



# **INTERNATIONAL FALLS HIGH SCHOOL ATHLETIC & EXTRA-CURRICULAR ACTIVITIES HANDBOOK 2026 – 2027**

International Falls School District  
1515 Eleventh Street  
International Falls, MN 56649  
218/283/2571  
218/283/2384



**ISD #361 ACTIVITIES  
POLICY 100.1**

**THE ADMINISTRATION OF INTERSCHOLASTIC ACTIVITIES**

**I. STATEMENT OF PHILOSOPHY**

The Athletic Department's aim is to provide a well-balanced competitive activities program, to create a wide range of opportunities for all, to aid in the enrichment of the lives of the athletes through sacrifices striving toward maximum effort and performance, and to seek the realization of individual and group achievements of worth accomplished through the participant's own efforts.

**II. OBJECTIVES**

- a. To provide the participants with a program in which they are coached by qualified personnel whenever and wherever possible.
- b. To expose participants to an environment in which their health and welfare are always of primary concern.
- c. To develop total fitness through a planned conditioning program for efficient and effective performance.
- d. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills, and mental alertness to enable participants to perform successfully.
- e. To learn to exercise self-control and self-discipline and to accept responsibility regardless of the quality of their performance or that of their opponents, creating good sportsmanship.
- f. To demand the total involvement of all aspects of individuals -- physically, intellectually, socially, and emotionally -- in an integrated effort toward reaching the goal.
- g. To win -- but with the understanding that the value of winning is dependent upon the many sacrifices and the satisfaction derived by the players in successfully meeting the many challenges which competitive situations offer.

**III. AFFILIATIONS**

- a. Minnesota State High School League (MSHSL)
- b. Northeast District ~ Football only
- c. Iron Range Conference
- d. Arrowhead Conference
- e. East Range Conference – Golf only

**ISD #361 ACTIVITIES  
POLICY 101.1**

**TITLE IX - ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS**

- I. The Federal Government states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."
- II. Intramural, Club, and Interscholastic Activities (Subpart D, Section 86.41)
  - a. Information found on the school website under BOARD POLICY 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- III. Codes of Conduct (Including Dress Codes) and other regulations governing the students (Subpart D, Section 86.31 (b) (4-6).
  - a. Basic principles - A recipient may not, on the basis of sex:
    - i. Subject any person to separate rules of behavior or other treatment.
    - ii. Apply different standards for determining compliance with such rules.
    - iii. Make out different punishments or penalties for violations.
    - iv. Apply different rules of appearance, including different regulations governing length of hair. In addition, regulations prohibiting beards or moustaches, as they basically only apply to males, are prohibited. In reviewing dress codes, apply a rule of reason. While recipients should be encouraged to adopt dress codes that are not gender specific, i.e., "neat," "clean," "appropriate," the regulation should not be followed so strictly so that to apply it specifically would be disruptive to the educational process. Thus, a regulation requiring male students to wear either skirts or slacks would not be a violation.
- IV. Honors and Awards (Subpart D, Section 86.31 (b) (1-3)
  - a. Basic Principle -- An LEA may not:



- i. Differentiate on the basis of sex in bestowing awards -- for example, award letters to outstanding male athletes and certificates to outstanding female activities.
    - ii. Sponsor activities or clubs that limit membership to one sex -- for example, separate letter clubs or honor societies for girls and boys.
    - iii. Bestow awards on the basis of sex -- for example, outstanding boys and outstanding girls. It may give awards to outstanding students, some or all of whom may be male or female. For such honors as Homecoming Royalty, Winter Sports Week Royalty, Prom Royalty, etc. the overall opportunities for males and females to be selected should be comparable.
    - iv. Have different criteria on the basis of sex for selection – for example, a higher-grade point average for members of one sex than for the other for eligibility for membership in an honor society.
- V. Employment (Board of Education, Superintendent, Principals, Activities Director, or any other person employing someone.)
  - a. The policy regarding the specific implications of Title IX for school employment (or employment related practice and procedures) will be as follows:
    - i. All recommendations/decisions relating to employment selection, compensation, and/or promotion, are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
    - ii. All recommendations/decisions regarding the assignment and compensation of staff for extra-duty functions are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
    - iii. All recommendations/decisions regarding leave privileges are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
    - iv. All decisions regarding room assignment, access to and use of facilities and supplementary materials are made on the basis of specific criteria and without regard to sex.

**ISD #361 ACTIVITIES  
POLICY 102.1**

**STAFF AND COMMITTEE RESPONSIBILITIES IN ATHLETICS/ACTIVITIES OVERSIGHT**

- I. Superintendent
  - a. Role: District Executive Leadership
  - b. Primary Responsibilities:
    - i. The Superintendent is in charge of the School District with supervision of the athletic and activities department.
    - ii. Ensure compliance with state laws, MSHSL, and district policies
    - iii. Advise and support the implementation of district-wide athletic and activity programs
    - iv. Approve major decisions, including hiring recommendations, disciplinary actions, and budget allocations
    - v. Act as liaison between the school board and school administration
    - vi. Make final determinations on appeals, emergencies, or disputes involving athletics
- II. Principal
  - a. Role: Building-Level Educational and Operational Leader
  - b. Primary Responsibilities:
    - i. Supports day-to-day student discipline, academic eligibility, and code of conduct enforcement
    - ii. Collaborate with the Athletic Director on staffing, scheduling, and student concerns
    - iii. Assists in the evaluation of the athletic and activities programs
    - iv. Serve as the school's representative at events, when needed
    - v. Support the athletic/activities program as part of the overall student experience
    - vi. Address parental or community concerns, when appropriate
- III. Athletic/Activities Committee
  - a. (Advisory group; may consist of administrators, coaches, teachers, parents, school board reps, and students)



- b. Primary Responsibilities:
  - i. Review and advise on philosophy, program needs, and policy development
  - ii. Recommend facility upgrades, scheduling ideas, or program improvements
  - iii. Provide feedback on budgetary needs, uniform rotation, and sports offerings
  - iv. Assist with co-curricular alignment and community engagement
  - v. Help evaluate and review athletic programs annually
- c. Note: The committee does not have administrative authority but plays a consultative and planning role.

IV. School Board

- a. Role: Policy-Making and Governance Body
- b. Primary Responsibilities:
  - i. Adopt and revise policies related to athletics, transportation, funding, and student participation
  - ii. Approve the hiring of coaches/staff as recommended by the administration
  - iii. Set and approve the athletic budget and major capital expenditures
  - iv. Act on appeals or recommendations from the Superintendent
  - v. Ensure alignment between district goals and co-curricular programming

V. Athletic Director

- a. The Athletic Director (AD) is responsible for the leadership, coordination, and administration of all interscholastic athletic programs and extracurricular activities for ISD 361. This includes compliance with district policies, the Minnesota State High School League (MSHSL), and fostering a positive culture of sportsmanship, academic achievement, and student development.

VI. Essential Duties & Responsibilities

- a. Program Administration
  - i. Coordinate all aspects of the athletic program, including scheduling, transportation, facilities, and eligibility.
  - ii. Develop and publish season schedules, practice times, and tournament participation.
  - iii. Ensure compliance with MSHSL, district, and school policies.
  - iv. Supervise the ordering, inventory, maintenance, and distribution of equipment and uniforms.
  - v. Oversee facility use and collaborate with custodial staff and community partners.
- b. Personnel Management
  - i. Recruit, recommend, and help hire qualified coaching staff.
  - ii. Supervise and evaluate head and assistant coaches in collaboration with the principal.
  - iii. Organize regular coaches' meetings and professional development.
  - iv. Address coach conduct, parent complaints, and performance issues.
- c. Budget & Fund Management
  - i. Prepare and administer the athletic department budget.
  - ii. Oversee team fundraising efforts and ensure financial transparency.
  - iii. Track and approve athletic-related purchases in line with district protocols.
- d. Student Eligibility & Conduct
  - i. Monitor academic and behavioral eligibility in coordination with administration.
  - ii. Maintain accurate student records for MSHSL eligibility, physicals, and insurance.
  - iii. Promote and enforce the student-athlete code of conduct.
- e. Communication & Public Relations
  - i. Act as the spokesperson for the athletic department with parents, media, and the community.
  - ii. Coordinate public relations including event promotion, social media, and recognition of student achievements.
  - iii. Handle parent inquiries, concerns, and formal complaints in a timely and professional manner.
- f. Event Supervision
  - i. Serve as the on-site administrator for home athletic and activities events or assign game supervisors.
  - ii. Coordinate officials, ticket takers, announcers, and security personnel.
  - iii. Ensure emergency procedures and protocols (AED access, injury response) are in place.



- g. Equity, Sportsmanship, and Student Welfare
  - i. Promote participation, inclusion, and fairness across all programs.
  - ii. Address issues of harassment, bullying, or hazing.
  - iii. Support students' academic and athletic balance through communication and advocacy.
- h. Qualifications
  - i. Required:
    - 1. Bachelor's Degree in Education, Sports Management, or related field
    - 2. Valid Minnesota teaching or administrative license (preferred)
    - 3. Prior experience in coaching or athletic administration
    - 4. Strong organizational, communication, and leadership skills
    - 5. Familiarity with MSHSL rules and eligibility requirements
  - i. Working Conditions & Physical Demands
    - i. Must be available for frequent evening/weekend events
    - ii. Regular walking and standing for extended periods at games/events
    - iii. Occasional lifting and handling of athletic equipment
  - j. Other duties as assigned by the Superintendent
- VII. Performance Evaluation
  - a. Performance is evaluated annually by the Superintendent based on established district criteria.

**ISD #361 ACTIVITIES  
POLICY 103.1  
SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

- I. General Statements of Policy:
  - a. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000, et. seq. and Minnesota Statute sub-section 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
  - b. It is the policy of Independent School District No. 361 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.
  - c. It shall be a violation of this policy for any student or employee through conduct or communication of sexual nature as defined by this policy.
  - d. It shall be a violation of this policy for any student or employee of School District No. 361 to be sexually violent to a student or employee.
  - e. The School District will act to investigate all complaints, either formal or informal, verbal or written, or sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.
- II. Sexual Harassment/Sexual Violence Defined
  - a. 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:
    - i. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining 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
    - ii. 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 education environment.
    - iii. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.
  - b. Sexual harassment may include but is not limited to:
    - i. verbal harassment or abuse;
    - ii. subtle pressure for sexual activity;
    - iii. inappropriate patting or pinching;
    - iv. intentional brushing against a student's or an employee's body;



- v. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- vi. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- vii. any sexually motivated unwelcome touching; or
- viii. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedures

- a. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.
- b. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

IV. INDEPENDENT SCHOOL DISTRICT NO. 361

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt of public assistance, marital status or age.

**ISD #361 ACTIVITIES  
POLICY 104.1  
CODE OF ETHICS & FORMS**

**Minnesota State High School League (MSHSL) Code of Ethics**

The purpose of the MSHSL Code of Ethics is to promote integrity, sportsmanship, and respect in all interscholastic activities. All participants—students, coaches, officials, and school personnel—are expected to uphold the highest standards of ethical conduct in all school-related athletic and activity programs.

**For Coaches**

- I. Coaches serve as role models and leaders within the school and community.
- II. Coaches shall:
  - a. Exemplify high moral character and behavior.
  - b. Respect the integrity and judgment of officials.
  - c. Promote respect for opponents and model fair play.
  - d. Place the emotional and physical well-being of athletes above personal or team success.
  - e. Support the rules of the game, the letter and spirit of competition, and the goals of educational athletics.
  - f. Refrain from use of tobacco, alcohol, or illegal substances during school events or while responsible for students.
  - g. Strive for excellence while maintaining perspective on the purpose of high school sports.

**For Student-Athletes**

- III. Student-athletes represent their schools and communities and must act accordingly.
- IV. Athletes shall:
  - a. Show respect to teammates, coaches, officials, opponents, and spectators.
  - b. Accept victory or defeat with dignity and humility.
  - c. Commit to honesty and integrity in competition and personal conduct.
  - d. Refrain from taunting, trash talk, or unsportsmanlike behavior.
  - e. Abide by all school rules, training expectations, and eligibility standards.
  - f. Avoid the use of tobacco, alcohol, drugs, and performance-enhancing substances.

**For Officials**

- V. Officials play a critical role in maintaining the integrity of interscholastic competition.
- VI. Officials shall:
  - a. Enforce the rules of play fairly and consistently.
  - b. Maintain professionalism and impartiality at all times.
  - c. Communicate respectfully with coaches and participants.
  - d. Prepare adequately for all assignments and remain physically and mentally fit.
  - e. Act as role models for sportsmanship and fair competition.

**For School Representatives (Administrators, Fans, Volunteers)**

- VII. The school community contributes to the culture of athletics and activities.
- VIII. Representatives shall:



- a. Model positive behavior and sportsmanship at all events.
- b. Support coaches and student-athletes constructively and respectfully.
- c. Avoid engaging in or condoning abusive language, disruptive behavior, or harassment.
- d. Promote a safe, welcoming, and educational environment for all students and spectators.

#### MSHSL Expectations

All schools and participants agree to:

- IX. Uphold MSHSL bylaws, eligibility standards, and competition regulations.
- X. Encourage compliance with state and federal laws, school board policies, and activity guidelines.
- XI. Address violations of this Code of Ethics with fairness and accountability.

---

### MSHSL Code of Ethics – Student-Athlete Acknowledgement Form

ISD #361

Academic Year: \_\_\_\_\_

I, the undersigned, acknowledge that I have read and understand the Minnesota State High School League (MSHSL) Code of Ethics as it applies to me as a student-athlete.

By signing this form, I agree to:

- Show respect toward teammates, coaches, opponents, officials, and fans.
- Accept victory and defeat with dignity and sportsmanship.
- Abide by all team, school, and MSHSL rules, including those regarding eligibility and conduct.
- Refrain from the use of alcohol, tobacco, illegal drugs, and performance-enhancing substances.
- Be a positive representative of my team, school, and community at all times.
- I understand that failure to follow this code may result in disciplinary action, suspension, or dismissal from the team.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

### MSHSL Code of Ethics – Coach Acknowledgement Form

ISD #361

Academic Year: \_\_\_\_\_

I, the undersigned, acknowledge that I have read and understand the Minnesota State High School League (MSHSL) Code of Ethics for coaches.

By signing this form, I agree to:

- Uphold the highest standards of sportsmanship, integrity, and professionalism.
- Model appropriate behavior for athletes, fans, and fellow coaches.
- Respect the authority and decisions of game officials.
- Prioritize the physical and emotional well-being of all student-athletes.
- Comply with all district, MSHSL, and league rules, including conduct and eligibility standards.
- Refrain from the use of alcohol, tobacco, and drugs during supervision of students or at school events.
- I understand that a violation of this code may result in disciplinary measures, including suspension or removal from coaching responsibilities.

**Coach Name (Printed):** \_\_\_\_\_





**Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Athletic Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL  
DISTRICT #361  
BOARD POLICY 404**

**Background Checks: Extracurricular Activities, Athletic Coaches/Personnel, Volunteers,  
Chaperones and other Persons in Direct Contact with Students**

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

**II. GENERAL STATEMENT OF POLICY**

The school district shall require applicants for school district positions who receive an offer of employment and all individuals, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services, volunteers, chaperones and other persons in direct contact with students under the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the applicant individual from employment with, or provision of services to, the school district.

- a. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- b. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, chaperones, service providers, independent contractors, and student employees.

**III. PROCEDURES**

- a. Normally an applicant individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension "(BCA".). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- b. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the





individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[NOTE: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- c. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- d. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - i. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - ii. the other school hiring authority conducted a criminal background check within the previous 12 months;
  - iii. the individual executes a written consent form giving the school district access to the results of the check; and
  - iv. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- e. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state, or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- f. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- g. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- h. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- i. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- j. The school district may apply these procedures to other volunteers, chaperones, independent contractors, student employees or any person in direct contact with students.
- k. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

#### V. ATHLETIC, EXTRA CURRICULAR, VOLUNTEERS, CHAPERONES, AND OTHER PERSONS IN DIRECT CONTACT WITH STUDENTS

#### VI. Purpose



The purpose of this policy is to ensure the safety and well-being of all students participating in extracurricular and athletic programs. To that end, the School District requires criminal background checks for all employees, volunteers, and officials involved in these activities.

