ACTIVITIES HANDBOOK



SCHOOL SPONSORED ACTIVITIES GRADES 7-12

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Activities Department Mission Statement

District Vision: Preparing self-directed learners to thrive in a changing global community.

Activities Vision: Instilling key life principles for success.

We Believe That:

1. participation in high school activities helps to develop **positive attitudes**, **good citizenship**, **sportsmanship**, a **competitive spirit**, and **confidence**

2. student activities provide **life-long learning opportunities** for all students

3. student activities promote **perseverance**, thus helping our student participants face challenges with a "can do" attitude

4. student activities help to teach our student-athletes **resiliency** when experiencing a loss and thus, the ability to bounce back and continue to compete

5. student activities provide a program whereby the **safety** and **welfare** of the participants shall, at all times, be paramount to the outcome of the contest

6. student participants learn the value of **teamwork** through developing positive relationships with teammates, opponents, and coaches

7. student participants enhance **physical**, **mental**, and **spiritual well-being** through participation

8. the **character** of the student participant is enhanced through the successes and failures that come through participation

PHILOSOPHY

The contents of this handbook apply to all Becker Public Schools activities in grades 7-12 unless specifically stated otherwise.

The educational program in Becker will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally, and socially to the fullest of his/her abilities. The educational program shall be directed toward the welfare and the best interest of the student participant.

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

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, self discipline, loyalty, sportsmanship, physical skills and growth, and the personal prides and satisfaction of participation and competition.

Since life demands many of the same qualities that are developed through activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

SPORTS PHILOSOPHY

1. All playing time is not a right but a privilege that is earned through sportsmanship, team play, mental discipline and hard work.

2. Varsity Sports Philosophy: Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a win at all costs philosophy but a strong effort to win the contest will be made by the players and the coaches.

3. Junior Varsity and Middle School Sports Philosophy: At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. A goal is set to win the contest but not at the cost of not allowing a certain individual a chance to participate.

SCHOOL SONG

ONWARD BECKER, ONWARD BECKER,
FIGHT THROUGH THICK AND THIN,
FOR THE GLORY OF THE SCHOOL BOYS/GIRLS,
THEN WE'RE SURE TO WIN,
RAH-RAH-RAH.
ONWARD BECKER, ONWARD BECKER,
FIGHT ON FOR YOU FAME.
FIGHT FELLOWS/GIRLS FIGHT-FIGHT-FIGHT
AND WIN THIS GAME.
B-U-L-L-D-O-G-S
BULLDOGS
BULLDOGS
GO!

SPORTS OFFERED AT BECKER HIGH SCHOOL

Season	Boys/Girls	Sport	Grades
A. Fall	Girls	Volleyball	7-12
	Boys	Football	7-12
	Boys/Girls	Cross Country	7-12
	Girls	Swimming/Diving	7-12
	Girls	Tennis	7-12
	Boys/Girls	Soccer	7-12
B. Winter	Boys/Girls	Hockey	9-12
	Boys/Girls	Basketball	7-12
	Boys	Wrestling	7-12
	Girls	Gymnastics	7-12
	Girls	Competitive Dance	7-12
	Boys	Swimming/Diving	9-12
C. Spring	Boys/Girls	Track	7-12
	Girls	Softball	7-12
	Boys/Girls	Golf	7-12
	Boys	Baseball	7-12
	Boys	Tennis	7-12
	Girls/ Boys	Lacrosse	9-12
	Boys/Girls	Clay Target	8-12

ACTIVITIES/FINE ARTS OPPORTUNITIES

Musical Production (Middle School and High School productions)
Speech
Robotics
Spring Play
One-Act Play
Visual Arts

SPORTSMANSHIP CODE OF ETHICS

Sportsmanship is characterized by courtesy, fairness and respect. It is interpreted by the conduct of the participants, coaches, advisors, school staff and spectators. We at Becker are continually striving to maintain and improve these qualities.

Becker School District has adopted the following Sportsmanship Code:

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

BHS / MSHSL RULES AND REGULATIONS

I. All Minnesota State High School League rules shall be enforced and these local additions:

A. Academic Eligibility – Scholastic Grading Policy:

Philosophy: This policy is not intended to use ineligibility as a punishment for failing grades. Student learning is a priority and decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities. Because these needs are so varied, the scholastic policy must reflect some flexibility.

1. A student that receives one or more "F's" or "U's" as a mid-trimester grade is placed on academic probation for the remainder of the grading period (trimester). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status will be determined on a weekly basis for the remainder of the grading period (trimester). At this point, students must be

passing all classes on a weekly basis to participate in contests. A student who passes all of his or her classes at the end of this term will no longer be on academic probation.

2. Students who receive a grade of "F" or "U" as a trimester grade are placed on academic probation for the entirety of the next grading period (trimester). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the grading period (trimester). If the student passes all classes at the end of the grading period (trimester), he or she shall be removed from academic probation.

3. Any student that receives an F or U at the end of quarter 4 will be on academic probation in the fall and subject to the guidelines in #2 above. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the trimester one grading period. If the student passes all classes at the end of the grading period, he or she shall be removed from academic probation. Any student successfully completing summer school will not be placed on academic probation to start the fall season.

4. A grading committee consisting of the Principal, Coach, Assistant Principal and Activities Director shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.

5. Ineligible students are not allowed to dress or participate in any contests but are allowed to attend practices during the period of ineligibility.

6. All Student participants must be "on-track" to graduate from Becker High School to participate in an activity, as per MSHSL guidelines and BHS Scholastic Grading Policy.

Notice to Becker Students: the use of alcohol, tobacco and drugs is <u>wrong</u> and <u>harmful.</u>

B. <u>Use of Alcohol, Tobacco, and Drugs:</u>

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

1. First Violation:
   Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or 2 weeks (14 calendar days) of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation:
   Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant, or three weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third Violation:
   Penalty:
   a. After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or four weeks (28 calendar days) in which the student is a participant, whichever is greater.

   b. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum of 6 weeks after entering treatment if all of the following conditions are met:
   a) a student is assessed as chemically dependent;
   b) enters treatment voluntarily, and
   c) the director of the treatment center certifies that the student has successfully completed the treatment program.
   d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical treatment program will satisfy only the most recent violation.

C. <u>Use of Alcohol, Tobacco and Drugs-Co-curricular Activities Category II Penalties:</u>

Events shall be defined as all activities except daily class hours and concerts. This includes pep band, marching band, contests, drama productions, speech meets, etc.

A student who participates in Category I (athletics) and Category II (co-curricular activities), will be ineligible in both categories until each penalty is fulfilled.

