

ISD 115

**STUDENT/PARENT
ACTIVITIES HANDBOOK**

2025-2026



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SECTION I CASS LAKE-BENA INTERSCHOLASTIC ACTIVITIES

Administration

Board of Education

Millie Baird
Jolyn Donnell
Leonard “Lenny” Fineday
Marcus Roy
Jennie Reyes
Terri Finn
Calvin Sargent

Activities Committee

Jolyn Donnell
Jennie Reyes
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Minnesota State High School League

Jolyn Donnell

School Administration

Sue Chase, Superintendent
Dominic Krump, High School Principal
Missy Freeman, Middle School Principal
Mary Aery, ALC Assistant Principal
Dr. Josh Gover, Elementary School Principal
Caleb Travis, Director of Student Affairs and Activities

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 -

At Cass Lake-Bena, we strive to create an inclusive and dynamic athletics program that fosters growth, excellence, and community pride. Our vision is built upon the following foundational pillars:

Philosophy -

1. Participation

- a. We promote activities at all levels and encourage students to engage in multiple activities, enhancing their overall development and experiences.

2. Fundamentals

- a. We emphasize the development of skills and habits necessary for both successful programs and positive individual experiences.

3. Health & Safety

- a. We prioritize the well-being of our student-athletes by instilling year-round, lifelong habits in nutrition, conditioning, and weight training to maintain healthy and safe participants.

4. Youth Programs

- a. We collaborate with community and league programs to develop student-athletes from kindergarten through 12th grade, ensuring a seamless and supportive progression.

5. Communication

- a. We foster open and positive communication among coaches, athletes, parents, and the community to build strong, united, and successful programs.

6. Sportsmanship

- a. Cass Lake-Bena coaches, students, and fans will consistently demonstrate pride and respect towards opponents, officials, teammates, coaches, and facilities, embodying the spirit of sportsmanship at all times.

7. Character Development

- a. We aim to develop leadership, resilience, accountability, and integrity in our student-athletes, ensuring they grow not only as athletes but also as well-rounded individuals.

8. Inclusivity and Access

- a. We are committed to creating equitable opportunities for participation, ensuring that athletics/activities is inclusive and accessible to all students regardless of background or ability.

9. Community Connection

- a. We seek to strengthen the bond between our school and community through athletics, fostering unity, pride, and support for our programs.

10. Educational Alignment

- a. We emphasize the role of athletics/activities in promoting academic success, attendance, and engagement, ensuring our programs support the holistic development of every student.

Together, we aim to inspire lifelong lessons, promote personal and team success, and build a legacy of pride in Cass Lake-Bena Athletics/Activities. By fostering character, leadership, and lifelong skills that enrich their educational experience and connect them to our school and community.

Extra-Curricular Philosophy of Cass Lake Bena

Grades 6/7/8 and C-Squad Philosophy

Our goal is to ensure every student has the chance to participate and grow in extracurricular activities at these levels. Here's what you can expect:

1. **Participation for All:** No students are cut from teams at these levels. Everyone who meets the expectations is included (Students must meet expectations for academics, attendance (both in class and at practice), behavior, skill level, and effort.)
2. **Balanced Playing Time:** Coaches will ensure all students who attend practice, behave appropriately, and meet academic expectations get a fair amount of playing time.
3. **Focus on Personal Growth:** Playing time decisions will be made to help students develop their skills and confidence.
4. **Enjoyable Experiences:** We want every student to enjoy being part of a team, no matter their skill level.
5. **Skill Building:** The main focus is helping students learn and improve social and athletic skills, both on and off the field.
6. **Learning Through Competition:** Students will gain valuable lessons from both winning and losing in a supportive environment.

Varsity and JV Philosophy

At the varsity and JV levels, students are **expected** to show greater dedication and meet higher standards. Participating in extracurricular activities is a **privilege, not a right**. While 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. Here's how it works:

1. **Higher Commitment:** Students must meet expectations for academics, attendance (both in class and at practice), behavior, skill level, and effort.
2. **Team Size Limits:** Some students may not make the team due to Minnesota State High School League (MSHSL) rules limiting the size of tournament squads.
3. **Playing is a Privilege:** Participating at this level is a privilege earned through dedication and effort.
4. **Competitive Focus:** While we value participation, our goal at this level is to compete successfully. Playing time is not guaranteed, as the team's success takes priority.