- VII. This policy applies to:
  - A. All school district employees assigned to or volunteering in extracurricular or athletic programs.
  - B. All non-employee volunteers (including coaches, club advisors, and event chaperones).
  - C. All contracted or third-party individuals with direct or regular contact with students (e.g., referees, instructors, or trainers).
- VIII. Background Check Requirements
  - A. Pre-Engagement Screening
    - i. All individuals listed in the scope must successfully complete a criminal history verification form and a criminal background check prior to beginning any duties or interaction with students. This includes:
      - 1. State and federal criminal history check (including fingerprinting, where required).
      - 2. Sex offender registry check.
      - 3. Child abuse/neglect registry check, if applicable.
- IX. Frequency of Checks
  - A. Employees: Every five (5) years, or as otherwise required by state law or regulation.
  - B. Volunteers/Officials: Annually or prior to each new season/year of involvement.
  - C. Bus drivers: May require annual checks, including driving record reviews.
  - D. Additional checks may be conducted at the discretion of the district in response to new information or concerns.
- X. Employee Obligation to Notify District of Triggered Background Check Events
  - A. According to best practices and guidance from the Minnesota School Boards Association (MSBA), the district requires:
    - i. Any employee who is arrested, charged with, or convicted of a criminal offense—particularly one that could impact their fitness to work in a school environment (e.g., offenses involving violence, alcohol, drugs, theft, child protection, or sexual misconduct)—must notify the Superintendent or Human Resources Director in writing within five (5) calendar days of the event.
  - B. Failure to report such events may be considered a violation of district policy and could result in disciplinary action, up to and including termination.
- XI. Disqualifying Offenses
  - A. Any individual found to have been convicted of the following offenses shall be disqualified from participation in extracurricular or athletic programs:
    - i. Any offense involving harm or risk of harm to a child.
    - ii. Any violent felony.
    - iii. Any sexual offense.
    - iv. Any offense involving controlled substances in the last 5 years.
  - B. Other offenses may be reviewed on a case-by-case basis by the Superintendent or designee.
- XII. Confidentiality and Record Retention
  - a. All background check results shall be handled confidentially and stored in accordance with district record retention policies and applicable laws. Access is limited to designated administrative personnel.
- XIII. Appeals Process
  - a. Individuals disqualified due to background check findings may submit a written appeal to the Superintendent or designee within ten (10) business days of notice. The district will review the appeal and provide a written determination.
- XIV. Compliance
  - a. Failure to comply with this policy will result in immediate suspension or removal from extracurricular or athletic duties. It may also result in disciplinary action, up to and including termination (for employees), or permanent disqualification (for volunteers/officials).

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subject/Subjects of Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)  
Minn. Stat. § 123B.03 (Background Checks/Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)



Cross References: None

**ISD #361 ACTIVITIES  
POLICY 200.1  
REQUIREMENTS FOR COACHING**

**I. REQUIREMENTS FOR COACHING**

- a. Certification - The Board of Education believes that each activity coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.
- b. Coaching qualifications – To qualify for employment as a coach, the applicant should adhere to Minnesota State Statutes and the Minnesota State High School League regarding coaching requirements. Individuals who wish to serve as a head coach in a Minnesota public high school and do not have a Minnesota Teaching and Coaching License issued by the Department of Education may meet the Head Coach requirement of MS122A.33 in one of three ways.
  - i. Coaching Minor or Equivalency - One college credit in coaching theory or methods AND Six college credits in Care and Prevention of Athletic Injuries.
  - ii. American Sports Education Program (Prior to 2010)
  - iii. MN Head Coaches Course - Coaches who attend the in-person MN Head Coaches Course and complete two on-line modules; Fundamentals of Coaching and Safety and First Aid, will meet the requirements of MS122A.33 - Head Coach Licensure

**ISD #361 ACTIVITIES  
POLICY 200.2  
COACHING ASSIGNMENT PROCEDURES**

**I. COACHING ASSIGNMENT PROCEDURES:**

- a. The following regulations will be in force when coaching vacancies arise:
  - i. The Activity Director shall survey the coaching staff each year to determine coaches' intentions for the following year.
  - ii. At a Board of Education meeting, recommendations for coaching assignments will be made.
  - iii. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
    1. The Activity Director shall post the position to determine whether or not any present staff members have interest in the position.
    2. Once interested candidates are identified, the activity director, in consultation with the principal and head coach (when hiring assistant coaches) shall determine whether or not the interested persons possess the minimum qualifications.
    3. The Activity Director shall then notify interested candidates concerning whether or not further consideration will be extended.
  - iv. The interview committee shall then recommend the best qualified coaching candidates to the superintendent.

**II. HEAD COACH HIRING PROCESS, EVALUATION AND RENEWAL/NON-RENEWAL**

**III. PURPOSE**

- a. To establish a fair, consistent, and transparent process for recruiting, screening, and hiring Head Varsity Coaches who embody the mission, values, and educational philosophy of ISD #361 and the Minnesota State High School League (MSHSL).

**IV. GUIDING PRINCIPLES**

- a. Equal Opportunity Employment
- b. Alignment with MSHSL and District policies



- c. Promotion of academic and athletic excellence
  - d. Support for holistic student development
  - e. Professionalism, sportsmanship, and ethical leadership
- V. JOB POSTING AND ADVERTISEMENT
  - a. The position will be:
    - i. Posted on the school/district website
    - ii. Advertised internally and externally (including MSHSL, MASSP, EdPost, and local job boards)
    - iii. Open for a minimum of 10 business days
  - b. The posting will include:
    - i. Minimum qualifications (coaching certifications, background checks, etc.)
    - ii. Preferred experience (prior coaching, education credentials)
    - iii. Expectations for leadership, student engagement, and community involvement
- VI. INTERVIEW COMMITTEE AND FORMAT
  - a. A committee will be formed, typically consisting of:
    - i. Athletic Director
    - ii. Principal or Superintendent
    - iii. Athletic Committee Member or Board Member
    - iv. Teacher or staff representative
    - v. Parent and/or community member (optional)
      - 1. Interview Format
      - 2. Structured interviews using standardized questions
      - 3. Scenarios addressing coaching philosophy, conflict resolution, equity, and player development
      - 4. Assessment rubric used for consistency
- VII. REFERENCE AND BACKGROUND CHECKS
  - a. References will be contacted prior to offering the position
  - b. A "criminal history consent form" and criminal background check is required for all finalists per district and state policy
  - c. MSHSL coaching certification and training compliance must be verified
- VIII. SELECTION AND OFFER
  - a. The Athletic Director will recommend a finalist to the Board.
  - b. Final offer is contingent upon:
    - i. Administrative approval (Superintendent)
    - ii. Completion of all background and compliance checks
    - iii. Board approval
  - c. Once approved, the candidate will be formally offered the position in writing and will complete onboarding with the district.
- IX. ONBOARDING AND COMPLIANCE
  - a. Must complete MSHSL required training within the designated time frame (e.g., Heads Up, Why We Play)
  - b. Attend mandatory district orientation for coaches
  - c. Sign the ISD #361 Coach Code of Conduct, Ethics Policy, and Employee Handbook
- X. EVALUATION AND RETENTION
  - a. Head Coaches will be evaluated within 2 weeks of the end of the last day of the coaching season
  - b. Head Coaches will be evaluated annually by the Athletic Director, Superintendent, and Athletic Committee using:
    - i. Program development and player improvement
      - 1. Knowledge of sport and coaching effectiveness
    - ii. Player and parent feedback
      - 1. Both positive and negative feedback will be documented by the Athletic Director, Superintendent, Principal, and School Board
      - 2. Communication with athletes, parents, and staff
    - iii. Sportsmanship and ethical conduct
      - 1. Any violations will be recorded
    - iv. Adherence to school and MSHSL policies
    - v. Leadership and professionalism
  - c. Evaluations, feedback and complaints will be kept in the coach's personnel file.



- XI. GUIDING PRINCIPLES
  - a. Commitment to student-athlete welfare and development
  - b. Professionalism and accountability in coaching roles
  - c. Clear and consistent communication of performance standards
  - d. Fair evaluation and non-retaliatory employment practices
  - e. Alignment with MSHSL policies and District Human Resources policies
- XII. CRITERIA FOR POOR PERFORMANCE
  - a. Performance deemed unsatisfactory may include, but is not limited to:
    - i. Repeated violations of district or MSHSL policies
    - ii. Poor treatment of athletes or failure to maintain a safe, supportive environment
    - iii. Failure to communicate with administration, players, or parents effectively
    - iv. Lack of leadership, organization, or commitment to program development
    - v. Consistent negative feedback from students, families, or staff
    - vi. Failure to complete required certifications or trainings
- XIII. NON-RENEWAL OF COACHING CONTRACT
  - a. In accordance with Minnesota Statute § 122A.33, the School District shall employ all members of the coaching staff—including head varsity coaches, assistant coaches, and volunteer coaches—on an annual basis. These contracts are limited-term appointments that do not carry an expectation or guarantee of renewal from year to year.
    - i. This policy applies to all extracurricular athletic coaching positions at the middle school and high school levels, including but not limited to:
      - 1. Head Varsity Coaches
      - 2. Assistant Coaches
      - 3. Junior Varsity and Freshman Coaches
      - 4. Middle School Coaches
      - 5. Volunteer and Part-Time Coaches
  - b. Annual Appointments
    - i. All coaching positions will be filled through one-year contracts. Employment ends automatically at the conclusion of the contract term unless explicitly renewed by the School Board.
- XIV. NOTIFICATION OF NON-RENEWAL
  - a. Varsity Head Coaches will receive written notice of non-renewal from the Athletic Director or Superintendent.
    - i. In accordance with § 122A.33, a head varsity coach may request a written reason for the non-renewal and may also request an opportunity to present to the school board. This does not obligate the board to reverse its decision.
  - b. Written notice of nonrenewal must be given no later than June 1.
  - c. The coach has the right to request the reason(s) for nonrenewal in writing.
  - d. The coach may also request a meeting with the Superintendent, Athletic Director and Principal.
  - e. No Tenure or Continuing Contract Rights
    - i. This policy reaffirms that coaching contracts do not establish tenure, seniority, or continuing contract rights. All positions are contingent upon annual renewal, review and Board approval.
- XV. REAPPLICATION
  - a. A coach with previous poor performance may reapply for future coaching vacancies. Reapplication does not guarantee rehire and will be considered in light of past performance records.
  - b. Evaluation and Hiring Process
    - i. Following the conclusion of each season, all coaching positions shall be reviewed. Positions will be publicly posted and open to all applicants, including previous coaches.
  - c. Parent/Community Input
    - i. While the Board values community feedback, parent complaints alone shall not constitute sufficient grounds for non-renewal, consistent with § 122A.33.
- XVI. BEST PRACTICE: DOCUMENTATION
  - a. To protect all parties and ensure transparency:
  - b. The coach's evaluation should be well-documented.
  - c. Disagreements should be documented, showing that multiple perspectives were considered.



- d. Decisions should align with established policies and evaluation criteria to minimize bias or personal influence.

**XVII. CHAIN OF COMMAND**

- a. The decision to renew or hire a coach is made collaboratively by the Athletic Director and Superintendent, with final Board approval as required by district procedures.
  - i. Default Chain of Command
    1. The Superintendent has the final administrative authority over hiring and staffing decisions. The Athletic Director makes recommendations, but those are subject to Principal and Superintendent approval, and in some districts, School Board ratification.
- b. Step-by-Step Procedure in Case of Disagreement
  - i. Step 1: Internal Administrative Discussion
    - a. The Athletic Director and Superintendent should meet to discuss their perspectives, with the Principal or Human Resources Director included if needed.
    - b. Each party should present their reasoning, referencing evaluation data, feedback, and alignment with school or district goals.
    - c. The goal is to reach a consensus in the best interest of student-athletes and the school.
  - ii. Step 2: Superintendent's Decision (Final Administrative Authority)
    - a. If consensus cannot be reached, the Superintendent's decision prevails.
    - b. The Superintendent has the authority to recommend renewal or non-renewal to the School Board, if Board approval is required.
    - c. The Athletic Director's input is part of the administrative record but is not binding.
  - iii. Step 3: School Board Approval
    - a. The School Board formally approves all coaching appointments and non-renewals.
    - b. If the Superintendent recommends non-renewal despite the AD's opposition, the Board will vote based on the Superintendent's recommendation.

**XVIII. CONFIDENTIALITY**

- a. All evaluations, concerns, and personnel actions will be handled in a professional and confidential manner consistent with school district policy and state data privacy laws.

**Head Varsity Coach Interview Assessment Rubric**

| Criteria                       | Excellent (4 points)                                                                                  | Good (3 points)                                                                 | Fair (2 points)                                                  | Poor (1 point)                                    | Score |
|--------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------|-------|
| <b>Leadership &amp; Vision</b> | Clear, compelling vision for program; demonstrates strong leadership philosophy; inspires confidence. | Solid leadership ability; articulates vision, but lacks some detail or clarity. | Some leadership traits shown; vision is vague or underdeveloped. | Lacks clear leadership traits or coherent vision. | /4    |
| <b>Coaching Experience</b>     | Extensive coaching experience at appropriate levels; strong track record of success.                  | Relevant coaching experience with some success.                                 | Limited experience or success at appropriate levels.             | Minimal or no relevant experience.                | /4    |



|                                                  |                                                                                                        |                                                                         |                                                                      |                                                         |    |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------|----|
| <b>Player Development Philosophy</b>             | Strong plan for individual and team development, both athletic and character-based.                    | Good understanding of development; touches on both skill and character. | Basic or inconsistent development philosophy.                        | No clear philosophy; lacks focus on development.        | /4 |
| <b>Communication &amp; Collaboration</b>         | Communicates clearly; fosters strong relationships with players, staff, parents, and school personnel. | Generally good communicator; willing to collaborate with stakeholders.  | Communication skills need improvement; some collaboration mentioned. | Poor communicator; limited interest in collaboration.   | /4 |
| <b>Program Management</b>                        | Demonstrates strong organizational skills, off-season planning, budgeting, equipment, and scheduling.  | Understands core management duties; has some systems in place.          | Limited awareness of non-coaching responsibilities.                  | No plan or understanding of program operations.         | /4 |
| <b>Discipline &amp; Team Culture</b>             | Clear and consistent discipline philosophy; promotes accountability and positive team culture.         | Reasonable discipline strategies; values team culture.                  | Discipline plan is vague or reactive; culture unclear.               | Lacks clear discipline plan or team culture priorities. | /4 |
| <b>Knowledge of the Game</b>                     | High-level technical and tactical understanding; up-to-date with current coaching trends.              | Solid grasp of game strategy and rules.                                 | Limited strategic insight or outdated knowledge.                     | Poor understanding of game fundamentals or strategy.    | /4 |
| <b>Commitment to Academics &amp; Eligibility</b> | Strong commitment to student-athlete academic success and eligibility compliance.                      | Supports academics; monitors grades and eligibility.                    | Acknowledges importance, but lacks specific strategies.              | No clear plan or concern for academics or eligibility.  | /4 |
| <b>Inclusivity &amp; Character Building</b>      | Emphasizes inclusion, sportsmanship, and character development.                                        | Supports character and team unity.                                      | Mentions inclusion or character vaguely.                             | Ignores or devalues these elements.                     | /4 |
| <b>Interview Presence &amp; Fit</b>              | Confident, enthusiastic, aligns with school culture and values.                                        | Professional and personable; moderate fit.                              | Nervous or reserved; unclear cultural fit.                           | Poor fit for school culture or values.                  | /4 |





Total Score \_\_\_\_\_ / 40

---

**Additional Notes:**

- **Strengths Observed:**  
(e.g., Strong leadership presence, excellent development plan, solid communication style)
  
  - **Concerns or Red Flags:**  
(e.g., Weak understanding of program management, lack of clear discipline philosophy)
  
  - **Recommendation:**
    - Strongly Recommend
    - Recommend
    - Recommend with Reservations
    - Do Not Recommend
- 

**ISD #361 ACTIVITIES  
POLICY 200.3  
TERMS OF COACHING CONTRACT**

- I. TERMS OF THE COACHING CONTRACT:
- a. All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.
  - b. Seasonal AD Meeting – All head coaches will meet with the AD prior to the start of their activity seasons. Assistant coach attendance is optional.
  - c. Non-faculty Coaches Guidelines
    - i. Coaching positions filled with a person that is not a certified faculty member of the Int'l. Falls School District presents some unique problems in the administration of the activity program:
      1. Recruiting, selecting, orienting, and supervising non-faculty coaches.
      2. Communications between the Activity Director and the coach.
      3. Limited school day and interpersonal relationships between the player and the coach.
      4. Philosophical difference concerning academics, program goals, bench decorum, and public relations with parents and fans.
      5. Time conflicts between the coach's occupation and coaching responsibilities.
      6. Filing reports with the activity office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
    - ii. Therefore, the non-faculty coach needs to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of activities by:
      1. Meeting the coaching qualifications required of all coaches.
      2. Meeting with the Activity Director prior to the start of the season for indoctrination in the athletic policies and regulations found in the activity handbook.
      3. Calling the activity office or stopping by on a regular basis.
      4. Attending all program staff meetings or holding periodic conferences with the head coach.
      5. Following all procedures found in the respective coach's job description.
      6. Setting aside time before or after practices to meet individually with team members.