1. First Offense:
   The student shall lose eligibility for the next event or 2 weeks (14 calendar days) of a season in which the student is a participant, whichever is greater.

2. Second Offense:
   The student shall lose eligibility for the next two events or three weeks (21 calendar days) of a season in which the student is a participant whichever is greater.

3. Third Offense:
   The student shall lose eligibility for the next three events or four weeks (28 calendar days) of a season in which the student is a participant, whichever is greater. A recommendation shall be made for chemical dependency help.

II. Penalties shall be progressive beginning with the first violation and continuing through the student's high school career. Penalties shall be served consecutively.

III. The penalties for violations set forth by the Activities Department, which exceed those of the MSHSL, must be obeyed.

IV. MSHSL Denial Disqualification: A student shall be disqualified from all interscholastic events for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of rule, is allowed to participate, and then is subsequently found guilty of the violation.

V. Any eligible student enrolled at Becker High School who misses the first five days of practice when school is in session will not be allowed to participate in the sport of the current season. If a student has a conflict that will not allow them to come out in the first five days they should contact the coach and explain the situation.

VI. Any player who is present in school but fails to participate or receive permission from his/her coach to miss practice three times will be removed from the sport for the remainder of the season. If a player at any level (MS or HS) quits, the coach must notify the parents and the Activities Office.

VII. EXTRA CURRICULAR ATTENDANCE:
Students involved in any extracurricular activity scheduled during or after the school day or any school sponsored on-the-job training program may not participate in after school activities or programs if they have an unexcused absence from any class during the day, or have been suspended from class, including in-school and out of school suspension. Absences due to illness beyond two blocks requires a note from the doctor's office. Recurring absences due to appointments or consistently missing the same classes may require a note from the doctor's office. Absences not approved by administration will result in exclusion from extracurricular participation.

Any extenuating circumstances will be reviewed by the administration. This policy includes practices, games, concerts, plays, and competitions. In addition, students who are suspended or administratively dismissed from school are not eligible for practice or participation on the day of the suspension or dismissal.

When extracurricular activities cause a late return to town, the coach or advisor should contact the activities director or building principal to discuss attendance expectations for the next day.

VIII. Students wishing to participate in more than one sport per season must seek permission from the activities office. A meeting involving both head coaches, the activities director, a building administrator, the student and his/her parents/guardians will be held to establish guidelines to ensure the student can be successful in this arrangement.

IX. A student must end the season in good standing with the team in order to receive his/her awards. If a student is ineligible because of tobacco, drugs, or alcohol use he/she will not receive his/her awards. A student with a violation will not be eligible for a captain's position for a minimum of one calendar year.

X. A student assigned time in I.S.S. will not practice or play until the time in I.S.S. is completed. A student assigned detention after school will not play or practice until the last day of detention is completed. Students suspended for all or part of a day will not be eligible to play or practice the same day. Students sent home on administrative dismissal are also ineligible to play or practice the same day.

Sexual Harassment and Sexual Violence Policy, Rules, Penalties and Recommendations for Student Participants in MSHSL-Sponsored Athletic and Fine Arts Activities.

The Director of Human Resources is Title IX Coordinator.

I. General Statement of Policy.

The Minnesota State High School League believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student participant in League activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence by this policy.

II. Responsibilities of the Minnesota State High School League and its member schools are required by state and federal law.

A. Title IX of the Federal Education Amendments of 1972 prohibits sex-based discrimination against students by education institutions.

B. Title VII, 1980 is interpreted by the Equal Employment Opportunity Commission to include sexual harassment as a form of sex discrimination in employment, and provides a definition of sexual harassment.

C. Minnesota State Human Rights Act, Minnesota Statute Chapter 363A, defines sexual harassment as a form of sex discrimination in education and employment.

D. Minnesota Statues Section 121A.03 (Sexual Harassment and Violence Policy) requires each school board to adopt a written sexual harassment and sexual violence policy that is clear and understandable. The policy shall apply to pupils and employees, including reporting procedures, and set forth disciplinary actions that will be taken for violation of the policy.

E. Minnesota Statues Section 128C.02, Subd. 2, (Sexual Harassment and Violence Policy and Rules) requires the Minnesota High School League to adopt a policy, rules, penalties, and recommendations addressing sexual harassment and sexual violence toward and by participants in League activities.

F. Minnesota Statutes Section 609.341 et seq. establishes statutory penalties with respect to sex crimes.

III. Sexual Harassment and Sexual Violence Defined.

Please refer to Becker School District website: www.becker.k12.mn.us for the **Policy 413 Harassment and Violence.** You can find the policy under the Home/District Policies tab. Click on 400 Series Employees and Personnel and scroll down to policy 413.

Good Standing and General Eligibility Requirements

I. Good Standing

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

Definition: The term "Good Standing" shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

II. Student Code of Responsibilities

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

A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

B. I will be fully responsible for my own actions and the consequences of my actions.

C. I will respect the rights and property of others.

D. I will respect and obey the rules of my school and the laws of my community, state, and country.

E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

F. I will show respect to my parents, teachers, and coaches.

III. Penalty

A student who is dismissed (i.e. suspended) from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by school officials acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Physicals: All students must have a physical (good for three years), a parent's permission form (each year) and an eligibility form (each year) on file in the activity director's office before they will be allowed to play or practice.

Banquets: Each head coach will organize and hold a team banquet at the end of each season.

Injury return to play: Any athlete that sees a doctor about an injury must receive written permission from that doctor to return to practice or to play in a game.

4. After School Meetings:

a. Students attending meetings should notify the coach in person, prior to the meeting and as soon as possible.

b. Students will return to practice with a pass from the teacher that called the after school meeting.

c. If any activity requires an athlete to miss a number of practices, arrangements must be made each week between the student, the coach and the teacher. If satisfactory arrangements cannot be made the student will have to make a choice between the two activities.

d. Academic make up work is an excused absence for missing practice time. The student needs to arrange this with the coach and teacher.

Student Council or NHS may meet after school. Participants who are Student Council Members and/or NHS members are excused from practice for this purpose.

GUIDELINES FOR THE USE OF SOCIAL NETWORKING MEDIA

As an educational institution, Becker High School supports and encourages the rights of individuals to free speech. However, student athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and /or Becker High School. This includes any activities conducted online through social networking sites (i.e. Facebook, MySpace, Friendster, Twitter, podcasting, blog sites, You Tube, or chat rooms among others).

Participation in athletics at Becker High School is a privilege, not a right. As a student-athlete at Becker High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life.

