

ISD 115

STUDENT/PARENT

ACTIVITIES HANDBOOK

2024-2025

(Approved)



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SECTION I CASS LAKE-BENA INTERSCHOLASTIC ACTIVITIES

Administration

Board of Education

Millie Baird
Jolyn Donnell
Leonard “Lenny” Fineday
Jamie Mitchell
Jennie Reyes
Terri Finn-Goggleye
Dave Yates

Activities Committee

Jolyn Donnell
Jennie Reyes
Dave Yates

Minnesota State High School League Jolyn Donnell

School Administration

Sue Chase, Superintendent
Dominic Krump, High School Principal
Chari Buhman, Middle School Principal
Mary Aery, ALC Assistant Principal
Caleb Travis, Activities Director

Minnesota State High School League Mission Statement

The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

Education and Leadership for a Lifetime

Beliefs We believe that...

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.

- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

Cass Lake-Bena Mission and Philosophy

Mission -

Providing a comprehensive quality education in a safe environment for all.

Philosophy -

We believe that interscholastic activities are an integral part of the school's total educational program. The activities program is a complete extension of our basic educational philosophy of preparing students to become productive, contributing citizens of their community.

We believe that a sound activities program teaches the participants the values of cooperation as well as the spirit of competition. The individual learns how to work with others for the achievement of group goals.

We believe that participation in a sound activities program contributes to the development of health, happiness, physical skills, maturity, sportsmanship, decision-making skills, self-confidence, and self-discipline of each participant.

In order to achieve competitiveness at the highest level, players must not only develop necessary skills to play a sport, but must also develop qualities of discipline, leadership, dedication, and teamwork to meet their goals.

In order for athletes to be on the court/field and prepared to compete, they must learn to organize and balance family, academic, spiritual, and athletic commitments.

These skills will not only prepare athletes to succeed on the court/field, but will also prepare them to succeed as young adults and beyond

Extra-Curricular Philosophy of Cass Lake Bena

Grades 6/7/8 and C-squad Philosophy:

- To allow students to participate in as many activities as possible.
- No cuts are made at these levels.
- Coaches are expected to play all student athletes who are meeting team attendance, behavior and academic expectations a balanced amount of time.
- Coaches are expected to allow playing time that is most favorable for the Student Athlete's personal development.
- We would hope that students who participate in our extra-curricular programs enjoy their experience regardless of their skill level. Skill Building is a Major focus
- We would hope that the student athlete learns social and athletic skills through the winning and losing process.

Varsity and JV Philosophy:

- To participate at a higher level that therefore requires a greater amount of dedication on the part of the students. The expectations for academics, attendance (classroom & activity), behavior, skill & ability must be achieved.
- At this level, it may be necessary to cut some students because of MSHSL restrictions put on official tournament squad sizes.
- Participating in extracurricular activities is a privilege not a right. Although we believe that all students should have an opportunity to participate at the varsity level, winning will not be sacrificed so that everyone has a chance to play.

Building Blocks of the Cass Lake-Bena Philosophy

Participation - To promote activities at all levels and encourage students to participate in multiple activities.

Fundamentals - To develop the skills and habits needed to have successful programs and individual experiences.

Health & Safety - To maintain healthy and safe student athletes by developing year round lifelong habits in the areas of nutrition, conditioning, and weight training.

Youth Programs - To work in partnership with community and league programs to develop student athletes K-12.

Communication - To maintain positive lines of communication between coaches, athletes, parents, and the community to build strong and successful programs.

Sportsmanship - The Cass Lake Bena coaches, students, and fans will exhibit pride and respect towards opponents, officials, coaches, teammates, and facilities at all times.

Sportsmanship Creed

Good sportsmanship is strived for in all events.

Good sportsmanship is a responsibility of players, coaches, faculty, student and adult spectators, officials, and the media.

Promotion of good sportsmanship at all athletic events should include a demonstration of respect for opponents and officials.

All involved should maintain self control throughout the contest.

Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation.

Good sportsmanship is the cornerstone of a quality athletic program.