7. Conferring with the activity director during the last week of season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
8. Being loyal to the school, its tradition, and supporting all of the programs by attending as many activity contests as possible.

## II. COACH CONTRACT TERMS

- a. To establish consistent terms, responsibilities, and expectations for Head Varsity Coaches at ISD #361, ensuring alignment with Minnesota State High School League (MSHSL) guidelines, district policies, and educational best practices.
- b. This policy applies to all Head Varsity Coaches of MSHSL-sanctioned sports employed by ISD #361.
- c. Coaching positions are seasonal and at-will, subject to annual non-renewal, unless otherwise specified.
- d. Head Coaches are contracted per sport season, not as full-time district employees unless they hold another district position.
- e. Contract Term and Compensation
  - i. Length: Contracts run the length of the designated athletic season, including pre-season preparation and postseason responsibilities.
  - ii. Pay Schedule: Compensation is established per the district's extracurricular salary schedule and paid according to the payroll calendar.
  - iii. Deductions: Subject to applicable state and federal tax withholdings.
  - iv. Additional Pay: Stipends for off-season activities, camps, or summer programming must be pre-approved and may require a separate agreement.
- f. Termination and Non-Renewal
  - i. The contract may be terminated or not renewed at the discretion of the administration at the end of the season, with written notice provided.
  - ii. Immediate termination may occur for cause, including but not limited to: misconduct, insubordination, legal violations, or breach of duties.
  - iii. Non-renewal does not require cause, but performance documentation will be maintained.
- g. Compliance
  - i. The coach must:
    1. Complete all required district onboarding and training prior to beginning duties.
    2. Submit all necessary paperwork, schedules, and rosters in a timely manner.
    3. Report all incidents, injuries, or discipline matters to the Additional Provisions
    4. Coaches must not use their position for personal financial gain outside approved district programming.
- h. Additional Provisions
  - i. Any outside employment, clinics, or camps must not interfere with coaching duties and must follow district conflict of interest guidelines.
  - ii. Coaches may be required to attend or support school-wide athletic or academic events as ambassadors of the program.

## **ISD #361 ACTIVITIES POLICY 200.4 COACHING EXPECTATIONS & RESPONSIBILITIES**

### I. PURPOSE

To define the professional responsibilities, conduct expectations, and leadership duties of all Head Varsity Coaches at ISD 361, ensuring alignment with the school's mission, district policies, and the Minnesota State High School League (MSHSL).

#### I. The Head Varsity Coach is expected to:

- a. Embody and promote the educational mission of ISD #361 through athletics.
- b. Prioritize student-athlete development: physically, mentally, academically, and emotionally.



- c. Establish a positive, inclusive team culture that fosters sportsmanship, effort, discipline, and integrity.
- d. Serve as the visionary leader of the entire program, including lower-level teams (JV, C, 9th grade).
- e. Program Management
  - i. Design and implement age-appropriate skill development and conditioning plans.
  - ii. Coordinate and oversee practice schedules, game preparation, and in-game coaching.
  - iii. Evaluate and supervise all assistant coaches, ensuring consistency across the program.
  - iv. Build a vertically aligned program philosophy from youth through varsity levels (when applicable).
- f. Athlete Development
  - i. Conduct tryouts and team selection with fairness and transparency.
  - ii. Monitor the academic standing of athletes and promote accountability.
  - iii. Develop and communicate clear team rules, discipline procedures, and expectations.
- g. Communication
  - i. Maintain regular, professional communication with:
    - 1. Athletes
    - 2. Parents/guardians
    - 3. Athletic Director
    - 4. School staff and counselors
  - ii. Use appropriate methods to handle complaints, concerns, or conflicts.
  - iii. Attend and contribute to parent meetings, team banquets, and pre-season informational sessions.
- h. Safety and Compliance
  - i. Ensure adherence to MSHSL rules, district policies, and sport-specific regulations.
  - ii. Supervise all events, practices, and travel to maintain a safe environment.
  - iii. Maintain current certifications (First Aid/CPR, concussion training, MSHSL modules).
  - iv. Immediately report all injuries, incidents, and code of conduct violations.
- i. Program Integrity
  - i. Model ethical behavior and sportsmanship at all times.
  - ii. Foster relationships with opposing teams, officials, and league coordinators that reflect respect and professionalism.
  - iii. Handle equipment inventory and care for school facilities responsibly.
  - iv. Support equitable opportunities for all participants, regardless of background or ability.
- j. Evaluation and Accountability
  - i. Head Coaches will be evaluated annually by the Athletic Director, administration and team. A follow up evaluation session will be held with the Athletic Director.
  - ii. Evaluations will consider: leadership, communication, team culture, compliance, and program success.
  - iii. Ongoing performance concerns may result in a Performance Improvement Plan (PIP) or non-renewal of contract.
- k. Head Coaches/Coaches are expected to:
  - i. Adhere to all district employment policies, including professional ethics and boundaries.
  - ii. Refrain from any form of harassment, discrimination, or abuse.
  - iii. Maintain confidentiality and discretion regarding student-athletes and staff.
  - iv. Represent ISD #361 with integrity in the school, community, and public throughout the year.
- l. Ethical Behavior and Code of Ethics
  - i. Head Varsity Coaches/Coaches must uphold the highest standards of ethical behavior and model Bronco Pride, including but not limited to:
    - 1. Integrity: Demonstrate honesty, consistency, and fairness in all decisions and actions.
    - 2. Respect: Treat all athletes, officials, staff, parents, and opponents with dignity and professionalism.



3. Responsibility: Accept accountability for the behavior and performance of the team, assistant coaches, and personal conduct.
  4. Equity: Provide a safe and inclusive environment that respects diversity and does not tolerate discrimination or favoritism.
  5. Role Modeling: Exhibit the behavior expected of student-athletes both on and off the field, including in language, demeanor, and appearance.
  6. Confidentiality: Protect the privacy of student records, disciplinary issues, and team matters in accordance with district and FERPA guidelines.
  7. Avoidance of Conflicts of Interest: Do not use the coaching role for personal financial gain, favoritism, or undue influence.
  8. Compliance: Abide by all rules set forth by the MSHSL, district, and sport governing bodies.
- ii. Violations of this Code of Ethics may result in disciplinary action, including suspension or non-renewal of contract.

### **Minnesota State High School League (MSHSL) Code of Ethics**

The purpose of the MSHSL Code of Ethics is to promote integrity, sportsmanship, and respect in all interscholastic activities. All participants—students, coaches, officials, and school personnel—are expected to uphold the highest standards of ethical conduct in all school-related athletic and activity programs.

#### **For Coaches**

- II. Coaches serve as role models and leaders within the school and community.
  - a. Coaches shall:
    - i. Exemplify high moral character and behavior.
    - ii. Respect the integrity and judgment of officials.
    - iii. Promote respect for opponents and model fair play.
    - iv. Place the emotional and physical well-being of athletes above personal or team success.
    - v. Support the rules of the game, the letter and spirit of competition, and the goals of educational athletics.
    - vi. Refrain from use of tobacco, alcohol, or illegal substances during school events or while responsible for students.
    - vii. Strive for excellence while maintaining perspective on the purpose of high school sports.

#### **For Student-Athletes**

- b. Student-athletes represent their schools and communities and must act accordingly.
- c. Athletes shall:
  - i. Show respect to teammates, coaches, officials, opponents, and spectators.
  - ii. Accept victory or defeat with dignity and humility.
  - iii. Commit to honesty and integrity in competition and personal conduct.
  - iv. Refrain from taunting, trash talk, or unsportsmanlike behavior.
  - v. Abide by all school rules, training expectations, and eligibility standards.
  - vi. Avoid the use of tobacco, alcohol, drugs, and performance-enhancing substances.

#### **For Officials**

- d. Officials play a critical role in maintaining the integrity of interscholastic competition.
- e. Officials shall:
  - i. Enforce the rules of play fairly and consistently.
  - ii. Maintain professionalism and impartiality at all times.
  - iii. Communicate respectfully with coaches and participants.
  - iv. Prepare adequately for all assignments and remain physically and mentally fit.
  - v. Act as role models for sportsmanship and fair competition.

#### **For School Representatives (Administrators, Fans, Volunteers)**

- f. The school community contributes to the culture of athletics and activities.
- g. Representatives shall:
  - i. Model positive behavior and sportsmanship at all events.
  - ii. Support coaches and student-athletes constructively and respectfully.
  - iii. Avoid engaging in or condoning abusive language, disruptive behavior, or harassment.
  - iv. Promote a safe, welcoming, and educational environment for all students and spectators.



MSHSL Expectations

- h. All schools and participants agree to:
  - i. Uphold MSHSL bylaws, eligibility standards, and competition regulations.
  - ii. Encourage compliance with state and federal laws, school board policies, and activity guidelines.
  - iii. Address violations of this Code of Ethics with fairness and accountability.

---

**MSHSL Code of Ethics – Coach Acknowledgement Form**

ISD #361

Academic Year: \_\_\_\_\_

I, the undersigned, acknowledge that I have read and understand the Minnesota State High School League (MSHSL) Code of Ethics for coaches.

By signing this form, I agree to:

- Uphold the highest standards of sportsmanship, integrity, and professionalism.
- Model appropriate behavior for athletes, fans, and fellow coaches.
- Respect the authority and decisions of game officials.
- Prioritize the physical and emotional well-being of all student-athletes.
- Comply with all district, MSHSL, and league rules, including conduct and eligibility standards.
- Refrain from the use of alcohol, tobacco, and drugs during supervision of students or at school events.

I understand that a violation of this code may result in disciplinary measures, including suspension or removal from coaching responsibilities.

**Coach Name (Printed):** \_\_\_\_\_

**Coach Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Athletic Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

---

**ISD #361 ACTIVITIES  
POLICY 200.5  
COACH RELATIONSHIPS & COMMUNICATION**

**I. COACHING RELATIONSHIPS**

**PURPOSE**

This policy establishes expectations for how all coaches, including Head and Assistant Coaches, conduct themselves in relationships with student-athletes, parents/guardians, school staff, and the broader community. The goal is to promote mutual respect, clear communication, professional boundaries, and a safe, supportive environment for all involved in school athletics.

- a. Relationships with Student-Athletes
  - i. Coaches are expected to:
    - 1. Build relationships grounded in trust, respect, encouragement, and accountability.
    - 2. Maintain appropriate professional boundaries at all times (see district boundaries policy).
    - 3. Foster a positive, safe, inclusive team culture that supports student growth and well-being.
    - 4. Refrain from:
      - a. Favoritism, belittling, or retaliatory behavior.
      - b. Engaging in private, inappropriate, or excessive communications (e.g., text messaging or social media).
      - c. Transporting athletes without written parent/guardian consent and school approval.



5. Serve as role models in conduct, language, and emotional regulation.
6. Report any concerns regarding student well-being, bullying, or abuse to the Athletic Director or mandated authorities, in accordance with state law.
- b. Relationships with Parents and Guardians
  - i. Coaches are expected to:
    1. Communicate early and regularly regarding team expectations, schedules, rules, and roles.
    2. Address parental concerns with professionalism and composure, avoiding public confrontations.
    3. Follow a 24-hour rule for difficult conversations after games or incidents to allow reflection.
    4. Encourage parent involvement that is supportive but not interfering with coaching responsibilities.
    5. Clarify that playing time, strategy, and team selection are professional decisions, not subject to negotiation.
  - ii. Coaches must not:
    1. Use sarcasm, hostility, or retaliatory language with parents.
    2. Discuss other players or families when addressing concerns.
- c. Relationships with School Staff and Administration
  1. Coaches are representatives of the school and are expected to:
    - a. Communicate with teachers and counselors to support student-athlete academic performance.
    - b. Coordinate with custodians, transportation, and office staff in a courteous and organized manner.
    - c. Follow the school's chain of command, bringing concerns first to the Athletic Director before involving principals or higher administration.
    - d. Attend staff training, meetings, and supervision duties as required by school administration.
  - ii. Relationships with Opposing Teams, Officials, and the Public
  - iii. Coaches must:
    1. Demonstrate sportsmanship and respect toward referees, opposing coaches, players, and fans.
    2. Avoid public criticism of officials, opponents, or school decisions.
    3. Serve as ambassadors of [School Name] by behaving with dignity and professionalism at all public events.
    4. Address community concerns or media inquiries only in coordination with the Athletic Director or school administration.
- d. Social Media, Electronic, and Public Communication
  - i. Coaches must follow the school district's technology and communication policy when using social media.
  - ii. Personal posts must not contain disparaging, discriminatory, or confidential content related to players, families, or the school.
  - iii. Coaches are discouraged from "friending" or private messaging students on personal accounts.
  - iv. All digital communication should be team-related, group-based, and professionally appropriate.
  - v. All communication between coaches and student-athletes must adhere to the following:
  - vi. Coaches may only use district-approved platforms (e.g., school email, TeamReach, etc.).
  - vii. One-on-one text messaging with students is prohibited unless a parent or administrator is included.
  - viii. Coaches may not connect with students via personal social media (e.g., no friending/following).
  - ix. Messages must be informational (e.g., schedules, cancellations) and professional in tone.
  - x. Failure to follow this policy may result in disciplinary review and corrective action.
- e. Enforcement and Accountability



- i. Violations of this policy will be reviewed by the Athletic Director, Superintendent, and/or Principal.
- ii. Depending on severity, consequences may include a verbal warning, written reprimand, suspension, or non-renewal of contract.
- iii. Serious misconduct (e.g., harassment, abuse, boundary violations) will be referred to the Superintendent and Human Resources, and if necessary, law enforcement.

**ISD #361 ACTIVITIES  
POLICY 200.6  
END OF SEASON OBLIGATIONS**

**I. END OF SEASON OBLIGATIONS**

Policy ~ All coaches/advisors in School District 361 must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.

- a. Annual Sports Report ~ In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all head varsity, head junior varsity and head freshman coaches must submit an annual sports report. These reports should be completed within a 15-day period after your season is over. This report will include the following:
  - i. A brief summary of the season and suggestions for improving your program.
  - ii. Complete inventory of all equipment and supplies.
  - iii. Names of squad members -- indicate letter winners, captains, managers, etc.
  - iv. Schedule played with results of games, meets or matches.
  - v. Special honors received by team members.
  - vi. New records set for the season, such as individual performance, team scoring, etc.
  - vii. Budget request for the next season listing all items in priority order.
- b. Coach's Annual Report
  - i. Each head coach is to meet with the Activities Director to complete a written report at the conclusion of his/her season. The report should summarize the season from the Coach's perspective and include any recommendations to improve his/her activity.