If you participate in any of the aforementioned public media, please be aware of the following guidelines relating to your involvement in extracurricular activities at Becker High School:

1. You should not post information, photos, or other items that could embarrass you, your family, your team, the Activities Department, or Becker High School. This includes items that may be posted on your page by others.

2. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.

3. Student-athletes may face disciplinary measures for violation of team policies, athletic department policies, state athletic association guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student-athlete's website may subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation. Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

In addition, the following are general guidelines to be aware of if you are an active participant in social networking:

A. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.

B. It is recommended that you exercise caution in posting your address, phone numbers, birth date, or other personal information.

C. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.

D. Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

CONFLICT RESOLUTION PROTOCOL

I have a conflict? How do I proceed?

Conflict Resolution Protocol
Conflict is almost inevitable when working with passionate, highly focused and dedicated people. While good communications and clear guidelines will help limit conflict, there must be clear protocols in place to deal with conflict when it arises.
The following steps should be followed when a concern is voiced. Our goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the Activities Director aware of any conflicts that are being handled in your program, no matter what level the intervention is at currently. School District Policy 103 will be followed regarding complaints from students, employees, parents, or other persons.

Steps in Resolution of Conflict
Parents and coaches/advisors are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students, for the resolution of concerns related to the activities program.
The steps below are designed as protocol to follow until resolution is reached. If an issue rises to steps 3 or above, it is to be guided back to step 1. **Every effort should be made to resolve all issues at the lowest possible level. A majority of issues are solved at the first step if allowed to occur.**

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

Step 2 Coach/Advisor/Student/Parent: The parent and student should schedule a meeting with the coach/advisor within five school days of the incident or within five days of the initial meeting between the coach and student. Meeting time must be convenient to both parties. The meeting agenda is limited to the initial issue. Coaches/advisors may request administrative presence at the meeting, but the coach/advisor will run the session and provide a detailed summary for the Activities Director.

In order for the discussion between the parent and coach to be productive, the following times to approach a coach/advisor should be **avoided:**
• either prior to or immediately following a game (24-hour cooling off period)
• during a practice session
• during a time when other teammates are present
• a time when it is apparent there will not be sufficient time to allow for a complete discussion.

Step 3 Coach/Advisor/Student/Parent/AD: If no closure is attained at the meeting, the coach/advisor must create a written summary of the meeting within five school days for review by the Activities Director. If the parent requests a meeting with the Activities Director, a **Step 3 Form** (that can be obtained in the Activities Office) must be completed by the person with the conflict, and turned into the Activities Director. Parents can bring in an additional advocate/representative if they deem necessary. Any additional people will be identified on the Step 3 Form. The Activities Director will set up a meeting with the coach/advisor, parent, and student (at the discretion of Activities Director). After the meeting, the Activities Director will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and building principal.

Step 4 Parent/Principal: If the established ruling/strategy is still unacceptable to the family they may then meet with the building principal to discuss alternatives. The Activities Director, coach/advisor, and/or student will meet with the parent and principal at the principal's discretion.

Other key points:
• Playing time and team selection are determined solely by the coaching staff. These discussions should be between the coach/advisor and the student. A parent may only be involved in these discussions if the student is present (should not exceed step two).
• Calls should be directed to school contact numbers only.
• Data privacy rules must be maintained; do not discuss other students.
• Failure to follow the process may impact the final ruling on the issue.
• If the parent refuses to involve the student in the process, the conflict resolution process is compromised.

Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be terminated and rescheduled.

CONFLICT RESOLUTION PROTOCOL STEP 3 FORM

I/We have met with_____ (Coach/advisor)

in the sport/activity of_____ to resolve a matter(s) of concern.

I/We do not feel that these concerns have been resolved and request a meeting as outlined in

Step 3 of the Procedures for Handling Conflict Resolution Protocol.

Person requesting the meeting: _____
List briefly the problem(s) or complaint(s):

1.

2.

3.

4.

Please list any additional people that will be attending the Step 3 meeting:

_____

Signature of Student: _____

Signature of Parent: _____

Date:_____

LIMITING SQUAD SIZE

If a 9-12 activity has a large number of participants, too large to safely and effectively conduct practices, the coach/advisor may limit the squad size. If this is deemed necessary, there will be an evaluation/tryout period for that activity as determined by the coach or advisor. If a student participant does not qualify for team membership following the evaluation/tryout period, the participant will be offered a full refund for the activity fee paid.

ACTIVITIES ACCELERATION POLICY

Participation By students on athletic teams representing the secondary schools on Independent School District #726 will normally be limited to those students representing the school that they attend for regular classes. Such teams constitute an integral part of the total secondary program and are primarily designed to serve the needs of only the students of that school.

This policy represents the basic guideline for athletic participation in Independent School District #726. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well being, and the best interests of the student's total development. In addition to the specific student concerns, the effect on the middle school and senior high school programs must be considered. At the middle school level, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the senior high level. The welfare of the student must be the focus of all recommendations and decisions.

CONSIDERATIONS TO EXAMINE

- Physical abilities and emotional needs of the student(s).
- Effect on both middle school and high school programs.
- Academic performances of the student(s).
- Student(s), parents, coach, principal, and activities director are in agreement.

ACCELERATION PROTOCOL

1. The head varsity coach will initiate in writing the proposed acceleration to the high school activities director.
2. The varsity coach, middle school coach, middle school principal, high school principal, and activities director will meet to discuss the proposed acceleration and come to a mutual agreement if the acceleration should take place.
3. If the recommendation is to further consider acceleration, the parents/guardians and the student will then be notified by the head varsity coach and asked to review the recommendation in a meeting with the coach and activities director both present.
4. Once the student has been accelerated, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season shall be made.
5. Once the student has passed the two-week evaluation period, the student must remain at the level and may not return to a lower level for the remainder of the season. The athlete would not play at the lower level when the accelerated level of competition has been completed in the same season.

DEFINITIONS

A. Grade levels 9, 10, 11, and 12 shall be considered as senior high programs.
B. Grades 7 and 8 shall be considered the middle school program.
C. **Individual or Team Programs:**

Students in 7th and 9th grade are strongly encouraged to participate in programs available at their age level. While MSHSL rules state that all 7-12 students are eligible to participate in the 9-12 program, it is the general practice of School District #726 not to accelerate students from middle school programs to senior high school MSHSL team programs. However, when extenuating circumstances arise, any exceptions to this practice will be reviewed through the use of the Acceleration Protocol.

