Board Meeting

Tuesday, August 19, 2025 6:30 AM
Conference Room, 23130 345th St SE, Erskine, MN 56535

1. **Call to order by Chairperson Brekken at _____**
1. Pledge of Allegiance
2. Welcome
3. Roll Call

   _____ Brekken
   _____ Carlson
   _____ Huschle
   _____ Rock
   _____ Sander
   _____ Schow
   _____ Swanson
2. **Approval of Agenda as presented or amended**
3. **Open Forum**
   This is an opportunity for members in the audience to share a thought or idea with the board. Please limit comments to under 3 minutes

   As per Minnesota Statute, items of private data or personnel issues will not be allowed to be presented or deliberated. Visitors with employee issues will be encouraged to proceed via use of School Policies dealing with complaints.
4. **Acknowledgements - Students/Staff/Personnel**
5. **Infomational Reports**
1. Dean of Students/Activities Director Report
6. **Financial - Auditors for the Month of August - Schow and Rock**
1. Approve payment of bills for the month of August - District Checks #51868-51962 in the amount of $384,877.64; Activity Checks - None; Wire Payments in the amount of $181,575.69 and MSDLAF Transfers - Redemptions $685,000.
2. Finance Officers Report
7. **Written Reports/Updates**
1. Superintendent Report
2. School Board Committee Reports
1. Pine to Prairie
3. Principal/Community Education/Title Grant Coordinator's Report
8. **Consent Agenda Business**
1. Approve Minutes of the regular meeting held July 15, 2025 and July 22, 2025
2. Accept Donations
3. Approve the 2025-26 Activities Handbook
4. Approve the 2025-26 High School Student Handbook
5. Approve the 2025-26 Elementary Student Handbook
9. **Action Items**
1. Approve the lane change request for Kelsi Gunufson from BA to BA10
2. Approve the following policies for their 1st and final reading (A) -
   413 - Harassment & Violence
   414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
   418 - Drug-Free Workplace/Drug-Free School

425 - Staff Development & Mentoring
501- School Weapons Policy
512 - School Sponsored Student Publications & Activities
515 - Protection & Privacy of Pupil Records
516 - Student Medication & Telehealth
516.5 - Overdose Medication
524 - Internet, Technology, and Cell Phone Acceptable Use and Safety
534 - School Meals Policy
602 - Organization of School Calendar & School Day
621 - Literacy & the Read Act
704 - Development & Maintenance of an Inventory of fixed Assets and a fixed Asset Accounting System
707 - Transportation of Public School Students
709 - Student Transportation Safety Policy
802 - Disposition of Obsolete Equipment & Material
806 - Crisis Management

3. Approve hiring Larry Koenen as a night time custodian (A)
4. Approve hiring Jon Watson as a paraprofessional (A)
5. Approve the 2025-26 Propane Prepay Contract with Red Lake County Cooperative (A)
10. **Set Meeting Dates and Times - September 16th, 2025 - 5:30 PM - Conference Room**
11. **Adjourn**

August

Activities Director's Report

Meetings

- Student/Parent meeting & activities registration was on 7/28.
- 9-12 Student attendance of Greg Berge workshop was well attended
- Ten coaches attended Greg Berge workshop, positive experience & positive feedback.
- The Fall area MSHSL meeting will be on Tuesday 9/9 in Thief River Falls.

Fall Activities

- Football, Volleyball, Cheerleading, and Junior High Volleyball practices began on 8/11. Junior Football began on 8/18
- Fall sports pictures will be taken on Tuesday, August 19 starting at 8:30 am
- First home games:
    - VB: 7th-Varsity on 8/28 vs. Clearbrook-Gonvick (early starts)
    - FB: Varsity on 8/28 vs. Clearbrook-Gonvick
- Participations numbers
    - 9-12 VB 32 (6, 17, 6, 3)
    - JH V: 23 (13, 10)
    - 9-12 FB 25 (9, 8, 5, 3) [more expected]
    - JH FB 22 (13, 9) [more expected]
    - Cheerleading: 9 (1, 0, 6, 1, 1, 0)

Other

- Activities Handbook changes/updates
    - Sentence structure (capitalization, adding omitted words
    - ISS penalties for T&F, wrestling, cheer
- Student Council Advisor position open and in process of being filled.

