

*SHAKOPEE
HIGH SCHOOL*

ACTIVITIES HANDBOOK



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An activity for every student and every student in an activity.

In support of Shakopee High School's mission statement, the activities program provides a wide range of co-curricular opportunities, which encourage broad participation for all students. It is the district's philosophy that individual students will benefit through opportunities to grow physically, intellectually, and creatively from involvement in as many activities as a student shows an interest. The goals of the activities program are to provide meaningful competition, enhance physical and mental well-being and teach positive values. Each program is individually tailored to foster excellence at the varsity level. The Activities Department will attempt to prevent conflicts in activities from occurring, understanding that conflicts will occur.

ATHLETICS OFFERED

- FALL: Adaptive Soccer (CI)
Cheerleading
Cross Country (boys and girls)
Football
Performance Dance
Soccer (boys and girls)
Swim & Dive (girls)
Tennis (girls)
Volleyball (girls)
- WINTER: Adapted Floor Hockey (CI)
Basketball (boys and girls)
Cheerleading
Competitive Dance
Hockey (boys and girls)
Swim & Dive (boys)
Skiing (Alpine and Nordic, co-op)
Wrestling
- SPRING: Adaptive Softball (CI)
Baseball
Golf (boys and girls)
Lacrosse (boys and girls)
Softball
Tennis (boys)
Track & Field (boys and girls)

FINE ARTS OFFERED

- BAND: Curricular, Jazz I & II, Percussion Ensemble
- CHOIR: Curricular, Chamber Groups
- DRAMA: Fall Musical, Competitive One-Act, Student-Directed One-Acts, Spring Play

COMPETITIVE ACTIVITIES OFFERED

- | | | | | |
|--------|----------------|----------|--------|------------------|
| DECA | Robotics | E-Sports | Debate | Science Olympiad |
| Speech | Knowledge Bowl | HOSA | Chess | |

CLUBS OFFERED

For the most recent list of District recognized clubs, please check www.shakopeesabers.com.

FORMS NECESSARY FOR PARTICIPATION

- A physical form must be on file for all sports participants.
- The online registration must be completed for each sport or activity registration. Students are not eligible until the entire registration, with payment (see below for fees and fee waiver information) is submitted.
- If a student has an injury requiring medical attention, he/she must have a doctor sign a release form before being allowed to participate again. The injured student should work in conjunction with the Shakopee School District's designated certified athletic trainer to ensure that all return to activity procedures have been satisfied.

It is the student's responsibility to be cleared by the Activities Office and make sure that they appear on the eligibility list. Registration will close after the third week of practice and no students will be allowed to join the sport at that time.

SPORTS PHYSICALS

Shakopee High School, as a member of the Minnesota State High School League, requires students who participate in high school interscholastic athletics and to complete a physical examination every three years. Only sports physicals as approved by the Minnesota State High School League are acceptable. This physical must be on file in the Activities Office before an athlete will be allowed to begin practice.

FEES

- The Shakopee School District requires that a fee be paid for participation in most school activities. A \$150 fee is charged for speech, robotics and all athletic activities. A \$85 fee is charged for band and/or choir, drama (for students who are cast members and perform on stage) and other instructional competitive activities. Fees are used to help offset the cost of equipment, apparel, supplies, officials, transportation and other related costs of the program. (Please note that the fees are subject to change at any time at the discretion of the School Board.)
- There is a \$450 per student yearly limit and a \$600 family limit per year. The family limit includes grades 7-12 inclusive and only includes school year activity fees.

FEE WAIVER

District policy allows activity fees to be reduced or waived on the basis of undue hardship or family income. The Athletic Director will determine eligibility for a waiver. Students may be asked to perform school community service in lieu of paying the activity fee.

REFUNDS

A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until the student has turned in all equipment that has been issued to him/her.) **After the first contest or public appearance, no refunds will be made except in the case of injury or illness, which prevents continued participation.** When this occurs (provided the injury is substantiated by a physician's statement), a refund will be prorated based upon how far the program is into their season.

SCHOLASTIC ELIGIBILITY

To maintain eligibility, the Minnesota State High School League requires that students shall be making satisfactory progress towards graduation. Satisfactory progress towards graduation shall mean that a student has a minimum of:

Credit Breakdown by Grades

	Credits to start	After 1st quarter	After 2nd quarter	After 3rd quarter
9th	0	3	6	10
10th	14	17	21	25
11th	28	31	35	38
12th	42	45	48	52

If a student does not follow this Shakopee High School credit plan, the student must be on track to graduate with their cohort.