D. **Combined Individual/Team Programs:**

Some programs have combined middle and high school levels to ensure the opportunity for all students. In 7-12 combined programs, students are eligible to compete without use of the Acceleration Protocol.

All names of 7th and 8th grade students competing at a JV or Varsity level in combined programs shall be promptly forwarded to the Activities Office. This information will also be given to the middle school administration.

NOTE: 6th grade students are not eligible to participate in any 7-12 activity programs (as per MSHSL policy).

FEES

Each school year an activity fee will be charged for participation in each activity and/or sport.

I. Fee System

A. Fee amounts are set by the school board each year.

II. Refunds

A. When injury or illness prevents continuation in the sport a refund will be made provided.

1. That a doctor's statement substantiates the injury or illness.
2. The injury or illness occurs before the time of the first contest.

B. When a transfer is made out of Becker School District a refund will be made provided that the transfer occurs before the time of the first contest.

C. If a student quits a sport after the first scheduled contest there will be NO REFUND. This is due to the fact that the benefits of the sports equipment usage will have accrued to the amount of the fee.

D. If a student is dismissed from a sport because of disciplinary reasons or an infraction of the eligibility rules there will be NO REFUND.

E. A student who is seeking a refund must make a direct request to the Activities Director and/or Activities Director Assistant. If paid by cash or check, refunds will be made by check from the district office after school board approval. If payment is made by credit card, the card used to make the payment will be reimbursed after school board approval.

III. Accounting for Fees

A. A record of fees collected will be kept on file in the Activities Director's Office.

B. Receipts will be issued (upon request) for payment of fees made in cash.

IV. Reduction of Fees due to hardship

A. It is possible to have an activity fee reduced in cases of undue hardship.

1. Parents or guardians can request a reduction of fees by filling out the School District's Free and Reduced Lunch Form. If the paperwork qualifies the family for Free lunches or Reduced lunches fees will be reduced. Detailed information for fee amounts is available in the activities office.

MSHSL STATE TOURNAMENT

1. All students may attend state tournaments.

2. Each student who attends a session during school time must have written permission from their parents and approval from the attendance office. The student must notify the teacher of the absence, and all class work missed must be completed before the absence or on the day the student returns to school.

VARSITY LETTER PHILOSOPHY

The varsity letter award is presented to the participants that reach a high level of achievement in each activity. The purpose of the award is to have the participants set their sights high and to work diligently to reach those goals. Once achieved, the participant should feel proud of his/her accomplishments.

ATHLETIC LETTERS

The following apply to all activities:

1. The student must be an athlete which the activities department feels is deserving of this award.
2. Seniors will be given a letter award for three successive years (10^{th}, 11^{th} and 12^{th} grades) of service in an activity.
3. The student must abide by training rules, maintain classroom eligibility, be regular in attendance at practices and follow MSHSL requirements for eligibility.
4. By special recommendations of the coaches/advisors and administration, a student who has not met the requirements for a letter award may receive such an award if he/she has proven himself/herself to be an exceptional participant.
5. All members of a first level championship team will receive a letter award.
6. In the event of contests being canceled, the following letter requirements can be adjusted proportionately.

Letter Requirements:

Girls Swimming: Athletes must achieve 34 team points to letter or qualify in the top 8 at the Sectional meet.

Cross Country-Boys and Girls: Individuals must run varsity in 1/3 of the scheduled meets or meet the time standard at some point in the season (18:30 for boys and 22:30 for girls).

Football: In order to receive a letter award a player must play one more quarter than the total number of games.

Volleyball: In order to receive a letter award, a player must play in one-quarter of the total games played.

Tennis-Boys and Girls: Athletes must participate in 70% of all varsity matches scheduled for that year.

Soccer-Boys: Athletes must play in 13 halves of varsity Soccer. There are also scoring criteria (that is left up to the coach) that may allow an athlete to letter.

Soccer-Girls: Athletes must play in 10 halves of varsity soccer. Must play in a Section game.

Basketball-Boys: 1) Any player who earns a varsity uniform
2) Player must be committed to upholding our programs Core Values (Compete, Committed, Charisma, Coachable, Composure, and Connected)

Basketball- Girls: 1. Any player who earns a varsity uniform
2. Player is in good standing, upholding coaching staff's standards to represent Becker Schools well

Girls' Gymnastics:

Compete in one more than half the varsity meets on one event or at least 4 times on 2 or more events. Section tournament counts as 2 meets or 1 for alternates.

Wrestling:

1. A member of the team must score 12 team points in one season in order to receive a letter award.

2. A wrestler who wins a section match will receive a letter even if he has not scored 12 team points.

3. A point will be given for each match wrestled at the varsity level.

1. Hockey-Boys: To earn a varsity letter in the sport of hockey one of the following must be met:

a. A senior who participates in the Becker-Big Lake High School Hockey Program for three or more years, or
b. A player that participates in 10 Varsity games throughout the season by at least being on the Varsity roster, or
c. A player that is on the roster for any post-season game, or
d. The head coach may award a varsity letter to any player at his discretion.
The players must complete the season in good standing.

Dance: A number of factors are considered:

1. Number of varsity competitions a dancer performs.
2. Attendance at practices.
3. Participation in other team events.
4. Leadership as a team member and adherence to team guidelines and rules.

Baseball and Softball: In order to receive a letter award a player must play an average of two innings per game.

Track-Boys and Girls: In order to receive a letter award a participant must score 11 team points or earn all conference or top eight in section individuals or on a top four relay team in a section meet.

Golf-Boys and Girls: An athlete must play in ¼ of the varsity matches or play in the conference or sub-section meet.

Lacrosse-Girls: A member of the varsity team must play in one more period than the total number of games played.

Lacrosse-Boys: A member of the varsity team must play in one more varsity game period than the total number of varsity games played.

Trap League-Boys and Girls: Athletes must average 20 or more points per round in competition at the end of the season. Athletes must not miss any competitions throughout the season.

Speech: A member of the varsity team may earn a cumulative of 100 points throughout the season (points can be earned in a variety of ways). A member may also letter if they are awarded an All-Conference or Conference Honorable Mention Award at the annual Conference meet. If a member advances to the MSHSL State Meet an automatic letter will be rewarded. Also, the coaching staff reserves the right to award a varsity letter to members of the team as he/she sees fit.

AWARD SYSTEM

1. The first time a student fulfills the requirements for a letter award he/she will receive a letter "B," a letter certificate and a sport insignia.

2. The second time a student fulfills the requirements for a letter award he/she will receive a letter certificate and bar.

