes/participants.

First Aid Kits

No team should practice or play without a properly stocked first aid kit. The kits and supplies are available from the Activities Director.

COMMUNICABLE DISEASE PREVENTION

The following information is taken from rules adopted by the MSHSL and is necessary for all coaches/advisors/directors to practice.

Communicable Disease Precautions

Precautions for reducing the potential transmission of infectious agents should include, but not be limited to, the following:

1. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with body fluids is anticipated.
2. Immediately wash hands and other skin surfaces if in contact with blood or other body fluids. Wash hands immediately after removing gloves.
3. The bloodied portion of the uniform must be properly disinfected or the uniform changed before the athlete/participant may participate. Disinfectants may include a bleach and water or isopropyl alcohol and water solution.
4. Clean all blood contaminated surfaces and equipment with a 1-10 dilution of household bleach or other disinfectants.
5. Practice proper disposal procedures to prevent injuries caused by needles and other sharp devices.
6. Mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers or coaches/advisors/directors with any skin condition or oozing skin condition should refrain from treating athletes/participants.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

Rule Modification Specific to Individual Sports and Contaminates

Baseball and Softball

A player or coach who is bleeding or who has blood on his or her uniform shall be prohibited from participating further in the game until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the game. The length of time that is considered reasonable is umpire judgment. The reentry rule would apply to players.

Basketball

The officials shall order any player who is bleeding, or has an open wound, or has any blood on his or her uniform to leave the game for appropriate treatment and may not return prior to the first opportunity for such a player to return.

Football

A time-out occurs when a player is discovered who is bleeding, or has an open wound, or has any blood on his uniform. Such player shall be considered an injured player and leave the game for appropriate treatment.

Gymnastics

Competitors who are bleeding, have an open wound, or blood on the uniform shall not participate in an event until proper treatment has been administered. Competition areas and equipment contaminated with blood or other body fluid from an open wound must be properly cleaned before competition in that area is conducted.

Swimming and Diving

Competitors who are bleeding, have an open wound, or blood on the uniform shall not participate in an event until proper treatment has been administered. Competition areas and equipment contaminated with blood or other body fluid from an open wound must be properly cleaned before competition in that area is conducted.

Track and Field

Competitors who are bleeding, have an open wound, or blood on the uniform shall not participate in an event until proper treatment has been administered. Competition areas and equipment contaminated with blood or other body fluid from an open wound must be properly cleaned before competition in that area is conducted.

Volleyball

When a player is bleeding, has an open wound, or has blood on her uniform, the game shall be stopped at the earliest possible time. The player shall leave the court and shall not return until proper treatment has been administered. Competition area and equipment which becomes contaminated shall be properly cleaned before play resumes.

Wrestling

The match will be stopped for any bleeding, open wound, or blood on the uniform and will not continue until appropriate treatment is given to the contestant(s).

GOOD HYGIENE METHODS

The following ideas are to be adhered to as a means to prevent communicable diseases.

No common water containers	Utilizing rubber gloves for clean up
No common towels	Careful cleaning of wrestling mats
No common lockers or shared clothing	Use of disinfectant to clean all blood and bodily fluid
Regular cleaning of personal clothing	

Thermal Injury Risk Recommendations and Flag System

Flag	Temperature	Recommendation
Black	> 82 degrees F – WBGT*	Extreme High Risk for hyperthermia. No competition recommended. Cancellation should be considered.
Red	73 to 82 degrees F WBGT	High Risk for hyperthermia. Heat sensitive participants should withdraw. Consider slowing pace or intensity of play.
Yellow	65 to 73 degrees F WBGT	Moderate Risk for hyperthermia. Heat sensitive participants should slow pace.
Green	< 65 degrees F WBGT	Low Risk for heat injury. Hyperthermia can occur. Hypothermia can occur post-event.
White	< 50 degrees F WBGT	Very Low Risk for hyperthermia. Hypothermia risk rises as WBGT decreases. Wind and/or wet conditions increase risk of hypothermia.