At the beginning of each season:

- To participate in sports, clubs or activities, students need to be on track to graduate through the earning of credits. See chart above to determine eligibility to participate.
- Students who are academically ineligible for the season will be notified by the activities office.

During each semester:

- Shakopee teachers update grades bi-weekly.
- The Activities Office/Coaches/Advisors are to review this information weekly and students who have a failing grade(s) become temporarily ineligible to participate in contests until all grades are passing or they demonstrate commitment to improving their grades through an eligibility “ticket” (see next page).
- Students are expected to continue to participate in practice/rehearsal while improving their grades.

Shakopee High School
Athletics Academic Eligibility Ticket

Directions: Have your teacher(s) sign this form and return to your Advisor/Coach once you have completed the 2 hours of supervised study.

Name: _____ **Date:** _____

Time Served	Class/Teacher	Teacher Signature	Current Grade	Work Completed

ACADEMIC DISHONESTY

Scholastic Dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences will be assigned by School Administration. However, after the third offense, students will receive an Activities Code of Conduct violation.

ATTENDANCE AND BEHAVIOR STANDARDS

Students involved in all co-curricular activities are expected to abide by all school attendance and behavior guidelines. Participation in co-curricular activities is a privilege offered to students in good standing.

- Students excused due to illness must be in school by the beginning of the third block and remain in school for the rest of the day in order to be eligible to practice or participate/play in activities that day.
- Students with an "excused" absence are allowed to practice or compete/perform.
- Students with in-school or out-of-school suspensions may NOT practice or compete/perform in activities/contests on days of suspension.
- Students with an unexcused absence for ANY hour of the day may not practice or compete/perform on that day.
- Students with detentions may practice or compete/perform in contests after serving their detention after school.

If a student should practice or compete/perform on a day when they are ineligible, they will be held out of the next equivalent practice or contest/performance.

HIGH SCHOOL LEAGUE VIOLATION CONSEQUENCES

The Minnesota State High School League allows member schools to have consequences more severe than the League guidelines.

Categories of Activities

- Category I – all MSHSL sports plus Debate, Speech, One-Act Play
- Category II – all others
 - Penalties must always be served for Category I even if it means the student serves two suspensions (one at the time of infraction for Category II and again when beginning a MSHSL Category I activity or athletics)
 - A student who serves a MSHSL Category I suspension will not have to repeat for Category II

Chemical Eligibility (MSHSL bylaw 205.00)

Code of Conduct (MSHSL bylaw 206.00)

Hazing & Harassment (MSHSL bylaw 209.00)

- Suspensions for bylaw offenses
 - 1st offense: 2 games/2 weeks, whichever is greater
 - 2nd offense: 6 games/3 weeks, whichever is greater
 - 3rd offense: 12 games/4 weeks, whichever is greater
- Other Penalties
 - Loss of captaincy for 1 calendar year (school consequence)
 - You must practice & finish the season for the violation to count
 - Once you sign the paperwork – the commitment is year-round, in and out of the country, summer, etc.–you are bound to the rules
 - If ineligible – do not suit up for the game
- A student shall be disqualified for an additional 9 weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and is subsequently found guilty of the violation.

Group A Activities -

Category I MSHSL. Included in this category are Speech, Debate and One-Act contest play.

Penalties:

- **First Violation:** 2 weeks/2 contests – whichever is greater & Loss of Captaincy for 1 calendar year
- **Second Violation:** 3 weeks/6 contests – whichever is greater & Loss of Captaincy for 1 calendar year
- **Third Violation:** : 4 weeks/12 contests – whichever is greater & Loss of Captaincy for 1 calendar year

Group B Activities -

Category II MSHSL. Included in this category are Music Ensembles, Jazz Band, Theatre

Penalties:

- **First Violation:** After confirmation of the first violation, the student shall lose eligibility for two(2) consecutive contests/events/performances or two (2) weeks of a season in which the student is a participant, **whichever is less.** Loss of Captaincy for 1 calendar year. A student who is participating in more than one music or drama activity at the same time (i.e., band, choir, fall musical or the spring play) and violates a High School League rule may have these activities grouped together to reach the maximum number of public performances.
- **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) weeks of a season in which the student is a participant. Loss of Captaincy for 1 calendar year.
- **Third and Subsequent Violations:** After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) weeks of a season in which the student is a participant. Loss of Captaincy for 1 calendar year.
- **Cumulative Penalties:** Penalties shall be accumulated beginning with and throughout the student's participation in grades 9-12. Loss of Captaincy for 1 calendar year.
- **Racial/Religious/Sexual Harassment/Violence:** For definition, see SHS student handbook. Penalties are the same as listed for chemical use MSHSL Bylaw.