**ISD #361 ACTIVITIES  
POLICY 200.7  
COACH EVALUATIONS**

- I. COACH EVALUATIONS
- II. Purpose
  - a. The purpose of this policy is to provide a structured and consistent process for evaluating coaches. The evaluation is intended to promote continuous professional growth, recognize effective leadership, ensure alignment with district values, and maintain a high-quality athletic program.
- III. Evaluation Frequency
  - a. Annually: All varsity head coaches shall be formally evaluated at the end of each season.
  - b. Mid-Season Review (Optional): A mid-season check-in may be conducted for support or corrective action, particularly for new coaches or coaches on performance plans.
- IV. Evaluator
  - a. The Athletic Director will lead the evaluation process.
  - b. In collaboration with the Principal and/or Superintendent, as needed.
  - c. Input may be gathered from assistant coaches, student-athletes (via anonymous survey), and parents (via optional feedback form).
- V. Evaluation Process
  - a. Pre-Season Expectations Meeting
  - b. The coach meets with the Athletic Director to review:
    - i. Coaching philosophy





- ii. Program goals
    - iii. District policies and expectations
    - iv. Budget and facility needs
  - c. Seasonal Performance Monitoring
  - d. Observations during practices and games
  - e. Team culture, sportsmanship, and game management
  - f. Communication with athletes, families, and administration
  - g. Post-Season Evaluation Meeting
  - h. Formal meeting between coach and evaluator
  - i. Review of written evaluation form
  - j. Discussion of successes, areas for growth, and next season goals
- VI. Evaluation Criteria
  - a. Evaluations will assess performance in the following categories:
    - i. Program Management
      - 1. Organization of practices, schedules, and communication
      - 2. Supervision of assistant coaches
      - 3. Equipment and facility care
  - b. Coaching Effectiveness
    - i. Game preparation and strategy
    - ii. Teaching of fundamentals and skill development
    - iii. Ability to motivate and develop student-athletes
  - c. Leadership & Conduct
    - i. Role modeling of sportsmanship and ethics
    - ii. Compliance with MSHSL and district rules
    - iii. Behavior of team on and off the field
  - d. Communication & Relationships
    - i. Positive communication with athletes, parents, officials, and staff
    - ii. Conflict resolution and problem-solving
    - iii. Encouraging a respectful and inclusive environment
  - e. Professionalism & Development
    - i. Participation in clinics, workshops, or certifications
    - ii. Self-evaluation and willingness to improve
    - iii. Alignment with the mission and values of the district
- VII. Documentation
  - a. A Coach Evaluation Form will be completed and signed by the evaluator and coach.
  - b. A copy will be kept on file by the Athletic Director and submitted to Human Resources (if applicable).
  - c. If performance concerns exist, a Performance Improvement Plan (PIP) may be developed.
- VIII. Confidentiality
  - a. All evaluation materials and discussions are confidential and shared only with those directly involved in the process.
- IX. Appeal Process
  - a. Coaches may appeal their evaluation in writing to the Principal within 10 business days of the post-season meeting. Appeals will be reviewed by the Superintendent or designee.

**ISD #361 ACTIVITIES  
POLICY 200.8  
EXTRA-CURRICULAR SALARIES**

- I. EXTRA-CURRICULAR SALARIES
  - a. Salaries for extracurricular duties, performed by contract employees, will be paid according to the contract reached with employees.

**ISD #361 ACTIVITIES  
POLICY 300.1  
BUSINESS POLICIES PURSUANT TO ACTIVITIES**

- I. BUSINESS POLICIES PURSUANT TO ACTIVITIES



- a. Annual Equipment Budgets
  - i. Equipment budget requests for each sport are to be written by the coaches at the conclusion of their respective seasons, giving all the specific data for ordering. The following items will be purchased by the school:
    - 1. Game uniforms
    - 2. Any protective equipment not listed below.
- b. The following practice equipment is required to be purchased by the athlete. The following are examples:
  - i. Baseball caps
  - ii. Baseball gloves
  - iii. Footwear for games, meets, and matches
  - iv. Golf clubs
  - v. Golf gloves
  - vi. Hockey skates
  - vii. Hockey sticks
  - viii. Practice jerseys
  - ix. Practice socks
  - x. Practice uniforms or suits
  - xi. Supporters
  - xii. Sweat suits
  - xiii. Game socks
- c. The coach and Activities Director will go over each item as to the need and cost.
- d. All ISD 361 athletic and activities equipment must be approved and ordered through the Athletic Director.

**II. PURCHASING**

- a. The Superintendent and Activities Director then review each budget. If the price is satisfactory, then a purchase is made.
- b. The method of selection followed in purchasing is to be set up by the Superintendent with the Activities Director.

**ISD #361 ACTIVITIES  
POLICY 300.2  
MEDICAL POLICY & INCIDENT REPORT FORM**

- I. Purpose
  - a. To ensure the health and safety of all student-athletes by outlining medical requirements, procedures for handling injuries, and return-to-play protocols in accordance with the policies of the Minnesota State High School League (MSHSL).
- II. Pre-Participation Requirements
  - a. All student-athletes must:
    - i. Have a current physical examination on file, completed by a licensed medical provider within the last three years, and updated every three years thereafter (or more frequently if required by their health care provider).
    - ii. Submit a completed MSHSL Sports Qualifying Physical Exam Clearance Form before participating in practices or competitions.
    - iii. Complete the MSHSL Annual Sports Health Questionnaire prior to each new athletic season.
  - b. Note: No participation (including tryouts or practices) is allowed without proper documentation.
- III. Emergency Contact and Health Information
  - a. Parents/guardians must submit emergency contact information and relevant health history through the school's athletic registration platform.
  - b. Coaches must have access to emergency information during all practices and events.
- IV. Injury Reporting and Protocols
  - a. All injuries occurring during practice or competition must be immediately reported to the coach and, if available, the school athletic trainer.
  - b. An Incident Report Form must be completed by the coach or supervising adult.



- c. The school may require clearance from a licensed healthcare professional before a student returns to play after injury.
  - V. Concussion Management (per MSHSL Concussion Protocol)
    - a. Coaches, players, and parents must follow the MSHSL Concussion Management Plan, including:
      - i. Immediate removal from play if a concussion is suspected.
      - ii. No return to play the same day.
      - iii. Required evaluation by a licensed health care provider.
      - iv. Written clearance from a healthcare provider trained in concussion management is required for return.
  - VI. Return-to-Play (RTP) Requirements
    - a. Students may return to athletic participation only when all of the following are met:
      - i. Written medical clearance (if required).
      - ii. Symptom-free and physically ready, as determined by the school trainer or physician.
    - b. Gradual re-entry to practice under supervision.
    - c. Final approval from the Activities Director or designee (if needed for high-risk or extended absences).
  - VII. Medical Coverage and Event Safety
    - a. The district will make reasonable efforts to have a qualified medical professional (e.g., licensed athletic trainer, EMT, or RN) present at home varsity events.
    - b. Emergency action plans shall be developed for all athletic venues and reviewed annually by staff.
  - VIII. Medication at Events
    - a. Student-athletes must manage their own prescription medications unless a health care plan is on file.
    - b. Coaches may not administer medication unless trained and authorized under a documented medical plan.
  - IX. Communicable Illnesses
    - a. Students with a contagious illness (e.g., flu, COVID-19, strep throat) must stay home until medically cleared to return.
  - X. MSHSL health guidance will be followed during public health emergencies.
- 

### Incident Report Form

ISD #361

Use for: Injuries, Fights, Safety Violations, Facility Damage, or Other Noteworthy Incidents

#### 1. General Information

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident:

- ☐ Injury
- ☐ Behavioral/Misconduct
- ☐ Property Damage
- ☐ Safety Concern
- ☐ Other: \_\_\_\_\_

#### 2. People Involved

| Name | Role (Student, Staff, Spectator, etc.) | Grade (if student) | Contact Info (if applicable) |
|------|----------------------------------------|--------------------|------------------------------|
|------|----------------------------------------|--------------------|------------------------------|

#### 3. Description of Incident

(Be specific: What happened, who was involved, what was said/done, what actions were taken, etc.)

#### 4. Injuries Sustained?

- ☐ Yes
- ☐ No

If Yes, describe injury and first aid/response given:

Was emergency medical care required?



☐ Yes ☐ No

Name of responder (nurse, EMT, coach, etc.): \_\_\_\_\_

5. Witnesses (if any)

Name    Contact Info    Statement Taken (Y/N)

6. Immediate Actions Taken

- ☐ Parent/Guardian Contacted
- ☐ Removed from Activity/Event
- ☐ First Aid Administered
- ☐ Reported to Administration
- ☐ Facility Secured
- ☐ Other: \_\_\_\_\_

7. Report Filed By

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

8. Administrative Review (For Office Use Only)

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

Follow-Up Action Required:

- ☐ None
- ☐ Disciplinary Action
- ☐ Facility Repair
- ☐ Investigation
- ☐ Contact Authorities
- ☐ Other: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**ISD #361 ACTIVITIES  
POLICY 300.3  
TRANSPORTATION**

- I. Athletic and Student Activity Transportation Policy
- II. Purpose
  - a. This policy outlines the expectations and procedures for transporting students to and from athletic contests, practices, and school-sponsored extracurricular activities. The district prioritizes safety, supervision, and accountability during all school-related travel.
- III. District-Provided Transportation
  - a. The district will provide transportation to all away games, meets, competitions, and off-site practices whenever possible.
  - b. Approved transportation may include school buses, district vehicles, or contracted transportation services.
  - c. Students must travel to and from events using the transportation provided by the school, unless an exception is granted in advance.
- IV. Student Expectations During Travel
  - a. All school rules apply while riding in district or chartered vehicles.
  - b. Students are expected to:
    - i. Remain seated and wear seatbelts when provided
    - ii. Use respectful language and behavior
    - iii. Follow directions from coaches, bus drivers, or staff
    - iv. Misconduct may result in disciplinary action, including loss of travel privileges.
- V. Parent/Guardian Transportation Requests



- a. Parents/guardians may request that their child ride home from an event with them rather than returning on school transportation.
  - b. A written request must be submitted in advance or in person to the coach or Activities Director. (Districts may use a Travel Release Form.)
  - c. Students may not ride home with another student or non-parent adult without prior written authorization and approval from school administration.
- VI. Use of Private Vehicles
  - a. In limited cases, school staff or approved adults may transport students in private vehicles under these conditions:
  - b. Driver must be:
    - i. A district employee or approved volunteer
    - ii. At least 21 years old
    - iii. Licensed and insured in accordance with district requirements
  - c. The driver must complete:
    - i. A Volunteer Driver Application
    - ii. A Background Check
    - iii. Proof of valid driver's license and current auto insurance
  - d. Prior approval is required from school administration or the Activities Director.
  - e. Note: Students are not allowed to drive themselves or other students to school-sponsored events unless explicitly authorized under district policy.
- VII. Student Driving Policy
  - a. If the district allows limited student driving to events or practices:
    - i. A Student Driver Permission Form must be signed by the student, parent/guardian, and school administrator.
    - ii. Students may not transport other students unless a separate Parent Waiver is signed for each passenger.
    - iii. Vehicles must be operated legally and responsibly at all times.
- VIII. Emergency Transportation
  - a. In emergency situations, a student may be transported by a parent/guardian or designated emergency contact with approval from the coach and/or administrator.
  - b. In the event of injury or illness, school staff may arrange emergency transport in accordance with health and safety protocols.
- IX. Consequences for Non-Compliance
  - a. Violation of transportation rules or unauthorized travel may result in:
  - b. Removal from the team or activity for the day
  - c. Suspension from future events or competitions
  - d. School disciplinary consequences
  - e. Loss of transportation privileges
- X. Transportation of Spectators to School-Sponsored Events
- XI. Purpose
  - a. The purpose of this policy is to define the district's procedures and limitations when transporting spectators—including students not involved in competition and community members—to off-campus, school-sponsored events such as athletic contests, tournaments, or performances.
- XII. General Guidelines
  - a. Primary Transportation Priority
    - i. District transportation is provided primarily for student-athletes, performers, coaches, and staff.
  - b. Spectator transportation may be considered on a space-available basis or when part of a pre-approved spectator bus program.
  - c. Spectator Bus Trips (Optional/Planned Events)
  - d. The district may organize fan buses for high-interest events (e.g., state tournaments) at the discretion of the Activities Director or administration.
    - i. These buses are usually fee-based and may be open to:
      - 1. High school students
      - 2. Staff and faculty
      - 3. Parents/guardians or community members (with approval)
  - e. Eligibility for Student Spectators



- i. Students must submit a signed permission slip and may need to meet grade/behavior eligibility criteria.
    - ii. Students must ride both to and from the event unless prior written permission is granted by a parent and approved by administration.
  - f. A designated school chaperone or staff member must accompany all student spectator buses.
- XIII. Rules for Student Spectators on District Transportation
  - a. All district behavior expectations and school rules apply during transport.
  - b. Students must:
    - i. Remain seated and wear seatbelts (if applicable)
    - ii. Use respectful language and behavior
    - iii. Comply with the authority of the driver and chaperones
    - iv. Failure to comply may result in disciplinary action and loss of future transportation privileges.
- XIV. Transportation by Private Vehicles
  - a. Parents/guardians are responsible for transporting themselves or their students to events if not riding district-approved transportation.
  - b. Students may not ride with other students or non-family members unless a signed waiver is submitted and approved in advance.
- XV. Liability Notice
  - a. The school district is not responsible for any injury, damage, or loss incurred while traveling to or from events in non-district vehicles, including carpools or privately arranged transportation.
- XVI. Chaperone Guidelines
  - a. All spectator buses must have an approved school employee or designated adult chaperone onboard.
  - b. Chaperones must:
    - i. Enforce student conduct expectations
    - ii. Maintain an accurate attendance list
    - iii. Communicate with administration if concerns arise
- XVII. Special Needs Accommodations
  - a. Requests for transportation accommodations due to disability or special needs must be submitted to the Activities Director or principal at least 5 business days in advance of the event.

**ISD #361 ACTIVITIES  
POLICY 300.4  
WEATHER POLICY**

**I. WEATHER POLICY**

**Inclement Weather Policy/Athletics**

- a. In the event that school is closed or classes are cancelled due to inclement weather, all practices and/or events will also be cancelled or postponed until a later date. However, at the Athletic Director's and coach's discretion, and with consideration for coach and parent concerns regarding the weather, practices may be held on those days that school is cancelled or postponed if the following conditions are met:
  - i. No practices will be allowed before noon. This provides time for snow removal from school grounds or for the temperature to rise in the case of cold weather.
  - ii. Practices should be held at their regularly scheduled times after school unless the coaches of those teams that share facilities communicate with each other and agree upon earlier start times.
  - iii. If practices are to be held at their regularly scheduled time after school, the following schedule should be used:
    - 1. If a team was scheduled to be out of town and that trip is postponed, that team will be placed into the second practice time slot, unless coaches of the teams involved mutually agree on a schedule change. (Example: Boys basketball was scheduled out of town but the game was postponed. Girls' basketball would practice first. Boys basketball would follow.)
    - 2. If a team is scheduled for a home game and the game is postponed, that team will practice in the second practice time slot, unless coaches of the teams



- involved mutually agree on a schedule change. (Example: Boys basketball was scheduled for a home game but the game was postponed. Girls' basketball would practice first. Boys basketball practice would follow.)
3. If both teams (boys/girls basketball, for example) were scheduled to be out of town and those games are postponed, the teams would practice according to their regular practice schedule, unless coaches of the teams involved mutually agreed on a schedule change.
  - iv. All practices will be voluntary.
  - v. There will be no consequences for those students who miss practice because of weather conditions.
  - vi. Coaches are responsible for contacting ALL players about practice times.
  - vii. On days that school is closed, or classes are cancelled, travel to an out-of-town event may be allowed, provided the opposing school is in session.
  - viii. In the event that the weather should decline while in transit to or from a contest, it is the responsibility of the bus driver to determine if travel can be completed in a safe manner.
  - ix. On those days that school is in session for students, student-athletes must be in attendance for at least ½ day in order to participate in practice or contest that evening.