SECTION II

CASS LAKE-BENA EXTRA CURRICULAR PROGRAMS

^ 6th- 12th grade participation

* 6th -8th grade

~ 9th-12th grade

Category I

Football ^
Volleyball ^
Cross Country ^
Boys Basketball^
Girls Basketball^
Wrestling ^
Cheerleading ^
Boys Golf ^
Girls Golf ^
Baseball ^
Fast Pitch ^
Boys/Girls Track ^

Category II

Speech^
Vocal Music ~
Robotics ~
Lego League *
Instrumental Music
Visual Arts ~
Knowledge Bowl ~
Anishinaabe Quiz Bowl ~

School Sponsored Clubs

National Honor Society
Model UN ~
Student Council
U.N.I.T.Y ~

Eligibility

MSHSL Requirements

No student will be permitted to participate in activities (practice or event) sanctioned by the MSHSL before returning the following items:

Physical Form - every three (3) years. Does not apply to Category II activities

MSHSL Annual Health Questionnaire - yearly. Does not apply to Category II activities.

MSHSL Eligibility Statement - yearly.

Insurance and Injury Warning Form - yearly.

RULES AND REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES

The grades of students in any extra-curricular activity will be checked on **Wednesday at 12:30pm of every week (see table below for 2024 - 2025 SY dates)**. If the student receives one “F” or more they will be placed on probation for one week. Probation means you can practice and go to events, but students must be actively working to get the grade up. Students must turn in all work by Monday at 3:30pm to give teachers time to grade. At the end of a week (Wednesday), their grades will be re-checked. If they are passing all of their classes, they are cleared to participate in the events. If the student is failing any class after the check, they will be ineligible for the next contest and will remain ineligible until proof of a passing grade is shared with the AD. If a student is ineligible at the end of a season or grading period, it will **carry over into the next season and/or school year**. During any ineligibility period, the athlete must remain a member in good standing of the team. He/she must follow all team rules and attend all practices, unless the coach gives permission.

Quarter 1 (Grade check)	Probation week start-end	Quarter 2	Probation week start-end	Quarter 3	Probation week start-end	Quarter 4	Probation week start-end
9/18	9/18-9/25	11/13	11/13-11/20	1/29	1/29-2/5	4/9	4/9-4/16
9/25	9/25-10/2	11/20	11/20-11/27	2/5	2/5-2/12	4/16	4/16-4/23
10/2	10/2-10/9	11/27	11/27-12/4	2/12	2/12-2/19	4/23	4/23-4-30
10/9	10/9-10/16	12/4	12/4-12/11	2/19	2/19-2/26	4/30	4/30-5/7

10/16	10/16-10/23	12/11	12/11-12/18	2/26	2/26-3/5	5/7	5/7-5/14
10/23	10/23-10/30	Break	12/23-1/1	3/5	3/5-3/12	5/14	5/14-5/21
		1/8	1/8-1/15	3/12	3/12-3/19	5/21	5/21-5/28
				3/19	3/19-3/26		

Adequate Progress Towards Graduation- A student is progressing satisfactorily toward graduation and therefore eligible for Minnesota State High School activities at Cass Lake-Bena if the student has accumulated the following credits prior to the beginning of the designated quarter:

Grade	Quarter 1	Quarter 2	Quarter 3	Quarter 4
9th	All students eligible	1.75	3.5	5.25
10th	7	8.75	10.5	12.25
11th	14	15.75	17.5	19.25
12th	21	22.75	24.5	26.25

***** Graduating Classes of 2024, 2025, and 2026 will have the 2023-24 school year to get credits up to adequate progress as shown on chart above.*****

ALC Students - Students enrolled in the ALC Program need to be making adequate progress towards receiving credit for the courses that they are enrolled in.