Dean of Students

- Positive behavior rewards will continue (examples: Be the Best Patriot drawings/recognitions, school wide trivia/challenges, Patriot swag giveaways, positive sporting event spectator recognition, …)
- Semester or Quarterly “good attendance” recognitions

Finance Officer Report
August 2025

Food Service

- Lunch Letters
    - Lunch letters have been made available to families requesting them to fill out a free and reduced application. Anyone who is direct certified is already in our lunch system.
    - Prior year certifications of free and reduced will drop off by mid-October if a new application is not submitted annually.
- LINQ – I've been working on getting our food service operating system ready for the new year by setting up modules and operating systems. Region1 no longer offers support for this, so I complete the back-end operations of LINQ myself. After the summer food program is finished toward the end of August, I will switch back over to the NSLP and NBP for our regular school year meals.

Audit

- Audit in-person fieldwork was completed by Brady-Martz last month. They are still in the process of completing the audit; sending me emails and awaiting the adjusted ADM report, which may affect ending balances yet. Preliminary numbers will be provided at next month's meeting.

WIN-E-MAC SCHOOL DISTRICT

AARON COOK, SUPERINTENDENT

www.wemschools.org

Phone: (218)563-2900

23130 345th Street SE
Erskine, MN 56535
Carl Dugstad, Principal

DISTRICT FAX: (218)563-2107
H.S./ELEM. FAX: (218)563-2902

August 14, 2025

Superintendent Report

August 2025 School Board Meeting

1. Referendum Update
    a. Working with Rapp, will have a big push during workshop week and open house.

2. Open House
    a. Wednesday August 27

3. Propane PrePay

4. Policy updates
    a. Policy updates needed for approval from MSBA due to 2025 legislative session.

Principal Board Report
August 19, 2025
Principal Carl Dugstad

- Capti training
    - Capti is a new mandated dyslexia and reading screening that is required to be used this year. This process will be new for school in Minnesota this year.
- Fastbridge training
    - Fastbridge is our new data/testing software we will use. It tells us how students are doing and specific skills they need more assistance with. It also contains interventions teachers can use to help with those skills.
- Handbook Updates
    - Not many changes, cleaned up some language and added piece on junior high students not being allowed to use cell phones during the school day.
    - HS Handbook
    - Elem Handbook
- MTSS Cohort
    - MTSS is a systemic approach to making sure we are getting the students what they need, when they need it. We signed up for a six session cohort this summer to explore how it may fit for us.
- Inservice Days
    - August 25-28 are inservice days where staff get training and meetings are held to establish schedules, expectations, etc.
    - August 27 is the Open House from 5-7PM with a 7th grade orientation at 4:30.
- ASEC Admin Workshop
    - Attended the Administrator workshop provided by ASEC to learn about best practices for our SPED program.

Minutes of Regular School Board Meeting
Win-E-Mac School District
Tuesday, July 15, 2025
6:30 a.m. - Conference Room

The meeting was called to order by Chairperson Tyler Brekken. Members present: Brekken, Carlson, Huschle, Rock, Sander, Schow and Swanson.

Audience Members included: Aaron Cook, Carl Dugstad, Rob Hole, Brady Langemo, Tracy McGlynn, Kristi Plante and Amand Shultz.

Approval of Agenda as presented or amended. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Brady Langemo gave the DOS/AD Report - Coaches - I recommend approving all coaches for the fall sports seasons; We have an open football cheer advisor position that I am hoping to fill this week. Fall Sports - Football and Volleyball practices will begin on Monday, August 11. Varsity Football and Volleyball schedules have been finalized and both will be online shortly. JH schedules and JV football still awaiting a few confirmations. Will once again host a JH VB tourney (10/4). Homecoming week is 10/6-10/10. Other - Gym Floor – The floor will be waxed the first week of August. 25-26 Parent/Athlete Registration Meeting & guest speaker on 7/28. Information will be social media, on our website, in the Erskine Echo, and on the radio. Activities handbook will be updated and submitted for approval in August.

Todd Rapp - Todd Rapp from **Rapp Strategies** met with us to discuss the upcoming **referendum** and provided guidance on communication strategies moving forward.

- **Communication Planning**:
  Rapp Strategies will lead all communications related to the referendum on behalf of the school. Todd shared best practices for how to communicate effectively with the community and how to address common questions from the public.