**ISD #361 ACTIVITIES  
POLICY 300.5  
TOURNAMENTS**

- I. TOURNAMENTS
  - a. Tournament Play
    - i. Is the responsibility of Minnesota State High School League, Region or Sub-Region.
    - ii. It is the responsibility of participating schools.
- II. Coach's State Tournament Policy with a Team or Individual Athletes Qualifying
  - a. Only varsity coaches will travel with the team with school time off. Their expenses, plus the team or individual athletes' will be the allotment allowed by the MSHSL, or a plan established by the Superintendent, Principal, and Activities Director.
  - b. Junior Varsity or any other coach paid by the school district may be allowed time off from school and/or any other expenses to attend the state tournament if he/she has specific assigned responsibilities approved by the Superintendent, Principal, and Activities Director.
  - c. If a "B" coach is the only other person working with the varsity coach, he/she will serve as the assistant coach.
  - d. Verification of all expenses must be turned into the Activities Department!!
  - e. Staff Development Funds may be applied for by coaches to attend clinics

**ISD #361 ACTIVITIES  
POLICY 300.6  
ADMISSION**

- I. Purpose
  - a. This policy outlines the expectations, procedures, and rights regarding admission to school-sponsored events held on district-owned property. It ensures fairness, promotes safety, and helps maintain a welcoming and orderly environment for all attendees.
- II. General Admission Guidelines
  - a. Admission may be charged for certain events, including but not limited to:
    - i. Varsity athletic competitions
    - ii. School dances and fundraising events
    - iii. Theater performances and concerts
    - iv. Tournaments and invitational events
  - b. All admission charges must be pre-approved by the Activities Director and consistent with district guidelines.





- c. A district-approved ticketing method (e.g., cash at the door, digital ticketing system) must be used for all paid events.
- III. Admission Prices
  - a. Admission rates will be reviewed annually and set by the school administration or activities office. Typical pricing may include:
    - i. Students (K–12): \$5
    - ii. Adults: \$7
    - iii. Seniors (65+): Free or discounted entry
    - iv. Children under 5: Free
    - v. Family Season Passes: Available through Activities Office
    - vi. Student Activity Passes: Valid for regular-season home events only
  - b. Note: Prices may vary for post-season events governed by MSHSL or other governing bodies.
- IV. Passes and Complimentary Admission
  - a. The following groups may receive complimentary admission, as authorized:
    - i. District staff and one guest (with valid ID or badge)
    - ii. Student-athletes not currently in season (with student ID)
    - iii. Children under age 5
    - iv. Booster club volunteers and event staff
    - v. Coaches, officials, and media (credentialed only)
    - vi. Visiting team members and staff (as per agreements)
- V. Behavior and Entry Expectations
  - a. All spectators are subject to the district's Code of Conduct for Visitors.
  - b. No re-entry is permitted without prior approval from event staff or administration.
  - c. Prohibited items (e.g., alcohol, tobacco, weapons) will result in denial of entry or removal.
  - d. Bags may be subject to inspection.
  - e. Admission staff reserve the right to deny entry to any individual for safety or disciplinary reasons.
- VI. Refunds
  - a. Refunds will only be issued in the event of:
    - i. Event cancellation by the district
    - ii. Duplicate or erroneous digital purchases
  - b. No refunds will be issued for removal due to behavioral misconduct or policy violations.
- VII. Outside Group Events
  - a. Community groups or non-school organizations using school facilities must:
    - i. Receive approval from the district to charge admission
    - ii. Submit a plan for ticketing and crowd management
    - iii. Adhere to the same safety, security, and conduct standards
- VIII. Unauthorized Entry
  - a. Applies to: All students, visitors, and community members attending school-sponsored events on district property.
  - b. Any attempt to gain unauthorized access to a ticketed or restricted event—such as sneaking into a venue, jumping fences, opening locked doors for others, or otherwise avoiding paid admission—is considered a violation of district policy and school rules. This behavior undermines the integrity of the event, creates safety concerns, and is unfair to those who follow proper procedures.
  - c. Examples of Prohibited Behavior
    - i. Entering a facility through an unsupervised or restricted entrance
    - ii. Jumping barriers or fences
    - iii. Hiding in bathrooms, locker rooms, or equipment areas to avoid paying
    - iv. Allowing others to enter through side doors, gates, or exits without paying
    - v. Using fake credentials or misusing activity passes
  - d. Consequences for Violations
    - i. Depending on the individual's role (student, visitor, staff), consequences may include:
      - 1. For Students:
        - a. Immediate removal from the event
        - b. Loss of privilege to attend future events (temporary or permanent)
        - c. School disciplinary action (e.g., detention, suspension)
        - d. Possible restitution (required payment of ticket price)
      - 2. For Non-Students/Visitors:



- a. Immediate removal from the event
    - b. Ban from attending future events for a period of time
    - c. Referral to law enforcement for trespassing if warranted
  - ii. For Students Helping Others Sneak In:
    - 1. Treated the same as committing the act themselves
    - 2. Subject to additional disciplinary review
  - e. Reporting and Prevention
    - i. Staff and event supervisors are trained to monitor all access points.
    - ii. Spectators are encouraged to report any unauthorized entry attempts to event personnel or administration.
    - iii. Schools may utilize surveillance footage to review suspected violations.
- IX. Code of Conduct for Attendees/Visitors
  - a. Purpose
    - i. The school district welcomes and encourages visitors at athletic events, concerts, performances, meetings, and other public activities. To maintain a safe, respectful, and inclusive environment, all visitors are expected to conduct themselves in accordance with this Code of Conduct while on district property or at district-sponsored events.
- X. Visitor Expectations
  - a. All visitors must:
    - i. Follow School Policies
    - ii. Abide by all district rules, including those regarding tobacco, weapons, drugs, and alcohol.
    - iii. Respect any posted signage or instructions from school staff and event supervisors.
    - iv. Maintain Appropriate Behavior
    - v. Use respectful, civil language at all times.
    - vi. Refrain from using profanity, discriminatory remarks, or inflammatory statements.
    - vii. Remain in designated public areas and avoid restricted zones (locker rooms, staff areas, etc.).
    - viii. Demonstrate Sportsmanship and Respect
    - ix. Cheer positively for all participants.
    - x. Avoid criticism of players, coaches, referees, or staff.
    - xi. Follow event guidelines for fan behavior, including noise levels, signs, and seating.
    - xii. Follow Entry and Admission Rules
    - xiii. Pay admission fees when required.
    - xiv. Enter through authorized gates or doors.
    - xv. Do not assist others in gaining unauthorized entry to events or facilities.
    - xvi. Comply with Staff and Security Directions
    - xvii. Respond promptly and respectfully to directions from school staff, law enforcement, or contracted security.
    - xviii. Remain calm in emergencies and follow safety procedures.
- XI. Prohibited Conduct
  - a. The following behaviors are strictly prohibited on school grounds or at district events:
    - i. Verbal or physical harassment of students, staff, officials, or other guests
    - ii. Use or possession of drugs, alcohol, or weapons
    - iii. Destruction or theft of property
    - iv. Unauthorized entry or loitering in non-public areas
    - v. Fighting, aggressive behavior, or disorderly conduct
    - vi. Use of slurs, hate speech, or discriminatory language
    - vii. Unauthorized recording, live-streaming, or photography that invades student privacy
- XII. Enforcement & Consequences
  - a. Visitors who violate this Code of Conduct may be subject to one or more of the following consequences:
    - i. Verbal warning
    - ii. Removal from the premises
    - iii. Temporary or permanent ban from attending future events
    - iv. Involvement of law enforcement, if necessary
    - v. Civil or criminal penalties as allowed by law
  - b. Note: Consequences may escalate based on the severity or frequency of behavior.



- XIII. This policy applies equally to regular school hours, extracurricular events, and evening or weekend facility use.

**ISD #361 ACTIVITIES  
POLICY 400.1  
AWARDS & LETTERING**

**I. AWARDS & LETTERING**

- a. Awards Programs are to be determined by individual activities
  - i. The School Letter - Varsity Competition
  - ii. Criteria for lettering in athletics are listed below. Along with these criteria athletes must have completed the sports season as members of their respective squads and have recommendations from their coaches.
    1. BASEBALL:
      - a. The athlete must play in at least one-third of the total innings played during the regular season or 50% of regular season games. Pitchers are exempt from the above because some don't play in every game. In these cases, it becomes a coach's decision.
    2. BASKETBALL (BOYS AND GIRLS):
      - a. The athlete must play in at least ¼ of the total halves played during the regular season. (Exceptions may be made if a team wins its' conference, section or qualifies for the State competition.)
    3. CLAY TARGET LEAGUE (BOYS AND GIRLS):
      - a. Athletes must average 19 or more points per round in competition play at season end. (2) Athletes must have a valid score for every week of competition.
      - b. Lettering will be left to the discretion of the coach.
    4. CROSS-COUNTRY:
      - a. Letters will be given to the top nine (9) runners on both teams. (If they make the Section Team, sometimes it ends up being ten (10) depending on how tight it is.).

**5. FOOTBALL: The athlete must have played in at least twelve quarters of all games played during the regular season.**

1. GOLF:
  - a. The athlete must qualify through local weekly competition and participate in at least ¾ of the total matches played during the regular season.
  - b. The athlete qualifies to play in the regional golf match.
2. HOCKEY (BOYS AND GIRLS):
  - a. The Athlete must have played in at least 1/3 of the total periods played during the regular season.
3. SOFTBALL:
  - a. Play in at least 1/3 the total innings played during the regular season. Pitchers are exempt and they become a coach's decision.
4. SWIMMING/DIVE (BOYS AND GIRLS):
  - a. BOYS:
    - i. Earn 70 or more individual points in a season or by the following individual event time or point standards.
    - ii. The athlete meets one of the standards below in a varsity meet.
      1. 2:15.00-200 Freestyle
      2. 2:45.00-200 Individual Medley
      3. 0:27.00-50 freestyle
      4. Diving: score 140 points in a 6 dive meet or 240 points in an 11dive meet
      5. 1:15.00-100 Butterfly
      6. 1:00.00-100 freestyle
  7. 6:30.00-500 freestyle



8. 1:15.00-100 Backstroke
9. 1:20.00-100 Breaststroke
10. Place top 8 at section Finals

b. GIRLS:

- i. Score 70 points or more in a season.
- ii. Finish in the Top 18 at Section 7A Finals.
- iii. A senior swimmer who has participated fully throughout the season and shown Improvement.

9. TRACK (BOYS):

- a. The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- b. The athlete must average at least two points per meet for all varsity meets completed during the season. (In both 1 & 2, relay points will be divided among all relay team members.)
- c. Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- d. The athlete meets one of the standards listed below in a varsity track meet:
  - i. 100 11.7 110 H.H. 17
  - ii. 200 24.2 Shot Put 45'
  - iii. 400 54.0 Discus 130'
  - iv. 800 2:10 Pole Vault 11'
  - v. 1600 4:50 High Jump 5'8"
  - vi. 3200 10:40 Long Jump 19'
  - vii. I.M. 44.5 Triple Jump 38'

10. TRACK (GIRLS):

- a. The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- b. The athlete has averaged at least two points per meet for all varsity meets completed during the season. (In both 2 & 3, relay points will be given to all relay team members.) (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- c. The athlete who meets one of the standards listed below in a varsity track meet:
  - i. 100 13.5 300 Hurdles 54.0
  - ii. 200 27.5 Shot Put 32'
  - iii. 400 64.0 Discus 100'
  - iv. 800 2:35 High Jump 4'8"
  - v. 1600 5:50 Long Jump 15'
  - vi. 3200 13:00 Triple Jump 28'
  - vii. 100 Hurdles 17.4 Pole Vault 8'

11. VOLLEYBALL:

- a. The athlete must play in at least ½ of the total matches played during the regular season.
- b. Or discretion of the coach with the final decision to be made by the coach. m. STUDENT MANAGERS AND STATISTICIANS: The coach's decision determines letter winners.
- iii. Coaches may decide to award letters to athletes under the following circumstances: a. An athlete is injured during the season.
- iv. An athlete has faithfully participated in the sport for two or more years, one year being the senior year.
- v. An entire team qualifies for the state tournament. An example would be a spare goalie who did not qualify under the hockey criteria.
- vi. An athlete may be short a few quarters, innings, periods, or points, but has been a valuable member of the squad.

II. Letter Jacket Policy:

- a. Students who letter in either a boys' sport or girls' sport are entitled to purchase the same letter jacket.



**ISD #361 ACTIVITIES  
POLICY 400.2  
PRACTICES & GAMES**

**I. ACTIVITY PRACTICES & GAMES**

- a. There shall be no activity practices scheduled for Sunday or on any other legal holiday observed by the School District - unless approved by the Principal or Activities Director.
- b. There shall be no athletic practices or games scheduled after 7:00 p.m. on Wednesday, (Family night) during the period of time school is in session.
- c. There shall be no school sponsored events held between 6:00 p.m. and 8:00 p.m. on the day that an election is held.
- d. Games, meets, or contests are not to be scheduled on Precinct Caucus Day.
- e. The guidelines of the Minnesota State High School League should be followed in the starting practice sessions.
- f. Practice sessions should be pre-planned with the head coach supervising assistant coaches in this area.
- g. Practice sessions should not be unreasonable in their duration.
- h. Coaches should make use of every possible practice opportunity and not call off practice without due cause. A few examples are listed.
  - i. Example #1 - During boys' home track meets, girls' track practice should be conducted in available areas and facilities.
  - ii. Example #2 - On boys' track trips out-of-town where a full squad is not involved and does not require all coaches, arrangements should be made to conduct practices for those athletes remaining home.
- i. All head and assistant coaches are expected to begin their coaching duties on the official date established by the Minnesota State High School League for the opening of practice and to coach until the close of their season. Any exception should be approved by the Activities Director.
- j. All coaches, head and assistants, should be coaching high school students and middle school students participating on a high school varsity/B team.
- k. Coaches should report to practice sessions promptly.
- l. Coaches should be in charge of supervision of player personnel while under their jurisdiction. This includes locker room supervision before and after games and practices, during bus trips, and overnight trips involving athletes staying in motels or hotels. Coaches are responsible for locking and unlocking locker rooms.
- m. Coaches should not drink or smoke in the presence of athletes under their supervision.