3. Captain of athletic teams will be issued a star.

4. Letters cannot be earned by participation at the junior varsity level.

5. "Letters of Participation" will be awarded at the 7th, 8th, and 9th grade levels and at the varsity and junior varsity levels if lettering standards are not met.

BHS CONCUSSION PROTOCOL

Preseason

- The following athletes must complete an ImPACT baseline test with the Becker ATC at the beginning of their sport season.
    - 7th graders
    - 9th graders
    - 11th graders
    - New students to the school district
    - New students to the sport
    - Athletes that have never taken an ImPACT baseline test
- If the athlete is in multiple different sports, the athlete should be tested during their earliest sport season.

Season

1. If an athlete is suspected to have or displays ***1 or more signs and symptoms*** of a concussion, he or she is to be ***pulled from the athletic event***.

- If there is an athletic trainer onsite (home or away events) they should perform the evaluation.
    - Becker Athletic Training hours and coverage:
        - 3-5 pm Monday-Friday during practices
        - All varsity home sporting events
        - 9th grade football
        - 10th grade football
        - JV football
- If there is no athletic trainer onsite, the coach should err on the side of caution and ***pull the athlete*** if there are ***1 or more signs and symptoms*** of a concussion or ***they are unsure.***
    - **When in doubt, sit them out!**

2. If a concussion is suspected by the athletic trainer (or coach), **a parent or guardian should be notified** if they are present at the event or by phone as soon as possible regarding the proper plan of care.

- If the Becker ATC suspects a concussion they will give three sheets to the guardian and athlete.
    - **Typed Instructions**
        - This sheet has recommendations for concussion care and instructions on what to do next with the athlete.

- **Sideline Evaluation**
  - This sheet has the evaluation from the athletic trainer. This sheet should be brought to the physician.
  - The **Athletic Training Injury Report Form** may be used instead if:
    - The athlete was at an away event and then comes and visits the ATC when they return to the school or the next day.
    - The ATC was not present at the event and the athlete comes and tells the ATC the day after.
- **Concussion Care Plan**
  - This sheet also needs to go to the physician. This allows the physician to determine where the athlete should be starting their protocol.
  - This sheet has the **Return to Learn** and **Return to Play** listed on it.

- Athletes should not be allowed to drive home, but should be **escorted** by a guardian.

3. If a concussion is suspected the athlete must first see a **physician** following the head injury preferably the ***day of or after*** the event.
   - The athlete must visit the ATC following the physician visit.
   - The ATC **cannot** start the concussion protocol without the first initial physician visit and **Concussion Care Plan Sheet**.

4. The athletic trainer can start the concussion protocol when they receive physician orders on the **Concussion Care Plan Sheet**.
   - ATC will complete concussion protocol in this order:
     - Return to learn
       - This is monitored closely with school personnel. The nurse is made aware of the situation in order to get emails out to teachers regarding school restrictions.
       - 5 steps
     - ImPACT re-test
     - Return to play
       - 5 steps
5. Following the completion of the protocol, the athlete must return back to the **physician** for a final evaluation.

6. Athletes need to be **officially cleared** by a **physician** after completing all necessary concussion protocol steps.
   - Exception: ATC has the final say if the physician clearly states in their notes that the athlete does not need to come back for the final evaluation.

Special situations:

- If the physician <u>does not</u> diagnose a concussion and the ATC disagrees, the protocol will still be completed by the ATC in order to safely return the athlete to play.
- If a guardian refuses or cannot afford to see a physician, the protocol will still be followed out and monitored by the ATC.

BHS CONCUSSION MANAGEMENT PROTOCOL FLOW CHART

A. Initial reaction to injury: Certified Athletic Trainer or School Nurse notifies parent and issues:
- •BHS concussion letter
- •Signs and symptoms guidelines

B. School personnel notifies A.P. and/or School Nurse (via email if in evening)

C. Communication is made to parents the following day from the School Nurse / A.P.

D. Nurse/A.P. notifies appropriate Guidance Counselor and teachers in regards to injury and the Concussion Care Plan detailing early interventions to reduce prolonged recovery.

E. Student information is entered into the Concussion Management Protocol Google Doc. As staff receives updates, these are entered into Google Doc as well.

F. Parental contact is made at least weekly to discuss recovery. This is entered into Google Doc. All parental contact should be entered into Google Doc. Teachers should also report student symptoms to the Guidance Counselor and this entered into Google Doc.

G. A.D. will be notified when a student has cleared the Return to Learn protocol. This date will be logged into Google Doc. A.D. will notify the trainer to implement Return to Play.

H. Trainer will notify A.D. when Return to Play protocol is completed and the student is cleared to play. A.D. or Certified Athletic Trainer will notify Nurse, A.P. and appropriate counselor and log Return to Play protocol finished date in Google Doc.

Considerations:

Care should be taken to ensure students are not left feeling socially isolated as a result of the concussion.

All medical documentation should be immediately shared with the School Nurse.

Attendance personnel will notify A.P./School Nurse when concussion related absences are reported.

Considerations of 504 or additional accommodations will be reviewed/monitored by the MTSS team.

SPECIAL AWARDS

Each sport offers following special awards:

Football:
1. Most Valuable Player
2. Monster Man
3. Most Dedicated
4. Fan of the Year

Cross Country-Boys and Girls:
1. Most Valuable Teammate
2. Most Dedicated
3. Most Improved
4. Rookie Award

Soccer-Boys:
1. Most Improved POTY
2. Offensive POTY
3. Defensive POTY
4. Most Dedicated

Tennis-Girls
1. Most Valuable
2. Most Improved
3. Most Dedicated

Gymnastics:
1. Most Dedicated
2. Most Spirited
3. Most Improved

Wrestling:
1. Most Outstanding Wrestler
2. Most Improved Wrestler
3. Rookie Award

Hockey- Boys:
1. Most Valuable
2. Most Improved
3. Most Dedicated
4. Rookie Award

Volleyball:
1. Most Valuable Player
2. Defensive Award
3. Most Improved

Swimming/Diving:
1. Most Valuable
2. Most Dedicated
3. Most Improved
4. Rookie Award

Soccer-Girls:
1. Most Valuable
2. Most Dedicated
3. Most Improved
4. Rookie Award

Basketball-Girls:
1. Most Dedicated
2. Most Improved
3. Best Teammate

Basketball-Boys:
1. Most Dedicated
2. Defensive MVP
3. Most Improved
4. Most Valuable

Dance Team:
1. Most Dedicated
2. Hardest Worker
3. Most Valuable Dancer

Golf- Boys and Girls:
1. Meet Medalist
2. Most Improved
3. Most Dedicated

Lacrosse- Boys:
1. Most Valuable
2. Most Dedicated
3. Most Improved

Lacrosse- Girls:
1. Most Valuable
2. Most Improved
3. Most Dedicated

Softball:
1. Most Valuable
2. Most Improved
3. Most Dedicated
4. Pyramid of Success Award

Baseball:
1. Most Valuable
2. Most Improved
3. Most Dedicated

Track and Field- Boys and Girls:
1. Leading Scorer
2. Most Dedicated
3. Most Improved
4. Rookie Award

Boys Tennis:
1. Most Outstanding
2. Most Improved
3. Most Dedicated

Scholar Athlete Awards:

The top cumulative G.P.A. varsity letter winners that have completed their sophomore year will receive the Scholar Athlete Award in each sport.