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 ~
Drum & Dance

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.

Activities Handbook Insurance and Injury Warning Form - yearly.

Cass Lake-Bena Academic Eligibility Policy for Grades 6-12

Purpose:

The purpose of this policy is to ensure that student-athletes prioritize academic success while participating in extracurricular activities. By establishing clear guidelines for academic eligibility, the Cass Lake-Bena School District aims to support students in balancing their educational responsibilities with their extracurricular commitments. This policy fosters accountability, discipline, and the importance of academic achievement for all student participants.

Academic Eligibility Policy

1. Grade Monitoring:

- The grades of students participating in any extracurricular activity will be reviewed every **Monday at 12:30 PM.**

- At the beginning of each trimester, grade checks will be suspended for the first two weeks to allow teachers adequate time to assess student performance and enter grades. Regular monitoring will resume after this initial period.
2. **Probation Period:**
- If a student receives one or more grades of “**D-**” or lower, they will be placed on **probation** for one week.
 - During the probation period:
 - The student is allowed to practice and attend events.
 - The student must actively work to improve their grades.
 - **Deadline for Submission of Work:** Students must submit all outstanding assignments by **(Thursday) at 3:30 PM** to allow teachers sufficient time to update grades.
 - **If at the end of the probation period the student has any class at a D- or lower they will become ineligible for play until the grade is brought up to D.**
 - **Example:** A student raises Biology from an F to a D, but Math falls below D- that student has used their probation week. They are ineligible until all grades are at a D or higher at the re-check.
3. **Eligibility Rechecks:**
- At the end of the probation week (Monday), the student’s grades will be re-evaluated.
 - **Clearance:** If a student is earning at least a D in all classes, they are cleared to fully participate in events.
 - **Ineligibility:** If the student is receiving D- or lower in any class after the recheck:
 - The student will be **ineligible until the next re-check.**
4. **Carrying Over Ineligibility:**
- If a student is ineligible at the end of a season or grading period, the ineligibility status will carry over into the next season and/or school year.
5. **Team Membership During Ineligibility:**
- During any period of ineligibility:
 - The student must remain a member in good standing on the team.
 - The student must follow all team rules and attend all practices unless excused by the coach.

Cass Lake-Bena Adequate Progress Toward Graduation Policy

Purpose:

This policy ensures that all students, including those in the Alternative Learning Center (ALC) program, participating in Minnesota State High School League (MSHSL) activities at Cass

Lake-Bena are making satisfactory progress toward graduation. Eligibility for extracurricular activities is determined by credit accumulation and meeting program-specific progress standards.

Eligibility Criteria

A student is considered to be progressing satisfactorily toward graduation and therefore eligible for extracurricular activities if they meet the following credit requirements by the beginning of the designated tri-semester:

Grade	Tri 1	Tri 2	Tri 3
9th	All students eligible	2.5	5
10th	7.5	10	12.5
11th	15	17.5	20
12th	22.5	25	27.5

Credit Recovery and Reinstatement

1. **Ineligibility for Falling Below Credit Standards:**
 - Students who fail to meet the required credit threshold at the start of any tri-semester will be declared **ineligible** for participation in extracurricular activities.
2. **Earning Credits to Regain Eligibility:**
 - Students may regain eligibility by earning sufficient credits to meet the quarterly requirement.
 - **Proof of Credit Recovery:** Students must provide evidence of completed coursework (e.g., through ALC, summer school, or online programs) to the Director of Student Affairs and Activities for review.
3. **Reinstatement Process:**
 - After credit recovery, students must meet with the Director of Student Affairs and Activities and provide official documentation of their earned credits.
 - Eligibility will be reinstated only after the documentation is verified and the student is determined to meet the quarterly credit standard.
4. **Ongoing Monitoring:**
 - Students returning to eligibility after credit recovery will have their academic progress monitored weekly to ensure continued compliance with the standards.