**ISD #361 ACTIVITIES  
POLICY 400.3  
ACTIVITY MEALS & LODGING**

**I. ACTIVITY MEALS & LODGING**

- a. Cost for Activity Meals and Lodging
  - i. No provision for athletes' meals and lodging is made except when reimbursed for State competition.
  - ii. Events requiring overnight lodging should not be scheduled; however, special arrangements should be made if it becomes necessary.
  - iii. Activity teams contemplating eating meals enroute to an event should incorporate the time needed into their departure and game site arrival times.
  - iv. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

**ISD #361 ACTIVITIES**



## **POLICY 400.4 SCHEDULING OF EVENTS**

- I. Purpose
  - a. This policy establishes clear procedures and expectations for scheduling all school-sponsored events, practices, competitions, performances, meetings, and travel. The purpose is to ensure appropriate use of facilities, minimize conflicts between groups, and protect instructional time and student well-being.
- II. Scheduling Authority
  - a. The Activities Director (or designee) is the central point of coordination for all events.
  - b. Final approval for dates, times, and facilities rests with the school administration in consultation with program leaders.
  - c. No event is considered official until it has been approved and published on the school's master calendar.
- III. Scheduling Process: Step-by-Step
  - a. Step 1: Submit a Request
    - i. Submit all event requests (games, practices, fundraisers, meetings, banquets, etc.) through the official Event Request Form or online scheduling system.
    - ii. Requests should be submitted at least 3 weeks in advance of the proposed date.
  - b. Step 2: Review and Approval
    - i. The Activities Director will review requests for:
      1. Conflicts with other events
      2. Facility availability
      3. Transportation needs
      4. Staff or supervision requirements
    - ii. Requests may be approved, adjusted, or denied based on space, staffing, or student scheduling impact.
  - c. Step 3: Calendar Posting
    - i. Once approved, events are added to the master district activities calendar.
    - ii. Changes or cancellations must be reported immediately so the calendar stays accurate.
- IV. Prioritization of Events
  - a. When scheduling conflicts arise, the following priorities generally apply:
    - i. Academic Programs and Testing
    - ii. School-Sponsored Varsity-Level Athletic Events
    - iii. Fine Arts and Performance Events
    - iv. Sub-varsity and Club Activities
    - v. Community Use (non-school groups)
- V. Rescheduling & Weather-Related Changes
  - a. Weather cancellations or emergency schedule changes must be communicated immediately to the Activities Director.
  - b. Rescheduled events must go through the approval process again and may not automatically retain original facility space.
- VI. Expectations for Program Leaders
  - a. Coaches, advisors, and directors are expected to:
    - i. Avoid double-booking or over-scheduling students
    - ii. Communicate clearly with families about scheduled events
    - iii. Coordinate with other programs when students are shared between groups (e.g., band and athletics)
    - iv. Plan ahead and meet deadlines for requests
- VII. Transportation Coordination
  - a. Any event requiring school transportation must include details in the scheduling request.
  - b. Transportation requests must follow district procedures and be submitted separately but concurrently with the event form.
- VIII. Violations of This Policy
  - a. Failure to follow scheduling procedures may result in:
    - i. Loss of facility access
    - ii. Event cancellation
    - iii. Delay in future scheduling approvals
    - iv. Administrative review of program oversight



**ISD #361 ACTIVITIES  
POLICY 400.5  
OFFICIALS HIRING PRACTICES**

**I. OFFICIALS HIRING PRACTICES**

- a. All officials are contracted by the Activities Director.
- b. Officials must meet the Minnesota State High School League requirements, and if they don't the Activities Director should get the right to use the ones from the Minnesota State High School League.
- c. Fees paid officials are arranged by the Iron Range Officials Association with the approval of the Iron Range Conference Executive Committee.

**ISD #361 ACTIVITIES  
POLICY 500.1  
BEHAVIORAL EXPECTATIONS & SUSPENSION OF ATHLETES**

**I. BEHAVIORAL EXPECTATIONS & SUSPENSION OF ATHLETES**

**II. Behavioral Expectations of Athletes**

- a. Minnesota State High School League Eligibility Information Bulletin will be followed.
- b. Individual coach's expectations.
- c. LOCKER ROOMS:
  - i. Cell phones, cameras, PDA's with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.
- d. TOILET PAPERING:
  - i. Any student/athlete caught or involved in toilet papering property will be suspended as follows:
    - 1. 1st offense=1 week/1 game (greater amount);
    - 2. 2nd offense=3 weeks/3 games (greater amount);
    - 3. 3rd or more=determined by school administration. (Toilet papering penalty will be accumulative throughout the student's school career.)

**III. Suspension Procedure**

- a. Minnesota State High School League suspension rules will be followed.
- b. The Coach and Activities Director will notify the offender, giving them a chance to explain his/her situation.

**IV. Practice while ineligible:**

- a. The Minnesota State High School League rule applies only to competition against another team in a game or meet. The question of whether to allow an athlete to practice when ineligible is one of local determination.
- b. School Policy is that the athlete is required to practice with the team during suspension in order to return for competition in that sport.
- c. A student serving a penalty for a Category I violation may participate in another Category I activity. Participation must commence with the opening date of practice to the season's completion to satisfy any penalty previously imposed.

**ISD #361 ACTIVITIES  
POLICY 500.2  
SCHOOL ATTENDANCE OF ATHLETES**

**I. SCHOOL ATTENDANCE OF ATHLETES**

- a. Students are required to be in attendance at school for at least ½ day to be eligible on the day they will participate in an interscholastic game or practice.
- b. If a student has an excused absence for Friday and there is competition on Saturday, it then becomes the coach's decision whether the student should participate or not.





- c. Allowing students to "sleep in" for a couple of hours the morning after an out-of-town game will NOT be permitted. The exception to this would be tournament play where we are required to participate in two or three out-of-town games in a given week. Another exception would be returning from a long distance (Example: Fergus Falls). Head coaches should check with the Activities Director, who in turn will notify the administration on the day preceding the contest if this becomes necessary. Student athletes who fail to comply with this regulation will be rendered ineligible for the next out-of-town game.
- d. There will be no excuses granted to athletes to leave school on game day unless there is administrative approval.
- e. Athletes who are excused early from school to play out-of-town games, meets, etc., are not to leave the school grounds without permission.

**ISD #361 ACTIVITIES  
POLICY 500.3**

**SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL**

- I. SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL
  - a. National competition is not authorized for students in curricular or extra-curricular activities except when a national contest is held in Minnesota or within a radius of 350 miles from International Falls.
  - b. Students may attend national competitions other than that stipulated in item #1 only if they are accompanied by their parents, with the parents taking all responsibility and expenses are paid by the student and/or parent. Under no circumstances will staff members be released unless at their own expense.
  - c. All principals and instructors who may be working with students who potentially may qualify for national competition should notify those students prior to the start of the competition that they will be unable to participate in national competition with school support, sponsorship, or sanction.

**ISD #361 ACTIVITIES  
POLICY 500.4**

**EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY**

- I. EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY
  - a. Students will be certified eligible to represent Falls High School in Minnesota State High School League activities, all clubs and extra/co-curricular activities, in grades 7-12 according to Article I, Section 10, of the MSHSL rules and the following criteria:
    - i. In order to be scholastically eligible, a student must be passing all their classes. Falls High School eligibility will be based upon Quarter 1, Semester 1, Quarter 3 and Semester 2 grades. Scholastic eligibility can be regained by following steps 3 through 12 below.
  - b. If a student is ruled ineligible because of a failing grade, s/he may become eligible in two games or two weeks, whichever is greater, after the date that grades become official. It is the student's responsibility to show evidence of satisfactory (passing) work in ALL classes in the second week of the semester. A student not passing after the 2 weeks or 2 games penalty will remain ineligible until passing all classes.
  - c. A student who drops a course with a grade of "F" will be ineligible for two weeks or two contests (whichever is greater) with a minimum ineligibility of two weeks. A student shall have one week at the beginning of any course to drop that course with no penalty. A student may also drop a course within one week after the start of any semester with no penalty. A student who drops a course after the one-week period will receive a grade of "F" in the course and will be ineligible from the date the course is officially dropped for two weeks or two contests whichever is greater, with a minimum ineligibility of two weeks.



- d. A student who is ruled ineligible for one quarter may practice but not play, with the approval of the principal, the coach, and the activities director.
- e. Students who are assigned to Special Education classes shall be eligible as long as they are making satisfactory progress towards their Individual Education Plan (IEP) goals.
- f. Official school records constitute the basis for determining scholastic eligibility.
- g. Work done during summer school or other district approved activities, for the purpose of removing scholastic deficiencies, may be used in determining eligibility in athletics/activities. All deficiencies must be successfully removed prior to being certified for eligibility.
- h. Medical excuses and other emergencies will be considered on an individual basis.
- i. College courses taken for high school credit are covered by academic rules of School District #361. Any student who receives a failing grade or a no-credit for a college course taken for high school credit will be declared ineligible on the date Falls High School grades become official, with a minimum ineligibility of two weeks or two games whichever is greater.
- j. In an elective course, if at any time the teacher, student, and parent unanimously agree that the dropping of a course is desirable, there will be no eligibility penalty.
- k. A student may appeal his/her ineligibility status. The appeal will be heard by a panel of the Principal, Activities Director, and one non-involved teacher. The panel will hear from the student, the teacher involved, parents and other interested parties, and give its decision within one week. The student will remain eligible until the appeal is decided. If the appeal is denied, a five-week ineligible period begins on the day the student is informed of the panel's decision.
- l. All students enrolled in approved on-line learning programs and students who are home-schooled will be required to follow the same guidelines and deadlines as students enrolled at Falls High School. Students in an on-line class will be ineligible if the class is not completed at the end of the semester unless Administration deems an extenuating circumstance.

LEGAL REFERENCE ~ Minnesota State High School League Rules, Article I, Section 10 (EDU 701)

**ISD #361 ACTIVITIES  
POLICY 600.1  
NON-ATHLETIC ACTIVITIES**

**I. NON-ATHLETIC ACTIVITIES**

**a. CHEERLEADING**

- i. Cheerleader Squad Composition
- ii. Each of the following "A" squad sports will have "A" squad cheerleaders:
  - 1. Football
  - 2. Boys Basketball
  - 3. Boys Hockey
- iii. Squads will consist of the following maximum numbers including the mascot when traveling with the sport teams:
  - 1. Football=9 maximum
  - 2. Basketball=9 maximum
  - 3. Hockey=8 maximum
- iv. The "A" and "B" squads will consist of students in grades 9, 10, 11, 12.
- v. Cheerleader Practice and Game Policies
- vi. Practice days and times will be set by the advisors.
- vii. Football cheerleader practice starts three weeks before the first game or scrimmage. Fall sports participants are not required to attend winter sport practice until their season is complete.
- viii. Practice may be cancelled by the advisor only.
- ix. If a cheerleader misses the last practice before a game, s/he will not cheer at the next game.
- x. The captain is responsible for relaying all messages to other cheerleaders in the event practice is changed, times are changed, etc.



- xi. Cheerleaders will wear their official uniforms to school the day of a game or other "Bronco" gear as specified by their advisor.
- xii. The Minnesota State High School League Rules govern the participant's use of alcohol, drugs, and tobacco.
- xiii. Any cheerleader caught skipping school will not cheer at the next event and may be removed from the squad.
- xiv. Any foul or abusive language or unsportsmanlike actions during a game will result in not cheering at the next game.

b. CHEERLEADER ADVISOR PROCEDURES

- i. Responsibilities for tryouts:
  - 1. All cheer advisors will collaborate to determine tryout practices and dates.
  - 2. Practice, game, and other responsibilities
  - 3. After cheerleaders are chosen, have squads elect captains.
- ii. Be sure each cheerleader has filled out the necessary forms and paid his/her fee to the Activities Office.
- iii. Hand out and collect uniforms.
- iv. An advisor or approved representative is required to be at all practices on school property.
- v. During Winter Sports Week all squads will cheer at all home games.
- vi. If an advisor from one group cannot make it to practice, the other advisor may take his/her group.
- vii. Cheerleaders must be in uniform for the whole game and stay for the duration of the game.
- viii. The advisor must schedule a conference with the Activities Director to review their season.
- ix. Any payments required out of the Area Association Fund must be approved by the cheerleading advisors and an administrator of the school.
- x. School policy on tournaments for cheerleaders
- xi. Squads for Football, Boys Basketball and Boys Hockey will go to all tournament games in their respective sports and do not pay for bus fare or tickets.
- xii. Cheerleaders are not allowed to "sleep in" the morning after a game. If a cheerleader is not at school the day following a game, the cheerleader will not cheer at the next event.
- xiii. When a band bus is provided for tournament games, cheerleaders go with them.
- xiv. School policy on out-of-town games:
  - 1. Cheerleaders should be ready to go when picked up at the departure site.
  - 2. Cheerleaders must ride home with their advisor unless the principal's office has received a written note from a parent prior to trip departure.
  - 3. They cannot go to games sites on their own and wear their uniforms.
  - 4. The School Board requires cheerleaders to travel on the team bus if space is available.
  - 5. After the game, all cheerleaders will return to school. Rides home will have to be arranged from there.
- xv. School policy under which cheerleaders may represent International Falls High School at certain out-of-town games.
  - 1. Present policy allows the cheerleaders to go with the team they represent anytime there is room on the bus, excluding overnight games.

c. CHEERLEADER LETTERING

- i. The cheerleader must cheer in at least 90% of the practices and games.
- ii. Habitual tardiness in both practices and games will be viewed as an absence.
- iii. All lettering criteria are at the discretion of the advisor.
- iv. Dismissal from a squad is at the discretion of the advisor in consultation with administration.

II. BAND & PEP BAND

a. Concert band (grades 9-12) lettering:

- i. To letter in concert band, a student must earn a superior rating at the Section/State level of competition in a solo event or in an ensemble.



- b. Pep Band (grades 7-12) will play an equal number of games for each sport: football, volleyball, boys and girls basketball, boys and girls hockey. The total number of regular season games shall not exceed 18, unless agreed upon by the band director and administration.
- c. All students in the junior high and senior high bands are members of the pep band. Students not signed up for band during the school day will be accepted in the pep band upon the consent of the director.
- d. The pep band will travel out of town for tournament games as decided upon by the band director and administration.
- e. Weather may be a factor in canceling a performance.
- f. The pep band will play for pep fests during the school day.
- g. Depending on the number of participants for a particular game, the pep band will play pre game music, "The Star-Spangled Banner", and provide music at half-time and/or between periods.
- h. The pep band will play for a maximum of two events in the same week.
- i. The pep band will be supervised by the band director or a person approved by administration.
- j. Pep Band lettering:
  - i. A student will letter in pep band after participating in at least 50% of all scheduled events. Students will be given credit towards lettering for playing "The Star-Spangled Banner" for an unscheduled game.

### III. FIGURE SKATING

- a. Policies and procedures are under the direction of the activities department.

### IV. Speech

- a. Expectations and responsibilities for students participating in Speech.
- b. Practices (meetings)
- c. Practice (meeting) times will be set by the coach or advisor.
- d. Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).
- e. During practice (meetings), students are to be respectful of the coach/advisor and team members. When critiquing a team member, it must be done in a positive and productive manner
- f. If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence.
- g. Participation in a meeting cannot be made up; however, the student needs to make arrangements with the coach/advisor about making up practice time.
- h. If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) NOT during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
- i. Commitment to Speech Meets/Tournaments
  - i. The coach/advisor will have the final decision on each student's selection and the cutting of the selection. This is to meet the Community Standard requirement from the MSHSL. Profanity is NOT allowed in the selection.
  - ii. Students will receive a schedule of the Speech Meets and Tournaments. These start in January and end in April. Students are expected to participate in ALL scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
  - iii. Proper attire will be required at ALL times! EVERYONE will remain in their competition clothes for the awards (competition clothes are business attire, in some cases casual business attire). Students do not travel in competition clothes, so that they wear to and from each meet should be appropriate to be in public.
  - iv. Students must compete in 80% of Speech meets to compete in subsections or sections. The coach/advisor may waive this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
  - v. Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
  - vi. While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.
- j. Awards



- i. If any award program is held, it will be held after the last competition.
  - k. Varsity lettering policy is as follows:
    - i. Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League
    - ii. Must be a student in good standing with ISD 361
    - iii. Full attendance at 80% of practices (meetings)
    - iv. Compete in 80% of Speech meets (if a student is registered for a meet and the meet is canceled by the coach/advisor or the host school, that meet will count toward the 80% requirement).
    - v. Compete in subsections or sections
  - l. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
  - m. The coach/advisor may waive part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.
- V. STUDENT COUNCIL
  - a. Elections
    - i. Elections for student council members will be held in the spring of each year.
    - ii. Meetings – The Student Council advisor will set dates for meetings.
- VI. KNOWLEDGE BOWL
  - a. Expectations and responsibilities for students participating in the Knowledge Bowl.
    - i. Practices (meetings):
      1. Practice (meeting) times will be set by the coach or advisor.
      2. Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).
      3. During practice (meetings), students are to be respectful of the coach/advisor and team members.
      4. If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence and may limit participation in future meetings.
      5. If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) NOT during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
    - ii. Commitment to a Knowledge Bowl Meets and Tournaments
      1. The coach/advisor will have the final decision on who will attend meets.
      2. Students will receive a schedule of the Speech Meets and Tournaments. For senior high, these start in January and end in April. Students are expected to participate in ALL scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
      3. Dress code for meets is either a business casual outfit or Bronco attire. Team attire is preferred. All clothing must be clean, free of profanity or vulgarity and school appropriate in regard to fit. Students should consider they are representing Falls High School and dress appropriately.
      4. Students must compete in all three regular season meets to compete in subsections or sections. The coach/advisor may waive this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
      5. Prior to a student competing in subsections, they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
      6. While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.
    - iii. Awards
      1. If any award program is held, it will be held after the last competition.
      2. Varsity lettering policy is as follows:
        - a. Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League.