FREE ADMITTANCE INTO HOME ATHLETIC EVENTS

The following people shall be allowed free admittance to all home athletic events:

-Coaches, Administration, and School Board member with association passes
-All participants, coaches, scorers and managers
-Cheerleaders in uniform and the cheerleading advisor
-Performing pep band members and the pep band director
-All District 726 employees and their spouses with ID card
-Individuals participating in half time activities
-Pre-School Children
-Senior Citizens (62 and over)
-Media personnel
-Emergency vehicle people, patrolmen, doctor on duty (if needed)
-Workers-concession stand, supervisors, etc.
-In addition to the above, parents of participating athletes shall be admitted free to athletic events on special parents' nights.

300.00 BYLAWS: ADMINISTRATION OF STUDENT ELIGIBILITY

A Fair Hearing Procedure and Acknowledgement of Rights are provided for all students who wish to appeal a school's determination of a student's eligibility.

1. Fair Hearing Procedure
Section 211.02.8 of the Constitution of the Minnesota State High School League provides a Fair Hearing Procedure for a student, parent or guardian to appeal a school's determination of ineligibility of a student pursuant to the student's violation of a League bylaw.

A. The purpose of the Fair Hearing Procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student's declaration of ineligibility. All rulings must be consistent with League bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

B. These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.

1)The student admits to the violation.

2)The student neither admits to nor denies the violation, but accepts and serves the penalty.

3)The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.

4)The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities. (See Bylaw 206.1 and 206.2)

2. General Eligibility Review Process
Bylaw 305—Master Eligibility List and Bylaw 306—Responsibility for Student Eligibility indicates it is the responsibility of the school administrator to determine the eligibility of all students who participate in League-sponsored programs offered by their schools. When a student's eligibility is in jeopardy due to an alleged violation of the League bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within ten (10) school business days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing of the eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

A. A student, parent or guardian may contest a school's eligibility decision as follows:

1) Within ten (10) school business days of the documented notification regarding eligibility, the student, parent or guardian must request a hearing on the school's eligibility decision. The written request for hearing must include a statement outlining the basis for the claim of eligibility.

2) The school administrator shall convene a hearing panel of from three (3) to five (5) members within ten (10) school business days after receipt of the request for hearing. The hearing panel may include a member of the School Board, a member of the school's administrative staff and a member of the school faculty, or the school may elect to have the hearing conducted by an independent hearing officer.

a) Any member of the school staff who was involved in the investigation or the initial eligibility determination cannot serve as part of the hearing panel.

b) One member of the hearing panel must be identified as the chair.

c) The school must send the notification of the hearing by certified mail or personally deliver it to the student's parent(s) or legal guardian(s).

d) The student's parents(s) or guardian(s) must be provided a minimum of three (3) school business days notice beginning with the receipt of the notice of the hearing.

e) The notice shall state the date, time, and place of the hearing.

f) The student shall have a right to be represented by a person of the student's choice, which may include legal counsel.

g) All costs of the hearing incurred by the school shall be borne by the school.

3) The hearing panel shall:

*a) **Designate** one of the panel members as the chair.*

*b) **Make** an audio recording of the hearing and preserve a written record pending ultimate outcome of the matter.*

*c) **Hear** the complete evidence on the matter.*

*d) **Determine** if the school's declaration of ineligibility is supported by a preponderance of evidence and is consistent with League bylaws. When making this determination, the committee shall meet on its own and no other persons shall be present or participate in any way in the committee's deliberations.*

*e) **Issue** written findings of fact, conclusions and determination. The written findings, conclusions and determination shall be sent by registered mail or*

personally delivered to the student, parent or guardian and the Executive Director of the League within four (4) school business days of the conclusion of the hearing. The findings, conclusion and recommendations shall be stated in sufficient detail to apprise the parties of the basis and reason for the determination. The chair of the hearing panel shall be responsible for composing the written findings and shall sign the findings on behalf of the hearing panel.

*f) **Within ten (10) school business days** of receipt of the determination of the hearing panel the Executive Director of the League or his designee shall either affirm or overrule the determination made by the school hearing panel based on compliance with League bylaws. If the decision of the hearing panel is overruled, then the Executive Director shall notify the school and the student and the student's parent(s) or guardian(s) of his decision registered mail. If the decision of the hearing panel is affirmed, notification shall be sent by first class mail.*

B. A student, parent or guardian may appeal the decision of the hearing panel or Executive Director of the League to the League Board of Directors. To appeal, the student, parent or guardian must:

1) Submit a written notice of appeal to the Executive Director of the League and a copy to the school principal. The notice of appeal must be personally delivered or postmarked within ten (10) school business days of the receipt of the written findings of fact, conclusions and determination from the school hearing panel or the decision of the League Executive Director. The notice must outline the basis of the appeal.

2) The written request for a League-level fair hearing will be reviewed by League staff. Within ten (10) business days of the receipt of the written request the League will contact the student, parent or guardian to indicate whether the rationale warrants a League-level fair hearing. An extension to the ten (10) day notification window may be made by mutual agreement.

3) If the appeal request is granted the hearing shall be scheduled on a mutually acceptable date.

4) The appeal by an Independent Hearing Officer shall be a review of the proceedings and the record of the local hearing panel decision or the decision of the League Executive Director.

5) The proceedings of the appeal shall be recorded and preserved pending the ultimate disposition of the matter. In the event that the audio recording or the written record is inadequate for review, the hearing officer may remand the case back to the local school district for a new hearing.

6) The appeal shall be heard by an Independent Hearing Officer. If all parties agree, the hearing may be conducted by telephone; or the hearing may consist of an independent

review of the local level record which shall include the documents presented at the hearing and the written arguments.

7) The student shall have a right to a representative of the student's choice, which may include legal counsel.