**** Parents/Guardians** have access to our “Parent Portal” to check assignments/grades daily.

Discipline

Maintaining discipline should be a major concern for all programs. Rules and regulations should be realistic and fair. Enforcement of these rules and regulations should be consistent. A student problem outside of team participation (i.e. in trouble with the law) not covered by MSHSL Rules will be dealt with by a committee made up of the Principal, Activities Director, Counselor, the student's coach/advisor plus any additional personnel deemed appropriate to the case. In the event Coach/Advisor is a family member of the Committee another Coach/Advisor will be asked to sit on the Committee. Committee members can defend or condemn actions taken against or for the student by a majority **consensus of the committee**

MSHSL CATEGORIES I & II VIOLATIONS FOR TOBACCO, ALCOHOL, DRUGS, VAPE, HARASSMENT AND/OR HAZING, POSSESSION (These standards are for all students grades 6-12 in Activities)

MSHSL CATEGORIES I & II PENALTIES

1. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
2. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
3. All students who receive a violation will need to complete an E-Check-Up-To-Go Evaluation through the ISD 115 Counseling Dept. prior to returning to competition.

Vaping and the possession of any apparatus used for vaping is a violation of MSHSL bylaw 205. This includes use by adults at school events.

BYLAW 205.00 CHEMICAL ELIGIBILITY Cross Reference: Bylaw 304.2 ("Denial Penalty")

At any time during the calendar year, a student shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

CATEGORY II (Fine Arts and Academic Activities also FFA, Fine Arts , and Robotics)

Non-Scheduled Activities Penalties:

1. First violation: 10 hours of community service prior approval by Principal
2. Second violation: 20 hours community service prior approval by Principal
3. Third violation: Meeting scheduled with school administration

Attendance

Attendance is extremely important to the “student” athletes' success in the Cass Lake-Bena school district. There will be an overarching policy to help curb student absences. The first being a full day policy. With the district two hour late starts students will be expected to be in school the whole day. On a regular non late start school day students will be expected to be in school by 9:30am. If students are unexcused any time throughout the day (skipping class) they will be unable to participate.

Here is the list of examples of acceptable absences include: illness, medical appointments, family emergencies, cultural activities, church activities, or school related activities. Administrative discretion will also be used in determining acceptable absences.

Students serving out-of-school suspension will not be permitted to practice or play.

Attendance at practice is extremely important. Attending practice everyday demonstrates dedication and commitment to the team. Athletes should make every attempt to schedule appointments around practice times. Sometimes athletes must miss practice due to things out of their control. Other things will come up but a coach should be notified when an athlete is going to be absent from practice.

Unexcused absence from practice will result in missed game time. As in real life, each coach will have different rules in regards to the severity of missing practice. Again, unexcused absences will result in missed game time. Examples of unexcused absences: haircuts, shopping, going with friends, and detention. Communication is key. The athlete should let the coach know in advance if he/she is going to be gone. Telling a friend to tell the coach is not an excuse. It is the player's (or parents) responsibility to communicate absences to the coach.

Playing Time

The Cass Lake Bena coaching staff does not guarantee equal playing time for everyone but reasonable playing time in every game shall be given to all JV athletes. Athletes are evaluated in several areas throughout the season that establish the amount of playing time earned by each athlete.

1. Fundamental athletic ability and improvement of offensive and defensive skill level
2. Consistency of performance and development in practice
3. Ability to effectively contribute in competition
4. Attitude and work ethic in practice and competition

In the early season, all athletes will be encouraged and directed to develop skills in all aspects of the game. Those athletes who can develop a complete game will have the most playing time opportunities. As the season progresses, or based on physical necessity,

athletes will become more specialized into specific roles. An athlete's ability to contribute positively to the team will be a factor which impacts playing time as well. How an athlete adds to or distracts from the team's performance in practice and competition as compared to a teammate who performs a similar role will directly impact the playing time a player earns. During games and tournaments, coaches are constantly adjusting and evaluating lineups, considering individual matchups with opponents, and addressing opportunities for individual growth and improvement. This means that there are a number of considerations why some athletes may receive more playing time than others. Athletes (and parents) are expected to understand and accept their roles as defined by the coach and concede that the collective performance of the team unit as priority, Athletes will be given every opportunity to earn playing time in practice.

Cass Lake Bena Squad Promotion Policy

The following policy is for the promotion of a grade 7/8 student to a higher level of competition such as Varsity or JV.