Group C Activities-

Limited Competitive Activities. Included in this category are Knowledge Bowl, Chess Club, Science Olympiad, DECA, Robotics, E-Sports, Debate, HOSA, Youth In Government

Penalties:

- **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) weeks of a season in which the student is a participant.
- **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) weeks of a season in which the student is a participant.
- **Third and Subsequent Violations:** After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) weeks of a season in which the student is a participant.
- **Cumulative Penalties:** Penalties shall be accumulated beginning with and throughout the student's participation in grades 9-12.
- **Racial/Religious/Sexual Harassment/Violence:** For definition, see SHS student handbook. Penalties are the same as listed for chemical use.

Group D Activities -

Service/Honor Organizations. Included in this category are NHS, Student Council, LEAD, BSU, ALAS, Amnesty, FUS

Penalties:

- **First Violation:** After confirmation of a first violation, the student shall lose eligibility for the next thirty (30) days.
- **Second Violation:** After confirmation of a second violation, the student will be removed from membership in the service/honor organization(s).
- **Cumulative Penalties:** Penalties shall be accumulated beginning with and throughout the student's participation in grades 9-12.
- **Racial/Religious/Sexual Harassment/Violence:** For definition, see SHS handbook. Penalties are the same as listed for chemical use.

ADMINISTERING CHEMICAL USE RULES

- Chemical Use - A student shall not purchase, possess or use alcohol, tobacco or other illegal chemicals at any time during the calendar year. Possession of alcohol means on your person, if hosting a party, or in a vehicle in which you are in. Possession of drug paraphernalia is also a violation of Minnesota State High School League rules.
- The Activities Director shall investigate all allegations and complaints relative to a student's violation of the rules and regulations of the Minnesota State High School League. The Activities Director shall make a thorough inquiry and investigation of all substantial charges received from responsible sources including the Police Department. Shakopee School District Administrators may also initiate an inquiry on their own when there is reasonable cause to believe that a student has been in violation of League rules.
- The Activities Director will make a judgment based on the full investigation. Written notification will be given to the student and parents if a student is determined to be in violation of League rules. Any investigation conducted will follow due process guidelines as outlined by the Minnesota State High School League. The ineligibility penalty will be put into effect immediately after the designated school official has determined that a violation has been committed.
- Athletes serving a High School League violation or who are academically ineligible to participate may NOT dress for contests. The athlete may sit on the team bench in street clothes at the discretion of their coach.
- Any student who has a High School League violation before the start of the season, must remain in that sport during the entire season and complete the season in good standing with the team for the penalty to be served.
- A student may NOT join a team after the official start of that activity for the purpose of serving a High School League violation.

When determining the number of activities a student/athlete shall miss, the suspension is the prescribed period of time regardless of whether a contest is rescheduled or postponed during the time of ineligibility.

FAIR HEARING PROCEDURE

Students declared ineligible by the school, for violation of MSHSL rules, have the right to a Fair Hearing to contest any ineligibility ruling by the school administration

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

- Within ten (10) days of notifying the student, parent and or guardian of the eligibility, the said parties must request a hearing on the schools eligibility decision. The request for a hearing must include a statement outlining the basis for the claim of eligibility.
- The principal shall convene a hearing panel of three (3) to five (5) members within ten (10) days after receiving receipt of written notice.
- The hearing panel shall review evidence and supporting documentation and determine if the school's declaration of ineligibility is supported by substantial evidence and is consistent with MSHSL Bylaws.
- Within three (3) days of the hearing, written findings of fact, conclusions and determination will be prepared and copies sent to the student's parent or guardian and the MSHSL.