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.

Discipline

Maintaining team discipline is **paramount** for success to 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*

Cass Lake-Bena Attendance Policy for Student-Athletes

Purpose:

Attendance is critical to the success of student-athletes in the Cass Lake-Bena school district. This policy aims to promote consistent attendance and ensure that student-athletes meet their academic and athletic responsibilities.

1. School Day Attendance Policy

1. Student-Athlete Attendance Policy:

- All student-athletes must be in **class** by 10 minutes after the first bell of the day. Unless the team/travel trip arrives after 11pm. Therefore a student will be able to arrive at school by 9:30am.

2. Unexcused Absences:

- If a student-athlete has any **unexcused absences** during the school day (e.g., skipping class), they will be **ineligible** to participate in practices or games for that day.

2. Acceptable Absences/Unacceptable Absences

- **Please refer to your student handbook for the full definitions of Acceptable Absences/Unacceptable Absences**

Administrative Discretion:

- School administration reserves the right to determine the acceptability of absences on a case-by-case basis.

3. Out-of-School(OSS)/In-School (ISS) Suspension and Arbor Program

- Student-athletes serving an out-of-school (OSS)/in-school (ISS) all-day suspension will not be permitted to attend practice or participate in games during the suspension period.
- Any student placed in the Arbor Program will be ineligible to play or practice on their first day. Unless assigned another day due to continued behaviors. The student must complete the program and receive clearance before returning to regular school activities.

4. Practice Attendance Policy

- **Importance of Practice Attendance:**
Regular attendance at practice is crucial as it demonstrates dedication and commitment to the team. Student-athletes should endeavor to schedule appointments outside of practice times whenever possible.
- **Notification of Absence:**
The athlete must notify the coach in advance if they will be absent. Telling a friend to inform the coach is not acceptable. It is the player's or parent's responsibility to communicate absences directly to the coach.
- **Unexcused Absences:**
An unexcused absence from practice will result in missed game time. Each coach may have specific rules regarding the consequences of missing practice, but unexcused absences will uniformly result in reduced participation in games

Cass Lake-Bena Playing Time Policy for Varsity and JV Levels

Purpose:

The purpose of this policy is to clearly communicate the criteria and expectations for playing time at the Varsity and JV levels, ensuring transparency and fairness. This policy emphasizes the importance of athletic skill, effort, attitude, and team contribution while prioritizing the collective performance of the team. Playing time is earned based on an athlete's development, contribution to the team, and alignment with team goals.

Playing Time Policy

- **Playing Time is Earned:**
The Cass Lake-Bena coaching staff **does not guarantee** equal playing time for athletes at the Varsity or JV levels. Playing time is earned based on evaluations in several areas throughout the season.
- **Evaluation Criteria:**
Playing time is determined by the following factors:
 - **Athletic Ability:**
Fundamental athletic skills and improvement in offensive and defensive performance throughout the season.
 - **Consistency and Development in Practice:**
Regular effort and measurable improvement during practice sessions.
 - **Contribution in Competition:**
The athlete's ability to positively affect team performance during games or matches.
 - **Attitude and Work Ethic:**
Demonstrating a positive attitude, strong work ethic, and commitment to the team during practice and competition.
- **Developmental Focus:**
In the early season, all athletes will be taught and encouraged to develop a broad range of skills across all aspects of the game. Those who can develop a more complete skill set will have the most opportunities for playing time.

- **Specialization:**
As the season progresses, or based on team needs, athletes may be assigned specialized roles. An athlete's ability to fulfill their assigned role effectively and contribute to team success will directly influence their playing time.
- **Team Contribution:**
Playing time will also depend on how an athlete's performance in practice and games compares to teammates fulfilling similar roles. This includes:
 - Adding to or detracting from the team's performance.
 - Contributing positively to the team dynamic and overall success.
- **Coach's Adjustments:**
Coaches will continuously evaluate and adjust lineups during games and tournaments. These adjustments are based on individual matchups, team strategy, and opportunities for player development.