A junior high student-athlete may compete for a high school level team (Varsity, JV, C-squad) if the sport is not offered in season at the junior high school level. In those sports where the middle school provides a team, the student-athlete will participate at his/her respective level. Some exceptional student-athletes can be promoted to participate at the senior high level. These individuals must clearly demonstrate:

- a. Athletic ability above and beyond their class
- b. Satisfactory academic achievement
- c. Satisfactory behavior
- d. The physical and emotional maturity to accept this additional responsibility.

This criteria must be agreed upon by each of the following:

- 1) the 7/8 teaching team,
- 2) the Parent or Guardian,
- 3) the Activity Director
- 4) the Senior High Coach
- 5) the Building Principal(s)

Junior high school athletes participating on high school teams must complete all high school athletic registration requirements and are subject to all high school and Minnesota State High School League activity rules.

A promotion form to participate at the high school level is available in the Activities Director's office and should be initiated by the coach.

When all of the above listed have communicated on this potential promotion and all have signed the form verifying the required criteria, it should be forwarded to the Athletic Director for filing.

Junior high school athletes should not be allowed to practice or compete in any contest until the petition process is completed.

A C-squad or JV student-athlete promotion to a higher level may occur when there has been open communication between the head coach and the parent about the following areas:

1. Playing time philosophy and players role at the higher level
2. Continued playing time availability on the current level
3. Any changes to player expectations or time factor
4. Social issues

When a decision has been reached and approved by the parent, the Activities Director also is to be notified of the decision.

DEFINITIONS:

1. Grades 9-12 shall be considered as the senior high programs.
2. Grades 6,7,8 shall be considered as the junior high school programs.
3. Acceleration in cross country, golf, wrestling and track, shall be allowed without following the procedure in this policy for acceleration except that parent permission must be granted.

Concerns/Complaints/*Coach Availability*

The coaching staff will not be available after games or during practices to discuss issues with parents/guardians. If a parent/guardian would like to meet with a coach, they should contact the coach to schedule a time to meet. The coach may ask the athlete to be present at the meeting. Playing time is one issue the varsity coach will not discuss with parents. Athletes should feel free to meet with the coach and discuss any issue.

As your child becomes involved in the programs at Cass Lake Bena High School, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The mental and physical treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

All parents want their child to play as much as possible and it can be very difficult to accept when your child does not play as much as you had hoped. Coaches are professionals. They make judgment decisions based on what they believe to be best for **all** students involved. It is important to remember that your child's coach sees your child's participation and effort everyday, so the coach will often have a different perspective than you. Sometimes this leads

to a difference of opinion and handling these differences in a positive and proactive way is important. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those in the following column, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Team Strategy.
2. Play calling.
3. Other student athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, THIS IS THE PROCEDURE YOU SHOULD FOLLOW

Encourage your athlete to talk to coaches.

Parents call coaches to discuss athlete/coach meetings.

If the coach cannot be reached, call the Director of Student Affairs and Activities, Caleb Travis, 218-335-2203 ext 1102. He will set up the meeting for you.

NEXT STEP

WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

Call and set up an appointment with the Director of Student Affairs and Activities, Caleb Travis at 218.335.2203 ext 1102.

At this meeting, the appropriate next step can be determined.

Since research indicates a student involved in extracurricular activities has a great chance for success during adulthood, extra-curricular programs have been established. Many of the character traits required to be successful in life after high school are developed in extra-curricular activities. We hope the information provided within this pamphlet makes both your child's and your experience with the Cass Lake Bena High School programs less stressful and more enjoyable.

Injury

Student participants should be reminded repeatedly to report all injuries to their coaches as soon as possible. Coaches should administer whatever first aid they are qualified to handle and refer the student to parents.

Busing

Transportation and Bus Conduct

Students being transported to and from events are required to adhere to all district bus rules and regulations.

Transportation is only for Coaches hired by the District and student participants in the event/contest. No friends or family of coaching staff.

Students who participate in an event or contest shall be transported on district transportation.