A student, parent or guardian may appeal the school hearing panel's decision. To appeal, the student, parent or guardian must:

- Mail a written notice of appeal to the Executive Director of the MSHSL and a copy to the school principal. The appeal must be postmarked within ten (10) calendar days of the postmarked date of the written findings of fact, conclusions and determination from the school hearing panel. The notice must outline the basis of the appeal.
- The written request for a League-level fair hearing will be reviewed and if the rationale warrants, a League-level hearing will be scheduled.
- The appeal shall be scheduled and heard within ten (10) days of receipt by the League of the written notice of appeal.
- The appeal shall be a review of the proceedings and the record of the local hearing panel decision.
- The appeal shall be heard by an Independent Hearing Officer. No new evidence will be admitted to the record at the appeal level.
- The proceeding of the appeal shall be recorded and preserved pending the ultimate disposition of the matter.
- The student shall have a right to a representative of the student's choice, which may include legal counsel.
- Within four (4) days of the oral presentation made at the appeal level, the Independent Hearing Officer shall make a recommendation to the Board of Directors. The recommendation shall be in writing and based on the record, including oral and written presentations of the parties. The recommendation of the Hearing Officer will govern the student's eligibility until action by the Board of Directors.
- The Board of Directors will review and act upon the recommendation at the first regularly scheduled meeting following the receipt of the Independent Hearing Officer.
- The decision of the Board of Directors shall be final.

TEAM SELECTION POLICY

After a tryout period, the coaching staff shall determine team membership. Any individual(s) who are not selected for the team will be notified and given rationale (if requested) why they were not selected. Coaches will also inform those athletes who are “cut” of any other options that might exist in their sport outside of the high school setting. Any athlete cut from a team will have their activity fee refunded back to the same format that the original fees were paid in.

PARTICIPATION AFTER INJURY REPORT

Any time a participant goes to a doctor/chiropractor regarding an injury, they may NOT participate in either practices or games until they have a signed release from the appropriate medical personnel. This is to be turned in to the Activities Office where it will be kept on file. If the injured participant is treated by the school’s certified athletic trainer and is not seen by a doctor/chiropractor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the parents and the trainer to know if and when the participant should be returning to competition and what care and treatment should be continued for the athlete. All injured athletes should work in conjunction with the Shakopee School District’s designated certified athletic trainer to ensure that all return to activity procedures have been satisfied following an injury.

TRANSPORTATION

All participants attending activities are normally required to ride to and from these events on the transportation provided by the school, when applicable. Anytime a student needs to be transported to an event by someone **other** than a parent/ guardian or the school provided transportation, the **Alternate Transportation Form** must be completed and turned into their coach 24 hours before the event takes place.

A parent/ guardian (not a sibling, friend or other relative) may transport their child home from an activity without filling out the Alternate Transportation Form. Each coach will have a sign out sheet with them at all away events and the parent must sign that sheet before the student is allowed to leave the event.

If a student needs to drive themselves to or from a contest the **Alternate Transportation Form** must be completed and turned into the coach 24 hours before the event takes place.

AWARDS - LETTERING REQUIREMENTS

Students must be fully registered and cleared in order to earn a letter. Beyond that, questions about policies should be directed to the coach & advisor. Every head coach/advisor will determine specific requirements for lettering in their sport/activity.

AWARDS SYSTEM

The awards system listed below applies to all activities, including fine arts, competitive activities and sports.

- Participation Certificates: Awarded to anyone that participates in an activity at the coaches or advisors discretion. These awards will be created by the coaches and handed out if they so desire. These will not be created by the Activities Office.
- Letters: A chenille "S" will be awarded the first time that a student meets the criteria for lettering in either a varsity sport, an activity or academically. Every time a student earns a letter in a sport or activity they will also receive a letter certificate.
- Pins: Upon earning a letter for the first time in a particular varsity sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.
- Bars: Each time a student letters in a given activity they will be awarded a gold bar pin signifying a letter.
- Captain's Award: Captains will receive a gold "star" insert for each season in which they serve as captain.

Conference Championship Patch: All members of a varsity **team**, which wins a Conference championship, will be awarded a conference championship patch. Coaches shall determine who will receive a patch. Cheerleaders, managers, statisticians, etc. are eligible for the patch.

State Participation Patch: Any **team** that qualifies for a state tournament shall be awarded a state tournament patch. Coaches shall determine who will receive a patch. Cheerleaders, managers, statisticians, etc. are eligible for the patch.

Awards that are not picked up at the end of each season will be kept for one calendar year. After that year, certificates will be destroyed and will not be re-made.