- **Referendum Details**:
  He outlined preliminary figures regarding the **funding amounts** needed and potential **tax impacts**. While specifics are still being refined, he emphasized the importance of clear, transparent messaging about the financial implications for voters.

- **Voter Engagement & Passing Rates**:
  Todd shared insights on **pass rates for similar referendums** across the state and strategies that have led to success in other districts. This included timing considerations, voter turnout trends, and the role of community trust.

Auditors for the month of July were Carlson and Huschle. Approve payment of bills - District checks #51799-51867 in the amount of $255,855.94; Activity checks #20059-20061 in the amount of $2,020.59; Wire payments in the amount of $184, 211.74; and MSDLAF Transfers - Redemptions $485,000 and MSDLAF Transfers - Purchases $585,000. This motion, made by Davin Swanson and seconded by Amanda Schow, Carried.

Tracy McGlynn gave the Finance Officer report - Enrollment - Our initial enrollment numbers have been given to us from the state. After reviewing the initial submission report, I noticed some variances from the monthly reports that I provide to you. After digging in and having some changes made with our MARSS Coordinator with Synergy, the data was resubmitted through MARSS, and we gained 2.0 ADM. There is a known issue in Synergy that Region1 is working on to resolve and some other changes made. The next report should come out around July 18th, when I will review the report again; expecting to gain at least another 2.0 ADM. The state waits until next January to verify. Our most recent numbers reflecting the updates made for elementary are 226.22 K-6, 4.7 EC & 11.24 VPK and the high school was at 213.94, which gives us a total K-12 of 440.16. The final budget had an adjusted ADM of 442.3. Schedule of Fees - The Free School Meals for Kids Program continues into its second year. Meals for students for both breakfast and lunch will continue at no charge. We will, however, still need to keep track of each meal and report free, reduced and denied when submitting our claims. Food Service: I would recommend no change to the adult lunch or breakfast. We are now only required to use the price equity tool if our fund balance for food service is negative. Increase Gate Prices of Adults to $7, Students Free and Senior Citizens $5. Increase of all Punch Cards and Activity Passes by $10. Rates of Pay - Increase Curriculum Writing from $25 to $30. Increase Sub Teacher pay from $140/day to $150/day. Bids - Milk – For milk this year we received one bid. The bid was from Prairie Farms - Woodbury. I would recommend using this bid. Fuel – we received one bid from the Win-E-Mac Travel Center. They are offering a 5 cents per gallon discount, which is what they have offered in the past. I would recommend accepting the bid. Snow removal – Our bid was with Fortman Grading. I recommend using this bid. Bread – For bread this year we received one bid. The bid was from Pan-O-Gold. I would recommend allowing the food service to continue purchasing from Pan-O-Gold. Other - Audit – Our Auditors from Brady Martz will be here between July 14-15 in person. Orders – The teacher orders have been ordered and are arriving. Boxes will be given to the teachers, and it will be their responsibility to look through them to make sure everything has arrived.

Aaron Cook gave the superintendent's report - LTFM Plan - Needs to be submitted yearly by July 3; Building and ground committee met to approve plan; Projected Revenues and Expenditure Plan. Aaron provided an overview of the Long-Term Facilities Maintenance (LTFM) plan and how the allocated funds will be used in the upcoming year. The plan includes a

list of current and future projects that need to be completed. He emphasized that the LTFM plan must be submitted to the Minnesota Department of Education (MDE).

Aaron also reviewed the expenditure plan and discussed how it aligns with the LTFM priorities. Additionally, he followed up on the Rapp presentation, highlighting its implications for both taxpayers and the school.

Due to submission deadlines, a special board meeting will need to be scheduled in late July to review and approve the necessary documents, which must be submitted by mid-August.

Carl Dugstad gave the Principals Report - I am getting settled in. I am glad to be here and am thankful for the opportunity. Everyone that has stopped in to meet me has made me feel welcome. The boys basketball team has made my son feel welcome as well. We are working on: Interviewing, hiring, and settling on a contract with an elementary teacher. Our pool of candidates was very strong. We are working on creating the programming for the new ADSIS program to help our struggling readers get back on track. I am catching up on all the READ Act planning that happened over the last year and I think we have a good plan moving forward. Handbook changes-so far the only big change is we are going to have no phones for the junior high students throughout the day. I am attending all the webinars, etc. I am learning how to use Capti-which is a dyslexia screener we will have to use in the future.