Regular Season Travel

Travel to and from regular season activities is provided by the district using approved district-owned vehicles or charter vehicles as deemed necessary by the activities director. While that typically occurs on the day of the event, there may be times when the distance and/or the start time of the event may warrant overnight travel. In those instances, the activities director and coach(es) will work together to make travel arrangements following all district procedures. This process includes travel to regions and state level competitions should a team or activity advance to that level of competition. Travel on district owned or district chartered vehicles to district-sponsored games and activities is limited to those players who are part of the team(s) engaging in the event, student managers, board-approved head coaches, assistant coaches and volunteer coaches.

1. The district provides transportation to away games and events for participants. Students may not drive themselves to competitions or events sponsored by the school, even with express permission of a parent.
2. Students may not drive other students to off-site practice locations.
3. Students may only be released to parent or guardian after competition is complete at an off-site event. Once students have returned to CLBS, ride-sharing is acceptable.

Athletic & Activity Lettering

SEE Awards and Activities Guide

Emergency Procedures

At away events or sites the coach, advisor, or supervisor shall have the authority to establish emergency temporary rules for the well being of the individuals and the school. These emergency procedures are to be adhered to immediately by all participants. Failure to comply will constitute insubordination, and the violator shall be removed from the activity for the balance of the year.

School Discipline Policies

All established discipline policies and procedures will be applicable to extra-curricular activities before, during, or after practice, games, or events whenever necessary.

Hazing:

Hazing will not be tolerated within ISD 115 activities. Hazing means committing an act against a student or coercing others to commit an act that creates substantial risk of harm, in order to belong to/be part of a team or group. Hazing can be subtle, harassing or violent. Athletes should be informed to report acts they believe may be hazing to a parent, coach, teacher, school administrator or anyone they feel comfortable reporting.

Penalty: Penalties for Hazing related offenses will be determined according to the Cass Lake-Bena Schools Code of Consequences, which can result in suspension(s) and/or expulsion from school, in addition to MSHSL penalties.

Severity Clause: Based on the severity of a student's conduct, more serious consequences, including suspension and expulsion, may be imposed at any level.

Social Media

As a student at Cass Lake Bena Schools, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate student communication with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the Cass Lake Bena students be aware of these consequences and exercise appropriate caution if they choose to participate. Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or Digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state, and local laws, as well as, your Student Handbook. As a Cass Lake Bena student, you must be aware of your Student Handbook regulations and

expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

See Social Media Appendix for guidelines

Use of Facilities

The coach, advisor, or supervisor shall be present whenever and wherever practices are scheduled. When transportation to a practice site is required, a coach will accompany the participants on the bus. No participants are to remain in the building following practices or events or when practice is not scheduled or an event canceled. The coach, advisor or supervisor shall remain in the building until the last participant has departed for home.

Locker Room Supervision

Coaches will be responsible for supervision of locker rooms while students are using them. Coaches will inspect all locker rooms at away events and will involve an employee of the host school if the locker room does not appear to be clean and in good repair. Participants are required to use the padlock provided on their locker to further secure personal and school equipment and clothing from theft.

Event Travel

Team members not participating in tournaments may travel with the team under the following conditions:

1. It is agreeable with the coach.
 2. Adequate adult supervision is available.
 3. Adequate space is available.
 4. No additional costs are incurred by the district.
 5. Cell phones are not allowed in locker rooms at MSHSL play-off events.
 6. All overnight travel must be approved by the School Board before the travel takes place.
- It is the coaches' responsibility to submit the required paperwork to the activities director usually 30 days in advance of the requested travel.

Assaults and/or Threats toward Staff, Coaches, Volunteers

Students who threaten or assault a staff member are subject to expulsion, according to the Fair Dismissal Act of 1974, as revised in 2001.

School Closings:

When inclement weather, road conditions, or emergencies arise, school closing announcements will be made over radio stations and tv stations. An instant alert message will go out from the school as well.

When school is canceled because of these conditions, cancellation of games and practices will be determined by the school administration.

Individual Awards

Any student athlete that commits a MSHSL violation will not be eligible for state, conference, or local awards or all-star teams during the season the penalty is served.

Team Captains/Officers/Exec. Committee members

Students who have received any type of Drug, Alcohol, Tobacco, Harassment, or Code of Conduct violation will not be eligible to serve in a leadership role in any Cass Lake Bena School activity for one year from the infraction date.