SPECIAL AWARDS

The following awards will be presented each year when there are qualified candidates:

- Triple A - Senior (male and female)
- Athlete of the Year - Senior (male and female)
- Scholar-Athlete Award - Senior (male and female)
- Athena Award - Senior (female)
- ExCEL Award - Junior (male and female)

Any athlete who has committed a High School League violation (chemicals, harassment or code of conduct) while participating as a member of a team shall be ineligible for any of these awards.

EQUIPMENT

Use of school equipment is a privilege. All equipment must be returned to the school at the end of a season. Students will not be issued equipment for any other sport or activity until they have returned or paid for all equipment from the previous sport or activity. Students/Athletes will be billed at replacement cost for any lost or non-returned equipment.

UNIFORMS

All athletic teams representing Shakopee High School shall wear uniforms and equipment issued by the school. All such issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are **NOT** to be worn for personal use. They are only to be worn for games or other specific school activities. Students/Athletes will be billed at replacement cost for any lost or non-returned uniforms.

TRAINER

Shakopee High School provides a certified athletic trainer through St. Francis Rehabilitation Services. A trainer will be in attendance at all home (9-12) football, hockey and wrestling contests as well as all varsity basketball games, varsity soccer matches, varsity volleyball, varsity track and field meets, varsity dance and varsity lacrosse.

The trainer will also be available in the training room at the high school every Monday through Friday during posted hours to give free injury evaluations. This is an excellent first step if you are not sure whether an injury is serious enough to see a doctor. The trainer is also available to establish both rehabilitation and injury prevention programs if referred by a doctor.

DROPPING FROM A SPORT AND JOINING ANOTHER SPORT

A student cannot drop one sport for another after one week of the official starting time of the activity without the consent of both coaches involved. The Athletic Director will resolve conflicts based upon individual circumstances.

An athlete may not start another sport until their previous sports season has been completed or by mutual consent of the student/athlete, parents (guardians), coaches and Athletic Director.

PARTICIPATION IN MORE THAN ONE SPORT

Student-athletes are normally **not** allowed to participate in more than one sport during a particular sports season. Under special circumstances, an athlete might be allowed to participate in two sports with the permission of all coaches involved and the Activities Director.

PARTICIPATION IN MULTIPLE ACTIVITIES DURING A SEASON

Scheduling Conflict Resolution: Athletics and Fine Arts

At Shakopee High School we work hard to avoid scheduling conflicts between Fine Arts events and Athletic events so that students may feel encouraged to participate in both, realizing conflicts will occur. The following hierarchy has been established to help decide which event a student should attend when athletic events and fine arts events conflict. This is listed from lowest priority to highest:

- Informal team/group gatherings i.e. Pizza Parties, Pasta Feeds
- Athletic practices/fine arts rehearsals
- Scrimmages/dress rehearsals
- Non Conference games
- Conference games/scheduled music performances
- Section Games/scheduled music performances
- “Once in a year” performances i.e. band trips etc.
- MSHSL Tournaments/scheduled music performances

In the case of a “tie” in the hierarchy above, the following will assist in making logical choices for all involved:

Additional Factors To Help Make a Logical Decision

ATHLETICS

1. The athlete is a starter
2. The athlete is a likely sub
3. The athlete is not likely to play

* Absence of this athlete might negatively affect game outcome

MUSIC

1. The musician is part of a very small section, or an integral member (first chair)
2. The musician is part of larger section
3. The musician participates

* Band/Choir is a graded, curricular class

When the hierarchies above cannot determine a clear-cut decision, students, coaches, music directors, and parents will agree:

- Neither the student nor parent/guardian shall participate in deciding which event will be missed and which event will be attended.
- A neutral person/mediator (administrator) will guide the final decision.
- Neither the athletic coach nor the fine arts director shall penalize the student in any way when the decision made is not to attend the event that they supervise.
- One decision for one conflict resolution is not precedent setting; each situation is unique.

ADVANCEMENT OF MIDDLE SCHOOL ATHLETES

There are two scenarios in which a 7th or 8th grader may advance to participate in athletics at the high school level.