Approve Minutes of the regular meeting held June 17, 2025. Accept Donations - No donations for this month Designate Location of Meetings (See attachment A) Designate Official Posting Place for Board Meetings (See attachment A) Designate Official Depositories (See attachment A) Designate Official Newspaper (See attachment A) Designation for back-up duties of Clerk and Treasurer (See attachment A) Establish the reimbursable mileage rate (See attachment A) Award bid for Fuel to Win-E-Mac Travel Center Award bid for Snow Removal to Fortman Grading Award bid for Bread to Pan O'Gold Award bid for Milk to Prairie Farms/Woodbury. This motion, made by Jackie Huschle and seconded by Brad Sander, Carried.

Attachment A – July 15, 2025, Board Meeting

Official Board Designations

Designation of Location of Meetings

• School Conference Room

Designation of Official Posting Places for Board Meetings

• School Business Office

• School Teacher Work Room

Designation of Official Depositories

• American State Bank of Erskine

• First National Bank of McIntosh

• Minnesota School District Liquid Asset Fund

• Ultima Bank Minnesota of Winger

Designation of Official Newspaper

• Erskine Echo

Appointment of School District Attorney

• Knutson, Flynn and Dean

• Rupp, Anderson, Squires and Walspurger, PA

• Pemberton Law Firm

Designation of Aaron Cook, Superintendent, to assume the back-up duties of Clerk and Treasurer

Establish the reimbursable mileage rate

• Current IRS Mileage Rate

Establish Activity Gate Prices and Activity Pass Prices for 2025-26. This motion, made by Megan Rock and seconded by Nicki Carlson, Carried.

Establish the Student Participation Fee Information for 2025-26.. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Establish Activity Workers Rate of Pay for 2025-26. This motion, made by Davin Swanson and seconded by Brad Sander, Carried

Establish Schedule of Fees for Student and Adult meals (breakfast & lunch) for the 2025-26 school year. This motion, made by Jackie Huschle and seconded by Nicki Carlson, Carried.

Establish Transportation Chargeback Mileage Rates. This motion, made by Brad Sander and seconded by Jackie Huschle, Carried.

Establish Rates of Pay for Community Education Classes, Extended School Year/Summer Tutoring, Curriculum Writing, Substitute Pay, Special Education, Drivers Ed Classroom and Behind the Wheel. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried. Swanson - abstain

Establish Board Salary Schedule. This motion, made by Brad Sander and seconded by Nicki Carlson, Carried.

Establish Board Meeting Schedule. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Approve hiring Jeffrey Burvee as a 1.0 FTE Elementary Teacher. This motion, made by Megan Rock and seconded by Amanda Schow, Carried.

Approve the Football Coaches for 2025 - Head - Aaron Cook Asst - Ryan Breitbach Asst - Erik Hamre JH - Jason Svalen Volunteer - Jason Carlson Volunteer - Gavin Haskett. This motion, made by Megan Rock and seconded by Amanda Schow, Carried. Carlson and Huschle - abstain

Approve the Volleyball Coaches for 2025 - Head - Lynette Kaster Asst - Kelsi Gunufson Asst - Mariah Christian JH - Melissa Smeby. This motion, made by Jackie Huschle and seconded by Amanda Schow, Carried.

Approve the following advisors for 2025-26 - Football Cheerleader Advisor -TBD Student Council Advisor - TBD Yearbook Advisor and Junior Class Advisor -Vondria Winter Senior Class Advisor -TBD Knowledge Bowl Advisor - TBD Activities Director - Brady Langemo Extra-Curricular Choir - Charity Salmonson Extra-Curricular Band - Amanda Shultz One Act Play - Andrew Hanson All School Play -Andrew Hanson Robotics Nate Johnson Brady Langemo - Assistant Minnesota Honor Society - John Eckman Winter Cheerleading Advisor -Mandy Davis. This motion, made by Megan Rock and seconded by Davin Swanson, Carried.

Approve the FY27 Long Term Facilities Maintenance Plan. This motion, made by Tyler Brekken (DD12) and seconded by Megan Rock, Carried.