	< 32 degrees F	Risk of frostbite to exposed skin or areas with poor circulation.
Blue	< -4 degrees F – (Ambient Temperature)	FIS** - No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Cancel events which are > 1 minute in duration or produce speeds > 10 MPH or if wind is > 10 MPH.
Black	< -20 degrees F – (Ambient Temperature) or < - 40 Degrees F wind chill	Recommended lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Extra layers. Wind shell for entire body. Rapid Evacuation for injury.

*WBGT = Wet Bulb Globe Temperature = 0.7 (Wet Bulb Temperature) + 0.2 (Black Globe Temperature) + 0.1 (Ambient Temperature)

**FIS = Federation Internationale de Ski (Adapted from reference 2 and the FIS rules)

Weather Conditions

Coaches/advisors/directors need to be aware of changing weather conditions. Lightning is very dangerous and must be reacted to in a serious manner. When lightning is seen, make sure athletes/participants leave the playing field or running area whether it is practice, games, or meets. The MSHSL lightning rule states that you cannot continue practice or games until 30 minutes has passed since lightning was last seen.

ATHLETE OF THE YEAR

The male and female Athletes of the Year will be chosen based on the following:

1. Three sport letter winners during their senior year
2. No MSHSL violations during their senior year
3. Athletic accomplishments
4. Leadership and Community involvement

CARTER LEUTY AWARD

This award is given in memory of Carter Leuty, class of 1959, by the Leuty family. Carter earned 12 varsity letters in football, basketball, baseball, and track.

This letter is awarded to an athlete who has:

1. Earned 8 varsity letters at Morris Area High School
2. Has participated in athletics all 3 sports seasons all 3 years in grades 10 – 12.

(The sports considered must be activities recognized by the MSHSL and be a sport for which there is a state tournament.)

Awards/Banquets

Trophies, plaques, letter and participation certificates, letters, and pins are available. Letter, participation, and award winners need to be turned into the activities director at the end of each season. These may be presented at the fall and winter banquet or, for spring sports, at the coach's discretion. Team suppers and parties are encouraged for spring

2024-2025 EXTRA & CO-CURRICULAR FEE SCHEDULE						
High School Activities and Fees Grades 10-12						
	Tier 1	Tier 2	Tier 3	Tier 4	Family Cap	
<i>Paid</i>	\$ 130	\$ 110	\$ 90	\$ -	\$ 500	
<i>Reduced</i>	\$ 110	\$ 90	\$ 70	\$ -	\$ 360	
<i>Free</i>	\$ 90	\$ 70	\$ 50	\$ -	\$ 220	
Junior High Activities and Fees Grades 7-9						
	Tier 1	Tier 2	Tier 3	Tier 4	Family Cap	
<i>Paid</i>	\$ 110	\$ 90	\$ 70	\$ -	\$ 385	
<i>Reduced</i>	\$ 90	\$ 70	\$ 50	\$ -	\$ 275	
<i>Free</i>	\$ 70	\$ 50	\$ 40	\$ -	\$ 165	
If a family has a child in grades 10-12 and in grades 7-9, the family cap for the 10-12 level will apply						
Activity						
<i>Tier 1</i>	Baseball, Basketball, Cross Country, Football, Golf, Gymnastics, Hockey, Softball, Swimming/Diving, Tennis, Track, Volleyball, Wrestling					
<i>Tier 2</i>	Fall Musicals, Spring Musical, One-Act, Speech, Robotics, Mock Trial					
<i>Tier 3</i>	Knowledge Bowl, Math League					
<i>Tier 4 **</i>	Art Club, BPA, FCCLA, Drama Club, FFA, Trap Shooting, Geography Bee, Jr-Sr Banquet, Math Masters, Music, National Honor Society, Science Fair, Spanish Club, Spelling Bee, Student Council, Yearbook, GSA					
** Tier 4 activity fees are paid directly to the advisor. These fees do not count toward the family cap.						
2024-2025 ADDITIONAL FEES						
Passes			Additional Fees			
Individual Passes	\$ 110.00		Driver's Education		\$ 400.00	
Family Passes	\$ 190.00		Per Hour		\$ 75.00	
Student & Sr. Citizens	\$ 80.00	(age 65 and over)				
Athletic/Activity Ticket Prices		Fall Musical - NO PASSES ACCEPTED			Music Event Ticket Prices	
Adult	\$ 8.00	Adult	\$ 10.00	Adult	\$ 3.00	
Student & Sr. Citizens (65 & Over)	\$ 5.00	Student & Sr. Citizens (65 & Over)	\$ 6.00	Student & Sr. Citizens (65 & Over)	\$ 2.00	