- Activities that are open or closed to 7th or 8th grade athletes are determined seasonally based on registration needs. Participants will be allowed to advance if the following conditions are met:
 - Tryouts are arranged so that all interested persons may tryout
 - The advancement fills a specific position necessary to field a team or offer the activity
 - The advancement does not typically displace 9-12th grade students from co-curricular activities
 - Parent/ Guardian approval is obtained

- When participation is primarily for 9th-12th graders (10th-12th grades in boys hockey), a 7th or 8th grade (9th for boys hockey) athlete may be considered as a possible participant at the **VARSITY** level in a given sport after meeting the following conditions:
 - The student and their family must fill out the Exceptional Athlete Application before the season's tryouts. Families must also communicate their intent to tryout with any Shakopee Youth Association being affected.
 - Students would be encouraged to participate during Summer Waiver. This would be a pre-tryout process where the Athletic Director, school principals and the varsity coach must all agree that the move would be beneficial to the student and be appropriate for the athlete's physical, psychological, social, and emotional readiness for competition at the varsity level.
 - The student's parent/guardian has been advised of both the pros and cons of permitting the student to play at the varsity level.
 - Middle School athletes who receive summer waiver approval for varsity participation shall undergo a tryout period at the beginning of the high school season in which the varsity coach evaluates their skill level. This tryout shall be a minimum of two days and shall not exceed two weeks. At the conclusion of the tryout, the varsity coach will meet with the athlete to discuss the anticipated role of the athlete for the season.
 - Students must be registered, per MSHSL policy, for the sport before they can practice during the season

NCAA DIVISION I AND II ELIGIBILITY REQUIREMENTS

If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of the NCAA Eligibility Center. Detailed information regarding eligibility requirements is available in the High School Guidance Offices or at www.ncaa.org

PHONES/ PHOTOS/ LOCKER ROOMS

No phones should be used or photos should be taken when in the locker rooms. Cell phones or other devices, especially those with cameras, are strictly prohibited in the locker rooms. Violators are subject to suspension and/ or dismissal from teams.

FUNDRAISING

Coaches/directors may determine that fundraising is necessary to purchase equipment or additional supplies that are not provided by the school. Such items could include team and individual awards, transportation costs to additional scrimmages, upgrades to transportation, etc. All fundraising activities are voluntary. Coaches/directors are encouraged to give parents the option to donate money instead of selling a fundraising item. Any money that is collected directly by students, (i.e., door to door sales, car washes, etc.) will be deposited into a school account when available. Money that is raised by a parent “booster” group may go into the booster account even if athletes work at the event (i.e., working at a tournament, bagging groceries) as long as the event is organized and supervised by the booster group. All fundraisers must be approved by the activities office.

BOOSTER CLUBS

Some programs do have parent run Booster Clubs that help support their teams. Booster Clubs are separate organizations that the Activities Office and School District do not control. Similarly, Booster Clubs do not control the Activities Office or School District for their activity. However, all parties will work together for the success of each activity. At the beginning of each year, Booster Clubs should provide the Activities Office the names and emails of its officers as to be most efficient in working together.

DATA PRIVACY

By law certain personal information cannot be released by a coach unless both the student and parent give permission. A data privacy release form is included in the online registration.

Directory Information: is public information that includes names and pictures of students participating in or attending co-curricular activities, school events, and High School League activities or events.

MANAGERS

Managers are to support the teams during practices and games. Those interested in being a manager for a team should contact the head coach of that program. With the coach’s permission, managers should register for that sport, however, no payment should be made and no physical is needed.

All managers are required to ride the team bus both to and from all away events in which they travel. They are expected to conduct themselves in an appropriate manner both on the bus and at the site of the game/event. Under NO circumstances are managers to leave the site of the contest.

STARTING A CLUB

Students who wish to start new clubs may pick up a club application from the Activities Office or access it online from the HS Clubs tab on shakopeesabers.com. All clubs wishing to meet on school grounds must have a staff advisor. The club application will be reviewed by the Activities Director, then potentially the School Board if the club wishes to be recognized by the District. Only District recognized clubs are able to have fundraising accounts.

OVERNIGHT TRIPS/ NATIONAL TOURNAMENTS

All overnight trips must be pre-approved and follow the District's Field Trip policy. Overnight trips must be approved by the School Board and all coaches/ advisors should fill out the Extended Field Trip Request Form at least six months in advance. Financials for these trips may be covered by the participants or boosters. The District will cover costs for basic transportation and entry fees when the trip involves regular season games/ meets.

If a team should qualify for a State Tournament, no Field Trip Request is needed. The District will cover basic costs for the tournament including the hotel stay, when applicable.

However, if an activity qualifies beyond a State Tournament (Nationals), the Field Trip Request form must be filled out and permission must be given to attend. Because not all athletics or activities are given the opportunity to attend a National Tournament, the District does not cover costs for those participating. The Activities Director will work with the advisor to set travel arrangements for the group.