Athlete and Parent Expectations

- **Understanding Roles:**
Athletes and parents are expected to understand and accept the roles defined by the coach. The collective performance of the team takes priority over individual playing time.
- **Earning Playing Time:**
Athletes will be given every opportunity to earn playing time through their effort, performance, and attitude in practice and competition.
- **Playing Time Discussions with Parents:**
Coaches are not required to discuss playing time decisions with parents or families. Playing time is determined based on the evaluation criteria outlined above, and it is the athlete's responsibility to address any questions or concerns directly with their coach. This policy encourages athletes to take ownership of their development and communicate directly with coaches regarding their role on the team.

CASS LAKE-BENA DISTRICT ACTIVITIES PROCEDURES AND GUIDING PRINCIPLES

Cass Lake-Bena Squad Promotion Procedures

Purpose:

This section outlines the criteria and process for promoting grade 7/8 student-athletes to a higher level of competition, such as Varsity or JV, while emphasizing the **holistic development** of each student-athlete.

1. Philosophy of Promotion

At Cass Lake-Bena, we believe in nurturing the **whole child**. The promotion of student-athletes to higher levels of competition will be based not only on athletic skills but also on their overall development, including academic performance, behavior, social-emotional maturity, and mental well-being. This approach ensures that each student's best interests are prioritized, fostering balanced growth that aligns with both their educational and personal goals.

2. Criteria for Promotion

To be considered for promotion to a senior high-level team, a junior high student-athlete must demonstrate readiness in the following areas:

1. **Athletic Ability:**
Exceptional athletic skills that surpass those of peers in their current grade level, indicating a strong potential for contributing at the higher level.
2. **Academic Achievement:**
Consistent academic performance that meets or exceeds school standards, showing the student's ability to balance sports and academics effectively.
3. **Behavioral Standards:**
Positive behavior, respect for school rules, and a role model's attitude towards peers and teachers, reflecting good citizenship and leadership.
4. **Physical Maturity:**
The physical capability to meet the demands of senior high-level sports, ensuring the student can safely compete at a more intense level.
5. **Social and Emotional Maturity:**
Emotional resilience, effective communication skills, and the social readiness to interact with older teammates and handle the pressures of high-level competition.
6. **Mental Well-being:**
Regular assessments of the student's mental health to ensure that the demands of higher competition do not negatively impact their emotional state.
7. **Whole Child Consideration:**
A comprehensive evaluation that considers the student-athlete's overall well-being, including mental health, family support, and personal circumstances, ensuring that the promotion supports their holistic development.

3. Decision-Making Process

Promotion decisions are made collaboratively, involving multiple stakeholders who each provide input on the student's readiness in the above criteria:

1. **The Senior High Coach:** Evaluates the student's athletic abilities and readiness to integrate into the senior high team dynamics.
2. **Parent or Guardian:** Provides insights into the student's personal and emotional development, family support, and any additional considerations.
3. **The Activity Director:**
Reviews the student's overall athletic and academic balance and ensures compliance with District and MSHSL rules.
4. **The Building Principal(s):** Ensures that the decision aligns with the district's educational goals and the student's long-term well-being. Provides insight into academic and behavioral development.

Each stakeholder must agree that the promotion is in the best interest of the student-athlete, considering all aspects of their development.

4. Process for Promotion

1. **Application and Evaluation:**

The promotion process begins with the submission of a **Promotion Form**, available in the Activities Director's office, initiated by the coach. The form should detail the student-athlete's qualifications in each of the criteria outlined above.

2. **Collaborative Decision-Making:**

All stakeholders will meet to discuss the student-athlete's readiness for promotion, ensuring that all aspects of their development are thoroughly evaluated. The decision will prioritize the student's overall well-being and long-term development.

3. **Approval and Documentation:**

Upon agreement by all parties, the Promotion Form will be signed by each stakeholder and filed in the Activities Director's office. No student-athlete will practice or compete at the higher level until the petition process is fully completed and documented.

4. **Commitment to the Higher Level:**

Once a 7th or 8th-grade student has been promoted to a higher level team, they will not return to compete as a member of the junior high team for the remainder of the season. This ensures consistency and commitment to their development at the higher level.