- b. Must be a student in good standing with ISD 361.
    - c. Full attendance at 80% of practices (meetings).
    - d. Compete in all scheduled meets.
  - iv. Compete in subsections or sections if applicable.
  - v. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
  - vi. The coach/advisor may waive part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.
- VII. MINNESOTA HONOR SOCIETY
- VIII. ONE ACT PLAY
  - a. Lettering Requirements:
    - i. Participants must attend at least 75% of rehearsals
    - ii. Be present for all performances

**ISD #361 ACTIVITIES  
POLICY 700.1  
PROM**

- I. PROM POLICY
- II. Purpose
  - a. Prom is a formal school-sponsored event designed to provide an enjoyable and safe experience for students. This policy establishes the rules and guidelines that ensure a respectful, inclusive, and secure environment for all attendees.
- III. Eligibility
  - a. To attend prom, students must meet the following criteria:
    - i. Be enrolled as a junior or senior at [School Name].
    - ii. Be in good academic and behavioral standing.
    - iii. Have no outstanding school discipline, suspensions, or attendance issues as determined by administration.
    - iv. Purchase tickets by the announced deadline.
    - v. Submit a completed Prom Permission/Guest Form (if applicable).
- IV. Guest Policy
  - a. Guests must be at least a high school freshman and no older than 20 years of age.
  - b. A completed Guest Permission Form is required and must be signed by the guest's school administrator or employer.
  - c. All guests are subject to administrative approval and may be denied without explanation.
  - d. Guests must present a valid photo ID upon entry.
- V. Dress Code
  - a. Prom is a formal event. Attire must be appropriate and meet school dress code standards.
  - b. Acceptable attire includes:
    - i. Formal gowns or dresses
    - ii. Dress pants with a dress shirt, tie, and jacket
    - iii. Dress shoes (no slippers, flip-flops, or athletic shoes)
  - c. The school reserves the right to deny entry or require modification of attire that is deemed inappropriate.
- VI. Arrival & Departure
  - a. Students may not leave and re-enter once admitted.
  - b. No one will be admitted after [Insert Time, e.g., 8:00 PM] without prior approval.
  - c. Students must have their own transportation arranged. No loitering in the parking lot or surrounding areas is allowed before, during, or after the event.
- VII. Conduct Expectations
  - a. All school rules and the student code of conduct are in effect, including but not limited to:
    - i. No use or possession of alcohol, tobacco, or illegal substances.
    - ii. No inappropriate dancing or public displays of affection.
  - b. Respect for all chaperones, staff, venue property, and fellow students.
  - c. Students and guests must follow all reasonable instructions from staff and security.
  - d. Violations may result in removal from the event, disciplinary action, or law enforcement involvement.





- VIII. Supervision & Security
  - a. The event will be supervised by school staff, administrators, and law enforcement/security officers.
  - b. All bags, purses, or large items are subject to search upon entry.
  - c. Students may be subject to breathalyzer testing upon entry or during the event if there is reasonable suspicion of alcohol use.
- IX. Consequences for Misconduct
  - a. Students who violate prom policies may face:
    - i. Immediate removal from prom
    - ii. Parent/guardian notification
    - iii. Suspension from future school activities (including graduation)
    - iv. Police involvement, if necessary

**ISD #361 ACTIVITIES  
POLICY 701.1  
CHAPERONE DUTIES & AGREEMENT FORM**

- I. Chaperone Expectation Policy
- II. Purpose
  - a. The purpose of this policy is to ensure that all chaperones for school-sponsored events (athletic contests, field trips, overnight travel, etc.) understand and fulfill their responsibilities to maintain student safety, support supervision, and uphold school standards.
- III. Definition
  - a. A chaperone is any adult—staff member, coach, parent, or approved volunteer—assigned to supervise students during school-sponsored activities or travel.
- IV. Expectations for Chaperones
  - a. Supervision Duties
    - i. Actively supervise students at all times during the event/trip.
    - ii. Maintain a visible presence and circulate among students regularly.
    - iii. Immediately address inappropriate behavior and report major incidents to the event supervisor or school administration.
  - b. Student Safety & Conduct
    - i. Ensure students follow the school's Code of Conduct, dress code, and activity-specific rules.
    - ii. Prevent and report any bullying, harassment, or unsafe behavior.
    - iii. Never allow students to be unsupervised in hotel rooms, locker rooms, or public places.
  - c. Communication
    - i. Carry a cell phone and maintain communication with coaches, staff, or the lead supervisor.
    - ii. Inform the event lead immediately of any emergency, illness, or injury.
  - d. Professional Conduct
    - i. Refrain from smoking, vaping, drinking alcohol, or using illegal substances.
    - ii. Maintain appropriate boundaries with students at all times.
    - iii. Dress appropriately and act in a manner that reflects positively on the school.
  - e. Confidentiality
    - i. Respect the privacy of students and staff. Do not publicly share student behavior, health information, or incidents.
  - f. Transportation (if applicable)
    - i. Only transport students if approved in writing and in compliance with district policies (e.g., proof of license, insurance, background check).
    - ii. Ensure all passengers wear seatbelts and follow safe travel procedures.
  - g. Emergency Response
    - i. Be familiar with emergency plans for medical situations, severe weather, lockdowns, etc.
    - ii. Know the location of first aid kits, emergency contacts, and AED devices when relevant.





- h. Requirements for All Chaperones
  - i. Must be at least 21 years old (unless otherwise approved by administration).
  - ii. Must complete any required district training, orientation, and background check process.
  - iii. Must sign a Chaperone Agreement Form before each event or activity.
- i. Failure to Comply
  - i. Failure to follow these expectations may result in removal from chaperoning duties and loss of future volunteer privileges. In cases of misconduct, further disciplinary or legal action may be taken.
- j. Acknowledgement
  - i. All chaperones must sign and return the Chaperone Agreement Form confirming they have read, understood, and agree to follow this policy.

### **Chaperone Agreement Form ISD #361**

#### **Event/Trip Information**

Event/Trip Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Staff Contact/Sponsor: \_\_\_\_\_

#### **Chaperone Information**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Relationship to Students (Parent, Teacher, Community Member, etc.): \_\_\_\_\_

#### **Agreement**

I, the undersigned, acknowledge and agree to the following:

- ☐ I have received, read, and understand the Chaperone Expectation Policy from ISD #361.
- ☐ I agree to actively supervise students and enforce all rules and behavior expectations during the event/trip.
- ☐ I will conduct myself professionally and refrain from using tobacco, alcohol, or illegal substances.
- ☐ I will maintain appropriate boundaries and never be alone one-on-one with a student unless in an emergency.
- ☐ I will follow the directions of school staff and promptly report any incidents, concerns, or injuries.
- ☐ I will maintain confidentiality regarding student behavior, discipline, or medical issues.
- ☐ If transporting students (if allowed), I certify that I have a valid driver's license, auto insurance, and district approval.
- ☐ I understand that failure to meet these expectations may result in my immediate removal and future exclusion from chaperoning.

Chaperone Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Administrator/Trip Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**ISD #361 ACTIVITIES  
POLICY 800.1  
USE OF FACILITIES & REQUEST FORM**

- I. Purpose  
To provide clear guidelines for the fair, safe, and responsible use of district facilities by school groups, student organizations, community groups, and outside organizations. The goal is to ensure facilities are used in a manner that supports student programs, protects district assets, and serves the broader community.
- II. Priority of Use
  - a. District facilities will be made available in the following priority order:
    - i. School-Sponsored Activities
    - ii. Curricular and extracurricular events (e.g., athletics, fine arts, assemblies)
    - iii. Practices and rehearsals
  - b. School-Related Organizations
    - i. Booster clubs, parent-teacher organizations, school-affiliated youth clubs
  - c. Community Youth Programs
    - i. Local youth sports or educational programs
  - d. Other Community or Private Organizations
    - i. Civic clubs, adult recreational groups, religious or political groups (as allowed by law)
- III. Request Process
  - a. All facility use must be requested through the district office or designated online portal.
  - b. Requests must be submitted at least 10 business days in advance.
  - c. Use is not approved until written confirmation is issued by the district.
- IV. Requirements for Use
  - a. Supervision
    - i. An adult supervisor (21+) must be present at all times.
    - ii. Custodial or security staff may be required based on the event type and size.
  - b. Fees & Insurance
    - i. Rental fees may be assessed for non-school groups (see Facility Use Fee Schedule).
    - ii. Proof of liability insurance is required for non-district users (minimum: \$1,000,000 per occurrence).
  - c. Condition of Facilities
    - i. Facilities must be left in the condition found or better.
    - ii. Any damages incurred will be the responsibility of the renting group.
  - d. Restrictions
    - i. No smoking, vaping, or alcohol on district property.
    - ii. No weapons or illegal substances permitted.
    - iii. Access is limited to approved areas only.
- V. Cancellations
  - a. The district reserves the right to cancel or modify facility use if a conflict with school events arises or if conditions (e.g., weather, safety) require closure.
  - b. A minimum of 24 hours' notice will be given when possible.
- VI. Violations
  - a. Failure to follow this policy may result in:
    - i. Loss of facility privileges
    - ii. Fines for damage or excessive cleaning
    - iii. Possible legal action depending on the severity of the violation
- VII. Policy Review
  - a. This policy shall be reviewed annually by district administration and updated as needed

**Event / Facility Request Form**

**Submit to: Activities Director / Facility Coordinator**  
**Submission Deadline: At least 3 weeks prior to the event**

**1. Requestor Information**

Name of Organization/Team/Club: \_\_\_\_\_



Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Coach/Advisor Name (if different): \_\_\_\_\_

## 2. Event Information

Event Name: \_\_\_\_\_

Type of Event:

- ☐ Game/Competition
- ☐ Practice
- ☐ Meeting
- ☐ Performance
- ☐ Fundraiser
- ☐ Banquet
- ☐ Other: \_\_\_\_\_

Purpose of Event:

Requested Date(s):

Primary: \_\_\_\_\_

Alternate: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

## 3. Facility Request

Requested Facility or Room(s):

- ☐ Main Gym
- ☐ Auxiliary Gym
- ☐ Football Field
- ☐ Auditorium
- ☐ Cafeteria
- ☐ Commons
- ☐ Classroom(s): \_\_\_\_\_
- ☐ Other (describe): \_\_\_\_\_

Special Setup Needs:

- ☐ Chairs: \_\_\_\_\_ ☐ Tables: \_\_\_\_\_ ☐ Podium
- ☐ Scoreboard
- ☐ Microphone/Sound
- ☐ Stage Lighting
- ☐ Custodial Support
- ☐ Other: \_\_\_\_\_

## 4. Additional Details

Will food be served? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

Is this event open to the public? ☐ Yes ☐ No

Is admission being charged? ☐ Yes ☐ No

Will this event require transportation? ☐ Yes ☐ No

If yes, has a transportation request been submitted? ☐ Yes ☐ No

Will any outside vendors or speakers be involved? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

## 5. Agreement & Signature

I certify that I am authorized to submit this request and agree to follow all school/district policies for facility use. I understand that my event is not approved until confirmed by administration and posted to the master calendar.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



For Office Use Only

☐ Approved

☐ Not Approved (reason): \_\_\_\_\_

Facility Approved: \_\_\_\_\_

Added to Master Calendar: ☐ Yes

Transportation Confirmed: ☐ Yes ☐ N/A

Notes: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**ISD #361 ACTIVITIES  
POLICY 800.2  
WEIGHT ROOM AND WHIRLPOOL POLICY**

**I. WEIGHT ROOM AND WHIRLPOOL POLICY**

- a. The weight room and the whirlpool must be supervised at all times.
- b. Never is a teacher/coach who is supervising to leave those areas without a qualified person in charge.
- c. Never leave the weight room without being sure it is locked.
- d. A student may supervise if under the direct supervision of a qualified adult.
- e. Do not make arrangements for other persons to use these facilities; an example might be a college student or a friend.
- f. Do not open the weight room unless you intend to stay in the room and supervise.
- g. Do not assign any students to the use of the weight room or the whirlpool unless you have knowledge that they will be properly supervised.

**ISD #361 ACTIVITIES  
POLICY 801.1  
ACTIVITY FEE SCHEDULE**

**I. ACTIVITY FEE SCHEDULE**

- a. ACTIVITIES
  - i. **Athletics:** Varsity, JV & C Teams: \$120.00 per season
  - ii. Equipment Fee:
    1. Hockey & Football \$40 per season
  - iii. **Athletics:** 7th & 8th Grade Junior High: \$80.00 per season
  - iv. **Activities:** \$60.00 per session
    1. Knowledge Bowl, Speech, etc.
  - v. Athletic & Activities CAP Per Family: \$400.00 per school year
  - vi. Sponsorship & Scholarship Activities & Athletic Program maybe be available, contact the Superintendent or Athletic Director
- b. Fees are paid to ISD #361
- c. Fees must be paid before the first scheduled contest. Fees can be paid online through Infinite Campus or in the FHS office.
- d. REFUNDS will be made for the following reasons:
  - i. Injury or illness approved with a physician's statement.
  - ii. Moving out of the school district.
  - iii. Cut from the squad by the coaches.
- e. Full refunds will be made up until the time of the first contest. After the first contest, refunds of 50% will be made up until the mid-season of each activity. There will be NO REFUNDS made after the activity has passed the mid-season point. Refunds will NOT be made to those who quit or are dismissed from an activity for discipline or rule violations.



**ISD #361 ACTIVITIES  
POLICY 900.1  
MEDIA POLICY**

- I. Purpose
- II. This policy establishes expectations and guidelines for responsible use of social media and interactions with the media by high school student-athletes and athletic staff. The goal is to uphold the integrity of the athletic program and promote respectful communication in all public forums.
- III. Athletes are role models in the school and community. Their words and actions—on and off the field—reflect not only on themselves, but also on their teammates, coaches, families, and the school district. This policy promotes awareness, accountability, and appropriate boundaries when engaging with media and social platforms.
- IV. Expectations for Student-Athletes
  - a. Social Media Conduct
    - i. Student-athletes are expected to:
      1. Use respectful and appropriate language in all posts, comments, and messages.
      2. Avoid posting anything that could be considered:
        - a. Harassing, bullying, or discriminatory
        - b. Sexually explicit or suggestive
        - c. Violent or threatening
        - d. Drug, alcohol, or tobacco related
        - e. Offensive or inflammatory (e.g., profanity, slurs, inappropriate humor)
        - f. Refrain from sharing confidential team or school information (e.g., injuries, internal team matters, disciplinary actions).
      3. Never engage in trash talk toward opponents, officials, coaches, or teammates online.
      4. Understand that even private posts can become public.
    - b. When interacting with reporters, photographers, or other media representatives:
      - i. Be respectful and honest in your responses.
      - ii. Refer questions about team issues or sensitive topics to your coach or athletic director.
      - iii. Do not speak on behalf of the team, coach, or school unless authorized.
      - iv. Understand that anything you say can be quoted or broadcast.
- V. Coach and Staff Responsibility
  - a. Coaches are expected to:
    - i. Model appropriate behavior on social media.
    - ii. Address any concerns regarding player posts or interactions.
    - iii. Notify administration of any violations of this policy.
- VI. Disciplinary Action
  - a. Violations of this policy may result in:
    - i. A warning or required social media training
    - ii. Loss of playing time or team leadership roles
    - iii. Suspension from athletic participation
    - iv. Removal from the team (in cases of serious or repeated violations)
- VII. Disciplinary Procedure for Social Media/Media Violations
  - a. Step 1: Initial Review & Documentation by Head Coach, Athletic Director, and Superintendent/Principal
    - i. What happens:
      1. Receive and review report or evidence of the alleged violation (e.g., screenshot, video, media statement).
      2. Document the violation with time, date, and nature of the offense.
      3. Determine if it violates school, district, or team policy.
    - ii. Note: If the post involves threats, harassment, or illegal activity, report immediately to school administration or law enforcement.
  - b. Step 2: Private Meeting with Athlete
    - i. Who attends: Head Coach (and optionally AD or assistant coach)
    - ii. What happens:
      1. Meet privately with the athlete to review the issue.
      2. Show evidence and allow the athlete to respond and explain.
      3. Remind the athlete of the social media/media policy and expectations.