Team Captains/Officers/Exec. Committee members will be required to attend a leadership training event sponsored by the school

Student Managers

Each sport may have up to two managers. All academic, MSHSL, and other eligibility requirements or expectations apply for students in these positions. Students will be allowed to letter as a manager in a sport after 2 years as a manager. They may letter every year if they are required to be all practices and games and approved by the head coach.

Open Gym/ Captains Practice

Open Gym is scheduled periodically to provide recreational opportunities for all interested students. When Open Gym is scheduled, an announcement is made to inform all students, a staff member is present to provide adequate supervision, and all usual and customary school rules and regulations will apply. Open Gym participation is not mandatory for extra-curricular participants and individual/team coaching is not conducted.

Captains' Practices are not organized or sanctioned by the Cass Lake Bena School District. As the school does not recognize Captains' Practices, the school does not provide any supervision of the event or require potential extra-curricular participants to participate.

SPECTATORS CODE OF CONDUCT

As a spectator of Cass Lake Bena Schools events you will conduct yourself in the following manner;

- support and cheer on our athletes in a positive and respectful manner, without booing or the use of foul language;
- respect the officials and accept their decision;
- respect the coaches and the decisions made by them;
- refrain from throwing any items onto the playing area or at each other in the stands
- remain seated as much as possible to minimize distractions to the players and disruptions for the audience;
- stay to support our team to the end of play;
- offer encouragement and support, win or lose;
- respect public property at our own school as well as the public property of all other schools.

ACTIVITY PAPERWORK TO BE COMPLETED

PARENTS & STUDENTS NOTE:

THE FOLLOWING MUST BE TURNED IN TO THE HIGH SCHOOL OFFICE BEFORE PARTICIPATION IN AN ACTIVITY. PAGES 23 OF THIS HANDBOOK MUST BE RETURNED (SIGNED AND DATED), TO THE HIGH SCHOOL OFFICE PRIOR TO BEGINNING OF A FINE ARTS OR EXTRA-CURRICULAR ACTIVITY.

EVERY THREE (3) YEARS, THE LAST FORM (PHYSICAL EXAMINATION/SPORTS CLEARANCE FORM)—IS TO BE COMPLETED BY THE PARENT/GUARDIAN, STUDENT, AND PHYSICIAN. THE PHYSICAL FORM MUST BE TURNED IN TO THE HIGH SCHOOL OFFICE BEFORE A STUDENT CAN PARTICIPATE.

You do not need to fill out this paperwork for each separate activity during a school year. Once papers are completed and turned in to the High School Office, you are done with paperwork for the year.

Appendix - Social Media

Guidelines for Students:

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at Cass Lake Bena you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family and potential current and future employers, and college admissions offices often access information you place on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record.
6. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
7. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc.. is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel, and our community at-large: as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of any unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation-regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when. Students, Parents, and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

INSURANCE AND INJURY WARNING

Dear Parent:

Independent School District #115 does not carry accident insurance that would cover injuries sustained by your child while participating in the CASS LAKE BENA Schools athletic programs.

The district would like you to sign the following statement that indicates that you have been informed of this fact. The school district recommends that you provide accident insurance coverage for your child.

* * * * *

I am aware that Independent School District #115 does not carry accident insurance that will cover injuries sustained by my child while participating in the CASS LAKE BENA Schools athletic program. I am also aware that my child may purchase accident insurance through the school that will cover injuries incurred by the student while engaged in athletics.

* * * * *

***WARNING *** - Participation in extracurricular activities may result in the participant being injured or infected with infectious diseases and the result, regardless of adequate supervision, training, equipment, and facilities, may be permanent and disabling.

Student Signature: _____

Parent Signature: _____

Date _____

CASS LAKE BENA SCHOOLS EXTRA-CURRICULAR HANDBOOK VERIFICATION AND ACCEPTANCE FORM

"I have read the CASS LAKE BENA Activity Handbook 2024-25. I understand and accept the conditions to participate."

Student Signature: _____

Parent Signature: _____

Date: _____