8) Within four (4) business days of the oral presentation made at the League level, the Independent Hearing Officer shall make a recommendation to the League Board of Directors. The recommendation shall be in writing and based upon the record, including the oral and written presentations of the parties from the local level hearings. The recommendation of the Independent Hearing Officer will govern the student's eligibility until action by the League Board of Directors or by the League Executive Director acting on behalf of the League Board of Directors.

9) The League Board of Directors will review and officially act upon the matter at its first regularly scheduled meeting following the receipt of the Independent Hearing Officer's decision.

10) The decision of the League Board of Directors shall be final.

11) If any of the procedural steps identified in sections 2.A.1, 2.A.2, or 2.A.3 above are omitted during the local level hearing and the Independent Hearing Officer finds that the student has been prejudiced, the Independent Hearing Officer may direct the school to rehear the case at the local level. If a rehearing is required, a new local hearing panel shall be used.

C. A violation of the technical provision of the Fair Hearing Procedure, made in good faith, is not a defense to the disciplinary procedure unless the student can show actual prejudice as a result of the violation.

3. Transfer Eligibility Review Process

A. Policy. It is the policy of the League to provide, promote, extend, manage and administer competitive activities for Minnesota youth. The League's member schools have determined that student movement from school to school should be restricted. To accomplish this goal, the League adopted Bylaw 111 to restrict student movement between schools to prevent athletic transfers and ensure competitive equity amongst schools regardless of athletic ability. The League has found that to best achieve this goal, it does not determine whether a transfer was for athletic purposes but rather determines that all Transfer Students are deemed presumptively ineligible for varsity athletics unless they meet one of the exceptions listed in Bylaw 111 or as outlined in these Independent Hearing Procedures.

B. Transfer Eligibility Appeal Procedures. The Application to Appeal a Transfer Eligibility Determination is limited to the following circumstances:

1) Documented internal Board of Education policies regarding the movement of students within the school district.

2) Adoption, abandonment, or death of a parent.

3) A documented substantial negative change in the economic status of the student's parents which requires the student to withdraw from their current school and enroll in the public school located in the public school district attendance area where the student's parents reside.

4) Intolerable conditions at the Sending School as affirmed in writing by the Sending School. When situations arise that the student or parents believe have created an intolerable condition, the acts complained of must first be reported to the appropriate administrators at the school so they have the opportunity to investigate and take any action they deem necessary to resolve the problem. If the parents believe that actions or situations are occurring that have an adverse impact on the physical or psychological well-being of the student, the student must have been referred to an appropriate medical or psychological professional. That professional must prepare a written report that can be provided, on a confidential basis, to the school, the League office and the independent hearing officer if a hearing is required. If police action has been taken, copies of the reports showing that an investigation was actually conducted and the results of that investigation must be provided. In general, allegations alone are not sufficient. There must be some reasonable and believable substantiation presented to indicate an incident or incidents actually occurred. As well, the perpetrators must be identified.

5) Administrative error in addressing a student's initial eligibility.

6) Completion of a licensed program for treatment of alcohol or substance abuse, mental illness or emotional disturbance provided all other eligibility rules are followed.

C. Transfer Eligibility Appeal Process. Transfer eligibility determinations and transfer eligibility appeals can only be submitted to the League after the student has completed the transfer. A transfer is considered complete when the student attends school at the Receiving School or participates in a fall sport practice prior to the first day of school for the school year.

1) The school administrator at the Receiving School shall make an initial eligibility determination based upon the factors outlined in Bylaw 111.1.B(i)-(v) and submit the electronic transfer form to the League office for review. The Receiving School administrator shall inform the student and the student's parent(s) or guardian(s) of the eligibility determination. The Receiving School administrator shall also inform the student, parent(s) and/or guardian(s) that the student can choose to participate at the Receiving School at the non-varsity level for one calendar year beginning with the first day of attendance or choose to participate at the Sending School at the varsity level for one calendar year pursuant to Bylaw 111.1.C. The choice of participation at the Receiving School or Sending School is an "either or" decision and, once made, the student can only

participate at that school. For example, the student cannot participate at the sending school for a fall sport and then participate at the receiving school for a winter sport.

2) If the student chooses to participate at the varsity level at the Sending School for one year, these procedures are not applicable.

3) If the student chooses to participate at the Receiving School, staff at the League office shall review the Receiving School's initial transfer eligibility form and send an electronic response to the Receiving School administrator agreeing or disagreeing with the Receiving school's initial eligibility determination.

> *a) If the student, parent(s) or guardian(s) appeal the initial eligibility determination and is subsequently not granted varsity eligibility at the Receiving School, the student may not then choose to participate at the Former School. The student cannot participate at the Receiving School, appeal eligibility and then if the appeal is not granted, participate at the Sending School.*

4) The student, parent or guardian may appeal the Receiving School's initial transfer eligibility determination based upon the factors outlined in Bylaw Policy 111.B (i-v). The Receiving School administrator shall be solely responsible for submitting an appeal to the League, in writing, electronically or by hard copy. The appeal shall include the following:

> *a) The rationale for the appeal and any supporting documentation from the student, parent or guardian;*
>
> *b) Information and documentation from the Receiving School;*
>
> *c) Information and documentation from the Sending School;*

5) League staff will review the appeal and take appropriate action, including but not limited to:

> *a) Granting the appeal;*
>
> *b) Denying the appeal; or*
>
> *c) Requesting additional documentation or information from the student, parent or guardian, and/or the schools;*

6) If the appeal is denied, the student, parent or guardian may request an Independent Hearing at the League level. The request for an Independent Hearing shall be submitted by the Receiving School administrator and shall a) be in writing; b) include the specific rationale describing why an Independent Hearing at the League level should be held; and c) include documentation supporting the rationale for a League-level Independent Hearing.

7) After a review of the request for an Independent Hearing, the League office will either grant or deny the request for an Independent Hearing.

a) If the request for an Independent Hearing is granted, the hearing will be held before an independent hearing officer appointed by the League and at the League's expense. If all parties agree, the hearing may be conducted by telephone. The student shall have a right to be represented by a person of the student's choice, which may include legal counsel. The independent hearing officer's recommendation shall be effective until reviewed by the League Board of Directors at its next regularly scheduled meeting.

b) If the request for an Independent Hearing is denied, the transfer eligibility determination shall remain effective until reviewed by the League Board of Directors at its next regularly scheduled meeting.

c) At its next regularly scheduled meeting, the League Board of Directors will accept or deny the recommendations of the independent hearing officer or accept or deny the transfer eligibility determination. The decision of the League Board of Directors shall be final.