5. Post-Promotion Support

Once promoted, the student-athlete will receive ongoing support to help them adjust to the new level of competition. This includes:

- Academic monitoring to ensure continued success in school.
- Regular check-ins with coaches and the Director of Student Affairs and Activities to address any challenges.
- Access to counseling services if needed, to support their emotional and social well-being.
- **Mental Health Resources:**
Regular mental health check-ins and resources will be made available to ensure the student is coping well with the increased demands.

By explicitly prioritizing the **whole child** in our promotion policy, we ensure that each student-athlete's growth is supported in a comprehensive, balanced, and responsible manner.

Students in grades 7–12 who elect to participate in two Category I activities during the same season will be subject to the established promotion policy. The designated building lead and instructional support team assigned to monitor and assist the student may vary depending on the student's grade level and academic placement.

See **Appendix B** for form.

Cass Lake-Bena Student-Athlete Promotion Policy

Purpose:

This policy establishes clear guidelines for the promotion of C-squad or JV student-athletes to a higher level of competition, ensuring transparency, effective communication, and a focus on the holistic development of the student-athlete.

Eligibility for Promotion

While not mandatory, elevating a C-squad or JV student-athlete to a higher level (e.g., Varsity) is strongly encouraged when:

- The head coach determines that such a move would best serve the interests of both the student-athlete and the team.
- There is a clear, thorough, and transparent communication process between the head coach and the parent/guardian.

Communication Requirements

Prior to promotion, the head coach must discuss the following areas with the student-athlete's parent/guardian:

1. **Playing Time Philosophy and Role:**
 - Clearly outline the student-athlete's expected role at the higher level.
 - Explain how playing time will be allocated and how it may differ from their current team.
2. **Continued Playing Time Availability:**
 - Address whether the student-athlete will retain opportunities for playing time at their current level.
 - Ensure the promotion does not unnecessarily limit the athlete's development.
3. **Changes to Expectations or Time Commitment:**
 - Communicate any new responsibilities or expectations that come with participation at the higher level (e.g., increased practice times, travel, or training intensity).
4. **Social Considerations:**
 - Discuss how the promotion may impact the student-athlete socially, including relationships with teammates, peers, and the dynamics of playing on a higher-level team.

Cass Lake-Bena Acceleration Policy**Purpose:**

This policy establishes clear definitions and guidelines for student participation in junior high and senior high extracurricular programs, ensuring compliance with district and Minnesota State High School League (MSHSL) regulations.

Definitions:

1. Senior High Programs:
 - Includes students in grades 9-12.
2. Junior High School Programs:
 - Includes students in grades 6-8.
3. Acceleration Exceptions:
 - Acceleration into senior high-level activities is permitted in cross country, golf, wrestling, and track without following standard promotion policy procedures.
 - Parent permission is required for these exceptions.

Participation Guidelines

1. 6th Grade and Below Restrictions:
 - Students in 6th grade and below are strictly prohibited from participating in MSHSL-sponsored events or practices at any level, including C-Team, JV, and Varsity.
 - Violations of this restriction could result in penalties from both the MSHSL and the Cass Lake-Bena School District.
2. Parent Approval and Notification:
 - Any decision regarding acceleration into senior high programs must be approved by the student's parent/guardian.
 - The Director of Student Affairs and Activities must be notified once a decision is finalized.

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 are permitted.

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 Director of Student Affairs and Activities. 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 Director of Student Affairs and Activities 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. 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 Director of Student Affairs and Activities 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 at 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.

- ONCE EACH SCHOOL YEAR, PAGE 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.
- ONCE EACH SCHOOL YEAR, PAGES 11 & 12 OF THE *MSHSL ELIGIBILITY BROCHURE* 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 *MSHSL SPORTS PHYSICAL EXAMINATION ELIGIBILITY FORM* IS TO BE RETURNED (SIGNED AND DATED) 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 2025-26. I understand and accept the conditions to participate."

Student Signature: _____

Parent Signature: _____

Date: _____