Approve the resolution accepting gifts/donations for the student activity fund for the 2024-25 school year

RESOLUTION ACCEPTING GIFTS/DONATIONS

WIN-E-MAC SCHOOL DISTRICT 2609

WHEREAS the Minnesota Statutes, 456.03, 123B.02 Subd. 6, and the Minnesota Department of Education Uniform Financial Accounting and Reporting Standards for Student Activity Accounting, require the School Board of Win-E-Mac ISD No. 2609, Erskine, State of Minnesota to approve all donations; therefore, BE IT RESOLVED by the School Board of Win-E-Mac ISD No. 2609, Erskine, State of Minnesota as follows: The Win-E-Mac ISD 2609 School Board does hereby accept all student activity donations received during the 2025-2026 fiscal year. This motion, made by Jackie Huschle and seconded by Brad Sander,

Roll Call Vote - Brekken - yea

Carlson - yea

Huschle - yea

Rock - yea

Sander - yea

Schow - yea

Swanson - yea

Motion Carried.

Set Meeting Dates and Times - August 19th, 2025 - Conference Room, 6:30 AM Special Meeting to discuss referendum set for July 22, 5:30 PM - Conference Room. This motion, made by Jackie Huschle and seconded by Brad Sander, Carried.

Adjourn at 7:48 AM - This motion, made by Brad Sander and seconded by Davin Swanson, Carried.

Minutes of Special School Board Meeting
Win-E-Mac School District
Tuesday, July 22, 2025
5:30 a.m. - Conference Room

The meeting was called to order by Chairperson Tyler Brekken. Members present: Brekken, Carlson, Huschle, Rock, Sander, Schow and Swanson.

Swanson moved for Option of Referendum Resolution - $800 operating and $0 capital. Brekken seconded. Roll call vote taken - Swanson - yay; Rock - yay; Huschle - yay, Brekken - yay and Carlson - yay. Sander - nay; and Schow - nay - MC

Motion to adjourn by Swanson at 6:15 p.m. Seconded by Rock. MC

RESOLUTION ACCEPTING GIFTS/DONATIONS

WHEREAS, Win-E-Mac ISD 2609, Erskine, MN , is authorized to accept gifts or donations of real or personal property under Minnesota Statutes, Section 465.03; and

WHEREAS, the following persons or entities have offered to contribute the items or funds set forth below to the district:

Donor	Amount	Purpose	Date
Fidelity Charitable - Warford Family Charitable Fund	$1,000.00	Football Fieldhouse donation	July 2025
FB Fieldhouse Golf Scramble	$9,402.00	Football Fieldhouse donations	July 2025

NOW, THEREFORE, BE IT RESOLVED by the School Board of Win-E-Mac ISD 2609, that the above-described gifts are hereby accepted with appreciation, and the School Board expresses its gratitude on behalf of the district and community.

WIN-E-MAC PUBLIC SCHOOL

Win-E-Mac Public School Activities Handbook

2025-2026

Presented to the Win-E-Mac School Board on
August 19, 2025



It is the School Boards belief that student participation in school activities is part of our total education program, providing student opportunities for physical, social, moral, and intellectual development. The Win-E-Mac School Board believes in the education of the whole person, and that competitive activities are an integral part of the overall educational experience. All students are encouraged to participate in interscholastic programs as part of the healthy development of a well-integrated person. Competition means more than a contest between schools or individuals. It is a means of teaching a way of life. It teaches fair play. It teaches that no one individual is more important than the team. At Win-E-Mac Public School, athletics, co-curricular activities, and academics are combined to develop physical, mental, and social values that will help the student grow throughout life. The goal for students and teams is to perform at the maximum of each person's capabilities. Every student is encouraged to participate in multiple programs and strive for excellence. This handbook contains the rules/regulations that govern these programs. Participation in these activities is a privilege for students that carry the participant's responsibility to their teammates, school, coaches/advisors, parents, staff, and the community.

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ACTIVITIES PROGRAM DIRECTIVE

Activities in the Win-E-Mac public school shall be governed by activities policies formulated by the Activities Director, Principal, Superintendent, and MSHSL committee and subject to the approval by the Board of Education. Such policies may be modified whenever deemed necessary by the Board.

DISTRICT MISSION STATEMENT

During the 2005-2006 school year, the Win-E-Mac School Board met and strategically developed a strategic framework that would guide decisions and the direction for the District. From the planning session, the following were adopted.