EMERGENCY CLOSING OF SCHOOL

In the event that school is closed for any type of emergency, including inclement weather, the status of all co-curricular practices, games, or events will be communicated through coaches/advisors and the Shakopee Sabers website.

SEVERE WEATHER PLAN

Weather conditions may occur which could necessitate the cancellation or delay of extracurricular activities. While each situation is different, coaches and advisors will stay focused on their responsibilities and work towards providing a safe environment for all students regardless of their involvement in the emergency. A copy of the District's Severe Weather Plan is available on the Activities website.

COACHES/ADVISORS CODE OF CONDUCT

Coaches/advisors at Shakopee High School are expected to follow the following code of conduct in their relationships with athletes. As a coach/director I recognize:

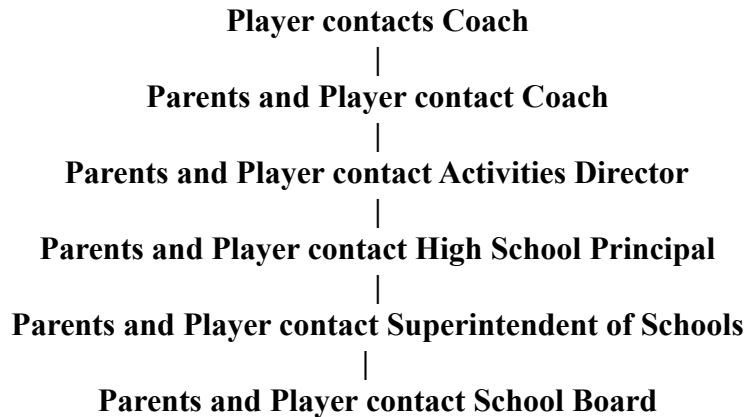
- My position as a leader for all students in terms of my language, behavior and attitudes.
- My responsibility is to treat all athletes fairly with dignity and respect.
- My need to exhibit the highest ethical and moral behavior at all times.
- The importance of honesty, integrity and respect for the rules and my responsibility to teach these values to my athletes.
- The need to keep "winning" in its proper perspective.
- That athletes/participants are students first and athletes/participants second and I will do everything possible to help students be successful in school.
- The importance of each activity that students participate in and will do whatever I can to support all activities.
- My need to be receptive to parent concerns.

PROBLEM/CONFLICT RESOLUTION

- As coaches/directors we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all of your concerns can be resolved, but we will listen and respond to the best of our ability.
- In order for our programs to be successful, we must work together - parent, coach and participant. We want to do what is best for each individual student-athlete whenever possible but must do so within the context of a team, group or program goals. As educators and coaches, we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way.
- To allow for an appropriate exchange of opinions when the need arises in either athletics or activities, a procedure has been developed to create an open line of communication between the school, parent/guardian, student and coach. The following procedure will allow for an exchange of opinion in a professional manner.
- Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please email or call to arrange a meeting with the coach/director. If your concern has not been addressed to your satisfaction then refer to the flowchart below.

CHAIN OF COMMAND

Every organization has and needs an orderly process to use when problems/issues arise. The Chain of Command at Shakopee High School is:



Parents/athletes are strongly encouraged to follow this chain of command whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of command. However, all concerns should begin with the coach/director and then advance up the chain of command.

ACTIVITY SURVEYS

Shakopee High School has developed an Activities survey for use at the end of each season. Please use this form to evaluate your child's participation in school activities after they have completed their season. The purpose of these surveys is to gain feedback from parents and students so that we can constantly improve the programs offered at Shakopee High School.

Coaches/Advisors will not see the names of people returning surveys; only the information contained within the evaluations will be shared. We ask that you be constructive in your comments and it is perfectly all right to send in a survey that is positive and supportive of a coach/advisor; everyone appreciates hearing that they are doing a good job.

WEBSITES / DIRECTIONS

The Activities Office uses www.shakopeesabers.com as its main hub for information. There, students and parents can find coach contact information, program information, registration information and game schedules. Registration is also completed through this site.

For the most accurate school event information including cancellation notices, go to the South Suburban Conference website: www.southsuburbanconference.org and click on Shakopee High School. This site can also be utilized for finding directions to out of town competition sites. Another site that is helpful with schedules and directions is the Minnesota State High School League website at www.mshsl.org.