MSHSL RULES SPECIFIC TO COACHING

Transfer and Residence

A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one of the following provisions is met.

- 9th grade option:** The student is enrolling in 9th grade for the first time.
- Family residence change:** The student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school

district attendance area, the students will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move.

If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

- C. **Court Ordered Residence Change of Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
- D. **Enrollment Options Program:** A student who utilizes MN Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following
 - a. Retain full eligibility for varsity competition for one calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled, or
 - b. Be eligible only at the no-varsity level in the school to which the student has open enrolled for one calendar year.
- E. **Custody of Student:** A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9 – 12 inclusive.
- F. **Move from Out of State:** If a student's parents move to MN from a state or country outside of MN and if the student moves at the same time the parent establishes a residence in a MN public school district attendance area, the student shall be eligible at the first school the student attends in MN.
- G. **If none of the provisions above are met:** The student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school.
 - c. Students are immediately eligible for competition at the non-varsity level.
 - d. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
 - e. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 11.2A, the student will be ineligible for varsity competition for a period of a calendar year beginning with the first day attendance at the new school.

MSHSL BYLAW 209

MSHSL Bylaw 209 provides the proper relationship between player and coach outside of the season. It states specifically "During the school year, prior to and following the High School Sports Season.

A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that:

1. Activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity high school coaching staff in that sport.
2. Participation does not violate the all-star bylaw.
3. Students may not use any type of high school uniform.
4. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-Squad, JV or varsity high school coaching staff in that sport.
5. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore B-Squad JV or Varsity high school coaching staff in that sport. Fees for non-school coaching or training must be provided by the student or the student's parents or guardian.

During the High School Season:

During the high school season, a student may not participate as a member of a non-school team, in the same sport. Season Defined: The high school season shall run from the first date that practice may begin until the team is eliminated in the MSHSL tournament. Coaches may continue to conduct practice and training for all squad members, including the students who have been eliminated from tournament competition, until completion of the state tournament in that sport.

During the School Year, Prior to and Following the High School Sports Season and Summer Vacation Period:

A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team if these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's B-Squad, JV, or varsity high school coaching staff.

1. Student may not use any type of uniform.
2. A student may not receive coaching from any salaried or non-salaried member of the student's B-Squad, JV, or Varsity coaching staff in that sport.
3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's coaching (B-Squad, JV, or Varsity) staff for that sport.

Lessons/Training: During the MSHSL high school season, athletes may take lessons from professionals and other non-school coaches without limit as to where, when, or who may provide the training. Athletes may not miss a high school practice, game, or meet to take lessons or train for a non-school event. Athletes may now take lessons and or train with a non-school team/club during the high school season in the same sport.

No school personnel may be involved in any way with a captain's practice. Captain's practice is only for conditioning purposes.

No Practice or Activities will be held on Sundays.

Athletic Camps and Clinics

1. During the school year prior to and following the high school sport season: No member school, nor an employee of a member school, shall own, organize, conduct, administer or instruct in a camp or

clinic for athletes who have participated at the varsity, junior varsity, or sophomore level for that school during the school year prior to or following the high school sport season.