Vision Statement: Win-E-Mac Schools are a place where 'Kids Come First'.

Mission Statement: "To enhance and enrich the education of students by increasing parental involvement, maximizing community resources, providing for a safe school environment, and fostering mutual respect for all students." (2005)

The 2020-2021 School Board Goals state that Win-E-Mac Public School District will:

Goal 1: Continue to provide a comprehensive curriculum for all students reflective of best practices, provide quality instruction and implement the use of assessment data to increase student achievement;
Goal 2: Improve communication with parents, students, and our public to produce a trusting and supportive school community;
Goal 3: Maintain financial health without compromising student learning;
Goal 4: Continue to provide school facilities and programs that are safe and support teaching and learning.

PHILOSOPHY ON STUDENT ACTIVITIES

It is the educational philosophy of the Win-E-Mac School District to prepare its students to become productive, contributing citizens of their community and society. The extra-curricular programs are an extension of this philosophy.

Within this context, it is the purpose of the school's extra-curricular program to foster and promote:
- The ideals of competition, teamwork and sportsmanship while achieving the goals of success, intellectual learning, and of participation.
- The development of self-confidence, self-discipline, organization, decision-making skills and goal setting.
- The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- A positive feeling of school loyalty and pride which can be shared by all participants, the student body, parents, coaches, advisors, staff, and the community as a whole.

BELIEF STATEMENT

Athletics and other extra-curricular activities are accepted educational ingredients in public schools. As such, extra-curricular activities must be treated as educational programs. Benefits and goals should be learning how to get along with other people, developing teamwork, learning discipline, developing mentally and physically, and establishing lifelong physical conditioning habits. The object is to have winning teams through having athletes train to the best of their ability. Therefore any student participating can learn to accept not winning as a realistic part of learning and living.

The athlete shall be well-mannered to visiting teams, coaches, fans, and officials; play hard yet not cheat, bicker, gamble or showboat; be modest when successful and gracious in defeat; observe team rules; demonstrate loyalty to the school by achieving scholastically and by supporting other student activities; play for the love of the game; set high personal standards for principles and physical conditioning; and respect officials and supporters from the contender.

Athletes and extra-curricular participants should understand team characteristics. It is important to recognize one's ability and work to improve upon that ability. Many roles are important to any team concept. Each team member plays a vital role no matter their playing time minutes or the team which they are assigned. Being a member of a team should be rewarding if students, coaches, and fans know that they are contributing to the total team concept.

Athletes should strive to set standards of excellence for others to follow. Athletes are role models that peers and younger students will try to follow. Their behavior does affect other people.

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for self, opponents and officials. Rules of the event should be respected and skill and performance should be recognized by all participants regardless of school connection. Good sportsmanship is the foundation of any quality activity program.

BENEFITS OF CO-CURRICULAR ACTIVITIES

- Activities Support the Academic Mission of Schools. They are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.
- Activities are inherently Educational. Activity programs provide valuable lessons for practical situations - teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.
- Activities Foster Success in Later Life. Participation in high school activities is often a predictor of later success - in college, a career and becoming a contributing member of society.

CHAIN OF COMMAND

A chain of command is vital to the success of an organization. It is our belief that the majority of questions, concerns, or information is best provided at the level closest to the participant; i.e., the coach/advisor and the Activities Director. The chain of command to be followed in the activities department is as follows: Individual directly involved – Assistant Coaches – Head Coaches –Activities Director – Principal – Superintendent – School Board. Coaches, students and parents should always follow this chain of command when asking questions or looking to address a concern regarding our programs. It is suggested that discussions almost always begin at the lowest level of participation and that the 'chain of command' is followed. If there is no resolution to questions or concern then the next level should be approached. The District would ask that individuals who resort to the District Complaint Policy once the item gets to the Superintendent or Board level. Once a written complaint is filed it is shared with the individual(s) named in the complaint it is investigated, a determination of the findings is developed, and a response is provided to the complainant. The full Board is appraised as to the nature of the complaint and a conclusion drawn. The complaint will remain on file. The following activity chart indicates the channels of authority and reporting relationships for school activities programming.

The following table describes the relationships and responsibilities expected between the coach/advisor/director of an activity and the participants/parents/fans.