ACTIVITY PASSES

Adult activity passes can be purchased in the activities office. The passes may be used for all regular season home athletic events (excludes section/conference tournament games) plus one admission to the fall musical and one admission to the spring play. Adult activity passes cost \$120. Activity passes issued to adults are NOT to be used by students for admission to events.

Passes are valid only for the person issued the pass.

Senior citizens (age 62 or older), who are **residents** of the Shakopee School District, may request a "lifetime" free pass from the Activities Office.

TICKETS

Ticket prices for all regular season single home athletic contests are \$5.00 for students and \$7.00 for adults. Starting in the 2022-2023 school year, tickets will be sold **ONLINE ONLY** for all home events. Tickets will be available for purchase at www.shakopeesabers.com/tickets.

For major Conference/Section events (tournaments) the daily fee will be determined by the conference or host school. Please note that other conference and non-conference schools retain the right to set their own ticket prices. **For Shakopee home contests only**, "student" price will be considered grades K through college.

SHAKOPEE STUDENT SPECTATOR ADMISSION

All Shakopee School District students (K-12) enrolled and in good standing for the school year will receive free admission to **all Shakopee home activity and athletic events** with their student ID card. Students in K-8th grades must enter with a paid adult in order to gain entry for free.

9-12th grades may come in on their own. Students who do not present their student ID card or campus barcode at the time of admission will be charged the standard student entry fee (\$5). **It is expected that elementary students be accompanied by an adult at all athletic events, activities, and performances for their safety and the safety of others.**

WARM UP MUSIC

Teams are allowed to create their own warm up playlists, however all music must be approved by the activities office. There will be no swearing and no inappropriate messages in the music that is played. Playlists should be submitted along with song lyrics to the Activities Office one week prior to the event that it is wanted for.

SPORTSMANSHIP

Coaches, players, parents and spectators attending Shakopee events are expected to follow the MSHSL and South Suburban Conference Sportsmanship Guidelines at all times.

Coaches and players have a unique position in the school community and therefore have an opportunity to provide leadership for the community while participating in their athletic programs. It is important that this leadership position be utilized in a responsible manner.

- Treat your opponent with respect. Make an effort to be courteous and respectful even when you feel you or your team has not been treated fairly.
 - Be a humble winner and a proud, respectful loser
 - Conduct yourself in a manner of controlled intensity
 - Have only positive verbal exchanges with all persons
- Respond to an official's decision in a controlled manner with a spirit of good sportsmanship
 - Use only positive actions and words
 - Demonstrate sportsmanship and fair play regardless of the situation and/or outcome of the contest
- Make certain that buildings and property are in good condition when you are finished using them
 - Respect an opponent's school and locker room areas, as well as any personal property in the area
 - Pick up an litter from the area and leave the area cleaner than you found it

SPECTATOR DEMONSTRATIONS

Sportsmanship and all that it entails is a primary goal of high school athletics. The safety of participants and spectators is also of the utmost importance. Demonstrations and displays at athletic contests that communicate anything other than positive support for the team may be disruptive, obtrusive, or misinterpreted and have the potential to lead to verbal or physical confrontation. The SSC and Shakopee Public Schools will enforce the expectation that all spectators will refrain from any and all such displays/ demonstrations at any contest.

Basic Fundamentals of Sportsmanship and Good Conduct:

- Show respect for the officials, players and fans regardless of school affiliation
- Do not engage in discriminatory or harassing conduct, including conduct based on any characteristic protected by the Minnesota Human Rights Act.
- Maintain self control at all times
- Spectators must remain in appropriate spectator areas
- Signs, banners, flags and placards must be positive and in support of your team only

Acts of Misconduct:

- Use of artificial noisemakers- examples: megaphones, compressed air horns, duck calls, whistles, cowbells, firecrackers, etc
- Display of signs, banners and/or placards that are negative in nature or call out the opponent in any way
- Throwing of objects- examples: silly string, beach balls, confetti makers, baby powder, flourcoins, pop bottles, folded papers, etc
- Use of obscene or abusive language that seeks to offend, intimidate or show prejudice toward a player, cheerleader, official or spectator, including the derogatory use of the names or numbers of opponents.
- Being on the premises of a contest while under the influence, in possession of alcohol/chemicals, or in violation of the school's tobacco free policy.
- Unauthorized entry into any scheduled contest or playing surface
- Violation of the student discipline policy

EXPECTATIONS AT CO-CURRICULAR EVENTS

- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after a musical selection.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium doors slam.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musical only), and at the end of the performance.