2. During the summer--coaching waiver applies.
3. Summer contact time for athletic camps and clinics shall be from the day following the fourth Friday in May through July 31 or 14 calendar days prior to the start of the earliest fall sport season, whichever is earlier.

Open Gym

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

- the facilities are available for a number of activities
- activities are open to all students
- no coaching takes place
- there is no requirement for students to participate.

No coach may participate as a player on a non-school league team or in games during open gym with students; they coach on their high school team.

Undue Influence on Students

It is not legal for coaches to exert undue influence on students to participate on non-school teams or to attend camps, clinics, open gym, captain's practices, etc.

Undue Solicitation of a Student

When a student has participated in a Varsity, B squad, JV, or a sophomore game, any verbal or written contact initiated by a representative of another school will be considered as asserting undue influence.

MORRIS AREA TIGER ATHLETICS COACHES PRESEASON MEETING

COACH: _____

PHONE(S): _____

ADDRESS: _____

DATE: _____

1. Season Outlook?
2. Areas of season concern?
3. Program needs?
4. Areas of coaching improvement?
5. Need from the A.D. office?

**MORRIS AREA TIGER ATHLETICS
Activities Director Evaluation Form**

Please help me to evaluate my performance as the Activities Director for Morris Area High School.

1. List three things I do well:
 - a.

- b.
 - c.
2. List three things that I could improve on:
- a.
 - b.
 - c.
3. What are some concerns or areas of improvement that I need to focus my attention on:
- a.
 - b.
 - c.

Morris Area Tiger Athletes

Evaluations of activities director, activities department, coaches and facilities are evaluated through LifeTrack Services Satisfaction Surveys.

Morris Area Tiger Athletics Activities Director Evaluation of Head Coach

	1 – Outstanding	2-Satisfactory	3- Average	4. Below Average	N/A	Not applicable
1. Development of total program:	1	2	3	4	NA	
-K-12 Development						
-Summer Camps/leagues						
2. Consistent treatment of players:	1	2	3	4	NA	
Role clarification						

Equal concern for all Communication Discipline Respected Recognize ability Levels					
3. Adhere to school policies:	1	2	3	4	NA
Attendance issues Grade issues Injury reports Eligibility issues					
4. Adhere to MSHSL policies:	1	2	3	4	NA
5. Preseason procedures:	1	2	3	4	NA
Forms and fees Participation slips Care of equipment Team goals					
6. Post season procedures:	1	2	3	4	NA
Check out procedures Awards night Storage of equipment Budget					
7. Practice planning and development	1	2	3	4	NA
Variety Team preparation Knowledge of sport and rule changes Organization of practice time Explains drill/skills Motivation of players Conditioning of players/proper warm-up and stretching					
8. Safe Environment	1	2	3	4	NA
Proper technique Proper equipment Weather Supervision of athletes First Aide Warn athletes of risks					
9. Game Coaching	1	2	3	4	NA
Bench conduct					

Sportsmanship
 Enthusiasm
 Appropriate dress
 Responsible for words and actions

10. Use of coaches in system	1	2	3	4	NA
In practice					
In games					
Communication and cooperation with coaching staff					
Support coaching staff					
Organization of staff					

11. Growth of players	1	2	3	4	NA
Leadership opportunities					
Encourage pride and commitment					

12. Commitment to other programs	1	2	3	4	NA
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13. Communication	1	2	3	4	NA
AD Office					
School Office					
Parents					
Media					
Officials					

COMMENTS:

 Coach's Signature

 A.D. Signature

 Date

Morris Area Tiger Athletics Head Coach Evaluation of Assistant Coach

Varsity Assistant_____ JV_____ B-Squad_____ 9th Grade_____ 8th Grade_____ 7th Grade_____

1 – Outstanding 2-Satisfactory 3- Average 4. Below Average N/A Not applicable

1. Development of total program:	1	2	3	4	NA
-K-12 Development					
-Summer Camps/leagues					
2. Consistent treatment of players:	1	2	3	4	NA