Figure SEQ Figure * ARABIC 1- Win-E-Mac Chain of Command for Activities

RELATIONSHIPS INVOLVED IN TEAM PROGRAMS

PARTICIPANT- COACH/ADVISOR/DIRECTOR RELATIONSHIP:
This is the most important relationship.
Parents can affect this relationship by criticizing the coach to their son or daughter.
Parents should always remember that the participant has to return to practice the next day.
Parental coaching at home may impede the athlete's progress.

PARENT-COACH/ADVISOR/DIRECTOR RELATIONSHIP:
Allow the coach to instruct and guide the team.
Do not question or confront the coach immediately after a contest.
If you want to discuss a problem with the coach, make an appointment with him/her and discuss your concern in a calm, courteous and logical manner.

PARENT-PLAYER RELATIONSHIP:
Do not try to live through your child.
Be positive and supportive without adding undue pressure and unrealistic expectations.

PARENT RESPONSIBILITIES:
Attend pre-season meeting.
Review this Handbook and complete the required form indicating that you have read and understand this handbook and your activity specific handbook.

PRACTICE SESSIONS AND GAMES:
Practice is normally closed to spectators.
The practice facility is the athlete's classroom and should be free of distractions.
Positive support is encouraged at contests.
Lateness and absence must be immediately explained.

SPECTATOR-CHEERLEADER RELATIONSHIP:
It is not appropriate for anyone to interfere or impose upon the cheerleaders.
Cheerleaders should help direct and control the emotions at all contests.

PARTICIPATION ON A TEAM:
It's a privilege not a right.
Players must accept all responsibilities in order to stay on the team.
Nobody will be accorded equal or guaranteed time.

RESPONSIBILITIES OF A COACH/ADVISOR/DIRECTOR:
Select the participants.
Determine the style and philosophy of competition.
Teach at practice sessions.
Determine who starts and the amount of participation in activities.
Establish team rules.
Select team captains/leaders.
Communicate with parents the practice schedule, the game schedule, and their philosophy and rules.
Always make safety and the athletes' welfare come first.

RESPONSIBILITIES OF THE PARTICIPANT:
Put the team's goal, interests, and success in the forefront.
Attend all practice sessions.
Be receptive to coaching instructions, advice, and criticisms.
Be responsible for all uniforms and equipment.
Represent the school well in behavior, attitude, and follow the team rules.
Report all injuries to the coach immediately.

SPORTSMANSHIP:
Parents have to demonstrate good sportsmanship and serve as role models.
Specific obligations:

- No vulgar or inappropriate language.
- Taunting and trash-talking will not be tolerated.
- Outsiders must never intrude upon the field or court during a contest.
- Cheerleading should be for our team, not against the opponents.
- Respect the efforts of ALL participants.

FAN-OFFICIAL RELATIONSHIP:
Officials are necessary to the game.
They are bound by a code of ethics that make them rigidly impartial.
Fans, and particularly parents, should never harass or taunt officials.

SPORTSMANSHIP CREED

PLAYERS' CREED
We live clean and play hard. We play for the love of the Game.
We win without boasting, we lose without excuses, and we never quit.
We respect officials and accept their decisions without question.
We never forget that we represent our community.
We understand that sportsmanship is a part of being a competitor.

COACHES' CREED
We inspire in our players a love for the game and the desire to do their best
We promote the philosophy that to do your best is to win.
We teach our players that it is better to lose fairly than to win unfairly.
We lead players and spectators to respect officials by setting a good example.
We coach the game and guide our players to be better people.

PARENTS' CREED
We support and encourage every child.
We support our child's coach and appreciate his/her efforts on our child's behalf.
We understand that our program is designed to benefit all the participants and we do our best to work on its behalf.
We never forget that we represent our community wherever we go.

SPECTATORS' CREED
We never verbally abuse a player or official.
We appreciate a good play, no matter who makes it.
We know we represent the school by our conduct.
We support the decisions of coaches and referees.
We recognize the need for more sportsmen.

-permission to modify by DSmeins, Luverne, Minnesota

RULES

The Minnesota High School League (MSHSL) rules will govern all league-sponsored activities. These rules and regulations are available from the athletic director and will be discussed at the parent meeting in the fall, prior to the start of school.

High School Eligibility Guidelines

For Students Involved in Activities

These issues are being added *to establish a higher standard of expectations amongst all Win-E-Mac High School students* who are involved in "League" (MSHSL) and school-sponsored, non-League activities.