4. Eligibility Appeal Procedures for a Transgender Student

A. Introduction. In accordance with applicable state and federal laws, rules and regulations, the Minnesota State High School League allows participation for all students consistent with their gender identity or expression in an environment free from discrimination with an equal opportunity for participation in athletics and fine arts.

B. Transgender Eligibility Appeal Procedures. The application to appeal a transgender eligibility determination is limited to the following circumstances:

1) The school must have made a determination of ineligibility based on the student's gender identity after receiving information that the student has a consistent gender identity or that the gender identity is sincerely held as part of the student's core identity and the gender identity is different from the student's sex assigned at birth and that the student wishes to participate in athletics in a manner consistent with the student's gender identity.

2) The appeal must be submitted to the MSHSL Executive Director or Executive Director's Designee and may include, but is not limited to, the following:

a) The student's current transcript, school registration and any additional relevant information.

b)The written statement from the student and the student's parent(s)/legal guardian(s) affirming the consistent gender- related identity and expression to which the student self-relates.

c) Statements from individuals such as, but not limited to parents, friends, and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent or sincerely held gender-related identification and expression.

d) A written statement from an appropriate health-care professional, acting within the scope of his/her licensure that verifies the existence of the student's consistent and uniform gender-related identity or sincerely held gender-related identity.
e) Any other evidence that the gender identity is sincerely held as part of the person's core identity as may be required by the school or the MSHSL office relative to the eligibility determination.

3) When the MSHSL Executive Director or the Executive Director's Designee has received the appeal from the student, the Executive Director or the Executive Director's Designee shall contact an Independent Hearing Officer who will review the submitted information.

4) In addition to the review of submitted information, the Independent Hearing Officer may:

a) Communicate with experts, within their scope of licensure, with experience in gender identity health care.

b) Communicate with the Minnesota Department of Education, Office of Monitoring and Assistance.

c) Communicate with legislative counsel relative to existing state laws, rules and procedures.

d) Communicate with representatives of the U.S. Department of Education, Office for Civil Rights regarding Title IX and related laws, rules, guidance and procedures.

e) Review any other pertinent information as may be necessary in order to render a decision that complies with state and federal laws, rules and regulations.

5) Following a complete review of the information, the Independent Hearing Officer's recommendation shall be effective until reviewed by the MSHSL Board of Directors at its next regularly scheduled meeting.

6) If the Independent Hearing Officer affirms the eligibility of the student, the student will be eligible to participate in MSHSL activities consistent with the student's gender identification for the balance of the student's high school eligibility.

7) Any decision of the Hearing Officer shall take into account the exemptions for religious affiliated non-public schools as set out in Minn. Stat. 363A.24, 363A.26, 20 U.S.C. 1681(a)(3) and 34 C.F.R. 106.12(a).

Amended on February 4, 2016 as recommended by the MN Department of Education; Division of Compliance and Assistance on December 17, 2015.

5. IEP/504 Appeal Procedure

A. Introduction. Minn. Stat. 128C.02, subd. 5(c) requires the MSHSL to "...adopt league rules making a student with an individualized education program who transfers from one public school to another public school as a reasonable accommodation to reduce barriers to educational access immediately eligible to participate in league-sponsored varsity competition on the same basis as other students in the school to which the student transfers. The league also must establish guidelines, consistent with this paragraph, for reviewing the 504 plan of a student who transfers between public schools to determine whether the student is immediately eligible to participate in league-sponsored varsity competition on the same basis as other students in the school to which the student transfers."

B. Procedure. The following procedure was approved by the MSHSL Board of Directors for students with an individualized education program (IEP) or 504 plan on August 5, 2014.

***Step 1:** A student/the student's parent(s)/legal guardian(s) will submit, in writing, information to the Executive Director of the Minnesota State High School League (MSHSL) identifying:*

a) The barriers to educational access they believe are present at the school (sending school) in which the student is enrolled; and

b) The school (receiving school) to which the student intends to enroll; and

c) The specific programming available at the receiving school that will constitute a reasonable accommodation to reduce barriers to educational access.

Step 2: Upon receipt of the letter from the student/student's parent(s)/legal guardian(s) the Executive Director of the MSHSL shall contact the school principal/activity director/IEP/504 case manager at the sending school to:

a) Affirm that the sending school has met with the student/student's parent(s)/legal guardian(s) and has discussed the identified barriers to educational access; and

b) Affirm that the school believes the student/student's parent(s)/legal guardian(s) believe that there are barriers to educational access as identified in the letter submitted to the Executive Director of the MSHSL; and

c) Ask if the principal/activities director/IEP/504 case manager believes the transfer to the public school identified in the letter from the student/student's parent(s)/legal guardian(s) is athletically motivated.

Step 3: At the same time the letter is sent to the sending school the Executive Director of the MSHSL shall contact the receiving school to:

a) Affirm that the receiving school has met with the student/student's parent(s)/legal guardian(s) to discuss the identified barriers to educational access at the sending school; and

b) Affirm that the student/student's parent(s)/legal guardian(s) believe that there are barriers to educational access at the sending school as identified in the letter submitted to the Executive Director of the MSHSL; and

c) Affirm, given the information identified by the student/student's parent(s)/legal guardian(s), that opportunities are available at the receiving school to reduce the identified barriers to educational access; and

d) Affirm, to the extent possible, that the transfer from the sending school to the receiving school is not athletically motivated.

Step 4: The Executive Director of the MSHSL will review all of the information submitted by the student/student's parent(s)/ legal guardian(s), the sending school and the receiving school and will render a decision relative to the eligibility of the student.

Step 5: If the student/student's parent(s)/legal guardian(s) wish to appeal the decision of the Executive Director of the MSHSL, they may do so, in writing, and an Independent Hearing Officer shall be called to review the documentation provided and render an eligibility determination.
Step 6: The determination of the Independent Hearing Officer shall be final pending action by the MSHSL Board of Directors at their next regularly scheduled meeting.

FAIR HEARING ACKNOWLEDGEMENT OF RIGHTS

We _____ , the parents/guardians,

and _____ , the student,
acknowledge that we have requested an evidentiary hearing to determine the eligibility of the above named student to participate in activities sponsored by the Minnesota State High School League.

We acknowledge that we have the right to legal counsel of our own choosing to represent us at said hearing. We also understand that we can present witnesses and other evidence at said hearing, including documentary evidence that is favorable to our position. During the hearing, the Minnesota rules of evidence need not be strictly followed and the records of the school shall be considered without further foundation.

Date: _____ Parent /Guardian:_____

Date: _____ Parent / Guardian: _____