Role clarification					
Equal concern for all					
Communication					
Discipline					
Respected					
Recognize ability Levels					
3. Adhere to school policies:	1	2	3	4	NA
Attendance issues					
Grade issues					
Injury reports					
Eligibility issues					
4. Adhere to MSHSL policies:	1	2	3	4	NA
5. Preseason procedures:	1	2	3	4	NA
Forms and fees					
Participation slips					
Care of equipment					
Team goals					
6. Post season procedures:	1	2	3	4	NA
Check out procedures					
Awards night					
Storage of equipment					
Budget					
7. Practice planning and development	1	2	3	4	NA
Variety					
Team preparation					
Knowledge of sport and rule changes					
Organization of practice time					
Explains drill/skills					
Motivation of players					
Conditioning of players/proper warm-up and stretching					
8. Safe Environment	1	2	3	4	NA
Proper technique					
Proper equipment					
Weather					
Supervision of athletes					
First Aide					
Warn athletes of risks					
9. Game Coaching	1	2	3	4	NA
Bench conduct					

Sportsmanship
 Enthusiasm
 Appropriate dress
 Responsible for words and actions

10. Use of coaches in system	1	2	3	4	NA
In practice					
In games					
Communication and cooperation with coaching staff					
Support coaching staff					
Organization of staff					
11. Growth of players	1	2	3	4	NA
Leadership opportunities					
Encourage pride and commitment					
12. Commitment to other programs	1	2	3	4	NA
13. Communication	1	2	3	4	NA
AD Office					
School Office					
Parents					
Media					
Officials					

COMMENTS:

 Coach's Signature

 A.D. Signature

 Date

Morris Area Tiger Athletics Assistant Coach Evaluation of Head Coach

Varsity Assistant_____ JV_____ B-Squad_____ 9th Grade_____ 8th Grade_____ 7th Grade_____

1 – Outstanding 2-Satisfactory 3- Average 4. Below Average N/A Not applicable

1. Development of total program:	1	2	3	4	NA
-K-12 Development					
-Summer Camps/leagues					
2. Consistent treatment of players:	1	2	3	4	NA

	Role clarification					
	Equal concern for all					
	Communication					
	Discipline					
	Respected					
	Recognize ability Levels					
3.	Adhere to school policies:	1	2	3	4	NA
	Attendance issues					
	Grade issues					
	Injury reports					
	Eligibility issues					
4.	Adhere to MSHSL policies:	1	2	3	4	NA
5.	Preseason procedures:	1	2	3	4	NA
	Forms and fees					
	Participation slips					
	Care of equipment					
	Team goals					
6.	Post season procedures:	1	2	3	4	NA
	Check out procedures					
	Awards night					
	Storage of equipment					
	Budget					
7.	Practice planning and development	1	2	3	4	NA
	Variety					
	Team preparation					
	Knowledge of sport and rule changes					
	Organization of practice time					
	Explains drill/skills					
	Motivation of players					
	Conditioning of players/proper warm-up and stretching					
8.	Safe Environment	1	2	3	4	NA
	Proper technique					
	Proper equipment					
	Weather					
	Supervision of athletes					
	First Aide					
	Warn athletes of risks					
9.	Game Coaching	1	2	3	4	NA

Bench conduct
Sportsmanship
Enthusiasm
Appropriate dress
Responsible for words and actions

10. Use of coaches in system	1	2	3	4	NA
In practice					
In games					
Communication and cooperation with coaching staff					
Support coaching staff					
Organization of staff					
11. Growth of players	1	2	3	4	NA
Leadership opportunities					
Encourage pride and commitment					
12. Commitment to other programs	1	2	3	4	NA
13. Communication	1	2	3	4	NA
AD Office					
School Office					
Parents					
Media					
Officials					

COMMENTS:

Coach's Signature

A.D. Signature

Date