- c. Step 3: Determination of Consequence
  - i. Based on the severity and intent of the violation:
    - 1. Tier 1 – Minor Offense
      - a. Examples: Inappropriate language, mild trash talk, vague team-related comments
      - b. Consequences:
        - i. Verbal warning
        - ii. Required re-education (e.g., digital citizenship session or reflection assignment)
        - iii. Parent notified
    - 2. Tier 2 – Moderate Offense
      - a. Examples: Derogatory comments, posting during team time, repeated Tier 1 behavior
      - b. Consequences:
        - i. Temporary suspension from practice or game(s)
        - ii. Written apology to affected parties
        - iii. Meeting with parents, athlete, and coach/AD
    - 3. Tier 3 – Major Offense
      - a. Examples: Harassment, threats, discriminatory language, posts involving drugs/alcohol, media interview without permission
      - b. Consequences:
        - i. Immediate suspension from team activities
        - ii. Formal disciplinary referral to school administration
        - iii. Possible removal from team
        - iv. Required restorative conference before re-entry (if applicable)
- d. Step 4: Communication with Parent/Guardian
  - i. Parents are contacted after any Tier 2 or Tier 3 offense.
    - 1. Provide a clear summary of the incident, the policy violated, the consequences, and expectations moving forward.
- e. Step 5: Documentation
  - i. Document each step taken:
    - 1. Date/time of incident and meetings
    - 2. Summary of conversations and responses
    - 3. Disciplinary actions assigned
    - 4. Keep records in the athlete's file (coach and AD copies).
- f. Step 6: Reentry & Monitoring (if applicable)
  - i. Athletes may be asked to complete an action plan (e.g., written reflection, apology, digital literacy training).
  - ii. Monitor future behavior and check in periodically.
  - iii. Restore the athlete to full status only after completion of required steps and administrative approval (if needed).

### **ISD #361 ATHLETICS POLICY**

#### **Student-Athlete Policy: Cell Phone, Camera, Video, and Social Media Use**

- I. Purpose
  - a. The purpose of this policy is to provide clear expectations for student-athletes regarding the use of cell phones, cameras, video equipment, and social media platforms in connection with school-sponsored athletic activities. The policy is intended to promote student safety, privacy, and responsible use of digital tools while preserving the integrity of athletic programs.
- II. Scope
  - a. This policy applies to all student-athletes participating in district-sponsored sports, both during the athletic season and at school-related events, practices, travel, and competitions—whether on or off school grounds.
- III. Cell Phone Use
  - a. Restricted Areas



- i. Cell phones must be powered off and stored in lockers, bags, or designated areas in the following settings:
      - 1. Locker rooms
      - 2. Restrooms
      - 3. Training rooms
      - 4. During team meetings or film review
      - 5. While on the team bench or sideline during games
    - b. Team and Travel Expectations
      - i. Cell phone use during team travel or hotel stays is at the discretion of the head coach and must follow district supervision guidelines.
      - ii. Head coaches may collect phones overnight during travel to ensure athlete rest and accountability.
    - c. Emergency Use
      - i. In case of an emergency, student-athletes may request permission from a coach or chaperone to use their phone.
    - d. Camera and Video Recording
      - i. Privacy Protections
        - 1. The use of cell phones, cameras, or video recording devices is strictly prohibited in locker rooms, restrooms, or other areas where privacy is expected.
        - 2. Unauthorized photographing or filming of teammates, opponents, coaches, officials, or fans is prohibited.
    - e. Permitted Use
      - i. Coaches may approve team-managed video use for:
      - ii. Performance analysis
      - iii. Game film
      - iv. Highlight creation (subject to privacy and MSHSL/media rules)
- IV. Social Media Conduct
  - a. Expectations for Student-Athletes
    - i. Student-athletes represent their team, school, and community both on and off the field. As such, they are expected to:
    - ii. Avoid posting, sharing, or liking content that includes profanity, harassment, threats, or discriminatory comments.
    - iii. Refrain from engaging in online arguments, “trash talk,” or conduct that disrespects teammates, opponents, coaches, or officials.
    - iv. Avoid posting videos or images that violate privacy, consent, or MSHSL competition guidelines.
  - b. Team Guidelines
    - i. Coaches may establish team-specific expectations regarding social media during the season, including digital “media blackouts” during playoffs or high-pressure periods.
- V. Disciplinary Action
  - a. Inappropriate social media use may result in:
  - b. Temporary or permanent removal from the team
  - c. Suspension from contests or practices
  - d. Additional consequences under the district’s Code of Conduct and Acceptable Use Policy
- VI. Oversight and Enforcement
  - a. Coaches, Athletic Directors, and school administrators are responsible for monitoring and enforcing this policy.
  - b. Violations will be documented and addressed according to the district’s disciplinary procedures.
- VII. Policy Acknowledgement
  - a. All student-athletes and their parent/guardian must sign an annual Athlete Digital Conduct and Technology Agreement acknowledging this policy as a condition of participation.
- VIII. Related Policies and References
  - a. Minnesota State High School League (MSHSL) Bylaws & Code of Conduct
  - b. District Acceptable Use Policy
  - c. Student Discipline Policy
  - d. Title IX and Student Privacy Policy





## Acknowledgement Form: Student-Athlete Digital Conduct Agreement

ISD #361

Student-Athlete Digital Conduct & Technology Use Agreement

Academic Year: \_\_\_\_\_

### Purpose

This form acknowledges that the student-athlete and their parent/guardian have read and agree to follow the district policy regarding the use of cell phones, cameras, video, and social media in athletics.

### Key Commitments

As a student-athlete, I agree to:

- Use cell phones respectfully and never in private areas such as locker rooms or restrooms.
- Obtain permission from a coach before using any device to record video or photos.
- Refrain from posting disrespectful, harmful, or inappropriate content on social media.
- Represent my team, school, and community positively both online and in person.
- Accept consequences for any policy violations.

As a parent/guardian, I agree to:

- Support and reinforce the expectations for digital behavior with my child.
- Monitor my child's use of technology and social media to ensure safe and appropriate conduct.

Student-Athlete Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Signature (verifying review with team): \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

## Team Meeting Handout: Digital Conduct Summary

### Student-Athlete Digital Conduct & Technology Summary

#### Why This Matters

You represent yourself, your teammates, your family, and your school — on and off the field. Responsible technology use keeps everyone safe and shows pride in your program.

#### Cell Phones:

- OK in: Bus rides (unless team rule says otherwise), free time
- NOT OK in: Locker rooms, bathrooms, team meetings, benches/sidelines

#### Cameras & Video:

- Never record others without permission



- No photos or videos in private spaces
- Film is OK if approved by your coach

Social Media:

- No trash talk, threats, bullying, or sharing private content
- Be respectful and use good judgment — if you wouldn't say it at a pep rally, don't post it online

Consequences:

Violations may result in:

- Warnings
- Missing practices or games
- Removal from the team

"When in doubt, don't send it out."

**Coach Talking Points for Team Meeting**

Introduction (2–3 minutes):

"We're part of a school, a team, and a community. What you post or record can affect your eligibility, your teammates, and your reputation."

"This isn't just about rules—it's about showing leadership and being someone others can trust."

Discussion Prompts (5–10 minutes):

"Where is it never appropriate to have your phone out?"

"Have you seen a post that crossed the line? How should we respond?"

"What does it mean to 'represent your team well' on social media?"

Wrap-Up (1–2 minutes):

"You're responsible for your choices. Think before you post, and check with a coach if you're unsure."

"Sign the acknowledgement form today. Let's keep ourselves, our teammates, and our program safe and respected."

**ISD #361 ATHLETICS  
POLICY**

**Use of Booster Club Funds for District Athletics and Extracurricular Activities**

- I. Purpose
  - a. The purpose of this policy is to establish clear guidelines for the acceptance, oversight, and use of booster club funds to support school-sponsored athletic and extracurricular programs. This ensures equity, transparency, and compliance with school district policies, Minnesota state law, and relevant Minnesota Department of Education (MDE) and MSHSL guidelines.
- II. Definitions
  - a. Booster Club: A parent- or community-run, non-profit group organized to support specific school teams or activities through fundraising and volunteer support. To operate in partnership with the district, a booster club must be in good standing, which includes compliance with all applicable laws, submission of required documents, and adherence to district policies.
  - b. District Activity: Any school-approved and supervised athletic or extracurricular program under the control of the district or Minnesota State High School League (MSHSL).
- III. General Guidelines



- a. Independent Status
  - i. Booster clubs are considered independent organizations and are not under direct control of the district but must work in partnership with school administration.
- b. All fundraising must comply with IRS 501(c)(3) regulations (if applicable), state charitable registration laws, and district policy.
- c. Good Standing Requirement
  - i. To be recognized by the school district and permitted to raise or expend funds in connection with district programs, booster clubs must:
    - 1. Be registered as a non-profit or otherwise legally organized under Minnesota law.
    - 2. Operate with an active board and documented bylaws.
    - 3. Submit an annual statement of officers, fundraising plan, and financial report to the Athletic Director.
    - 4. Maintain open communication with the coach/advisor and school administration.
    - 5. Abide by all district, state, and federal rules, including this policy.
    - 6. Failure to meet these standards may result in loss of recognition and/or suspension of booster privileges.

#### IV. Use of Funds

- a. Booster club funds must directly benefit students participating in the school-sponsored activity.
- b. Permitted uses include:
  - i. Equipment, uniforms, and supplies not provided by the district
  - ii. Team travel and lodging not otherwise covered
  - iii. Tournament and entry fees
  - iv. Banquets, awards, or recognition
  - v. Clinics, camps, or training (with district approval)
- c. Prohibited Uses
  - i. Personal payments or gifts to individual students, coaches, or staff
  - ii. Stipends or salaries for district staff or coaches (except through proper district employment processes)
  - iii. Purchases that create inequity across programs without administrative approval
  - iv. Alcohol, tobacco, or any illegal items
- d. Donated Equipment or Uniforms
  - i. All equipment or uniforms purchased by booster funds become district property.
  - ii. Donations must be reviewed and accepted by the Activities Director and School Board.
  - iii. Items must meet MSHSL, OSHA, and district safety requirements.

#### V. Approval and Oversight

- a. Coordination with District Staff
  - i. All booster club purchases or donations intended for student use must be coordinated with the Athletic Director or Activity Coordinator.
  - ii. Coaches or advisors may not directly solicit or accept funds, donations, or gifts without prior administrative approval.
- b. Annual Budget Review
  - i. Booster clubs must submit an annual fundraising and expenditure plan for review by the Activities Director and building principal.
  - ii. Any mid-year expenditure exceeding \$500 outside of the plan must be pre-approved.
- c. Financial Transparency
  - i. Booster clubs must maintain clear financial records, including bank statements, receipts, and meeting minutes.
  - ii. Upon request, financial reports must be submitted to the district for review.

#### VI. Equity and Title IX Compliance

- a. Booster club spending must not create or perpetuate inequities between male and female sports or between different student groups.
- b. The district reserves the right to decline or redirect booster club donations if they violate Title IX or district equity policies.

#### VII. Acknowledgement and Training

- a. Booster leaders are encouraged to attend an annual district-led training on finance, Title IX, and fundraising practices.

#### VIII. Policy Enforcement



- a. Violations of this policy may result in:
  - i. Denial of donation acceptance
  - ii. Suspension of booster activity in the district
  - iii. Revocation of facility or event privileges

## **ISD #361 ATHLETICS**

### **POLICY**

#### **Vigilance and Oversight in Athletic and Extracurricular Programs**

- I. Purpose
  - a. The purpose of this policy is to ensure that all athletic and extracurricular programs within the school district uphold the highest standards of safety, ethics, and accountability. This policy establishes procedures and expectations for the vigilant supervision and oversight of staff, volunteers, and program activities to safeguard the well-being of all students.
- II. Rationale
  - a. Given the close interactions between staff and students in athletics and extracurricular activities, maintaining a culture of vigilance and proactive oversight is essential. This protects students, preserves public trust, and upholds the integrity of school programs.
- III. Scope
  - a. This policy applies to all school-sponsored athletic and extracurricular activities and includes all staff, volunteers, contractors, and outside personnel working with students.
- IV. Policy Provisions
  - a. Background Checks and Screening
    - i. All individuals employed or volunteering in extracurricular or athletic roles must undergo a comprehensive background check prior to service and every three years thereafter.
    - ii. Contractors and outside instructors must provide proof of background screening that meets or exceeds district standards.
    - iii. Any individual with findings of sexual misconduct, abuse, exploitation, or crimes against minors shall be disqualified from working with students.
  - b. Training and Code of Conduct
    - i. All coaches, advisors, and volunteers must complete annual training on student safety, mandated reporting, sexual harassment prevention, and ethical conduct.
    - ii. A district-approved Code of Conduct must be reviewed and signed annually by all personnel involved in extracurricular programs.
    - iii. Training must include education on maintaining appropriate professional boundaries and recognizing grooming behaviors.
- V. Oversight and Supervision
  - a. The Athletic Director and Activities Coordinator shall conduct regular audits and unscheduled observations of practices, meetings, trips, and performances.
  - b. All one-on-one meetings between staff and students must occur in a visible, supervised, or recorded setting unless otherwise approved in writing by the building principal.
  - c. Overnight trips must have a clear supervision plan, with a minimum of two screened adults present at all times.
- VI. Reporting and Response
  - a. All allegations or observations of misconduct must be reported immediately to the building principal and designated Title IX Coordinator.
  - b. Staff are required to follow mandated reporter laws and district reporting procedures.
  - c. Investigations will be handled in accordance with state law, collective bargaining agreements, and school board policy, and findings will be documented in writing.
- VII. Evaluation and Accountability
  - a. All personnel in extracurricular roles will be subject to annual performance evaluations that include adherence to ethical standards and supervision expectations.
  - b. Any substantiated violations of policy may result in disciplinary action, up to and including termination and referral to law enforcement.
  - c. The school board will receive an annual report on program compliance, incidents, and oversight improvements.
- VIII. Policy Review and Updates



- a. This policy shall be reviewed every two years by the Superintendent, Athletic Director, and School Board to ensure alignment with best practices, legal updates, and community expectations.

**ISD #361 ATHLETICS  
POLICY  
VISITORS TO SCHOOLS & SITES**

- I. PURPOSE
  - a. The purpose of this policy is to inform the school community and the general public of the position of the School Board regarding visitors to school buildings and other school properties.
- II. GENERAL STATEMENT OF POLICY
  - a. The School Board encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents, community members and guests from other school districts, provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the School District.
  - b. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.
- III. RESPONSIBILITY
  - a. The District Administration shall present recommended visitor procedures and requirements to the School Board for review and approval. Upon approval by the School Board, such procedures and requirements shall be an addendum to this policy.
- IV. VISITOR LIMITATIONS
  - a. Implementation of this policy during the regular school day and in the classroom, setting must consider the following:
    - i. Student Safety: Parents and guardians send children to school expecting that reasonable precautions will be taken for their safety and well being. To this end precautionary steps must be built into visitation procedures.
    - ii. Classroom Teaching/Learning Climate: Students and teachers are sometimes distracted when visitors are present. Research reveals that time on task is closely associated with pupil achievement. Therefore, visitations should be planned to minimize interruptions, reduce loss of learning time, and avoid talk with teachers when students are being supervised.
    - iii. Accuracy of Information: Some ongoing school activities are not self-explanatory. Efforts should be made to make the visitation as useful and accurate as possible to the visitor and as fair and objective as possible to the program and district employee being visited.
    - iv. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the School District procedures and regulations or if the visit is not in the best interest of students, employees or the School District.
    - v. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.