With this mindset we call for a provision within our High School which acknowledges that all students are a "member in good standing" until they have violated the student Code of Conduct. As a member of

the student body in good standing they may participate in those activities considered to be extra-curricular in nature. As in society, should a student choose to violate this code they will be excluded from those "

MSHSL ELIGIBILITY

Students participating in activities sponsored by the MSHSL will be governed by the rules as stated by the League, with one adjustment; students who receive a chemical violation on school property will receive an additional week of ineligibility. Participants can find a written copy of the MSHSL rules on the MSHSL website or in the Student Handbook.

Win-E-Mac High School will follow the established MSHSL eligibility rules with the following exceptions. Activities have been placed in two categories by the High School League.

> *Category I:* All MSHSL interscholastic competition in athletics, speech or one-act plays.
>
> *Category II:* All music activities, school plays or other activities sponsored by Win-E-Mac High School. We include, but do not limit these activities to: Homecoming and SnowFest Week activities, student council, National Honor Society, national and international trips, band and choir trips, class trips, YLI, music ensembles, graduation activities (except commencement exercises, but w/o honors), Knowledge Bowl, Robotics, and the All-School Play.

Events that are considered to be a graded component of the classroom are excluded.

Consumption/Possession

The Rule for Category I

During the school year or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy or sell or give away a controlled substance including anabolic steroids and inhalants.

> *Penalty for the first violation:* Confirmation of the first violation the student shall lose eligibility for the next two weeks or 2 consecutive events in which the student would participate, whichever is greater.
>
> *Penalty for the second violation:* Confirmation of the second violation the student shall lose eligibility for 3 weeks or 6 consecutive events in which the student would participate, whichever is greater.
>
> *Penalty for the third and subsequent violations:* A student will lose eligibility for 4 weeks or 12 consecutive events in which the student would participate, whichever is greater.

The Rule for Category II

> *Penalty for the first violation:* Confirmation of the first violation, the student shall lose eligibility for the next two weeks.

Penalty for the second violation: Confirmation of the second violation, the student shall lose eligibility for the next 6 weeks.

Penalty for the third and subsequent violations: Confirmation of the third violation, the student shall lose eligibility for the next 12 weeks.

Penalties shall be accumulative beginning with and throughout the student's grades 9-12. Penalties for grades 7 and 8 will be the same as above but will not accumulate. A student involved in Category I and II must meet the criteria for each rule.

Sexual, Religious, and Racial Harassment

The rule for Category I

Penalty for first violation: Confirmation of the first violation the student shall lose eligibility for the next four weeks or four events, whichever is greater. (At least two of these events must be in Category I.) A student may reduce the penalty by satisfactorily completing the information session provided by the school. The penalty will be two weeks or two events, whichever is greater. Parents will be notified and the student must complete the information course.

Penalty for second violation: Confirmation of the second the student shall lose eligibility for 8 weeks or 8 events, whichever is greater. (At least six of these events must be in Category I.) Students who have not attended the information course must attend to regain eligibility. Parents will be notified and an assessment by the county or other approved agency must be completed in order to regain eligibility.

Penalty for third and subsequent violations: A student will lose eligibility for 18 weeks or 18 events, whichever is greater. (At least 12 of these events must be in Category I.) Parents will be notified and students must attend the information course with an adult. Assessment by the county or other approved agency must be completed before the student regains eligibility.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team. (Grades 7/8 same as above, except will not accumulate)

The rule for Category II

Penalty for the first violation: Confirmation of the first violation, the student shall lose eligibility for the next four weeks. A student who successfully completes the information course offered by the school shall serve two weeks. Parents will be notified.

Penalty for the second violation: Confirmation of the second violation, the student will lose eligibility for the next eight weeks. A student who has not completed the information course must do so. Parents will be notified and the student must undergo an assessment by the county or other approved agency.

Penalty for the third and subsequent violation: Confirmation of the third violation, the student shall lose eligibility for the next 18 weeks. Parents will be notified and the student must complete the information course with an adult. Students must undergo an assessment by the county or other approved agency.

*The MSHSL recognizes a distinction between *harassment* and *violence.* ISD #2609 will use the following definitions when applying penalties to these types of issues.

Sexual harassment is a form of sex discrimination that violates section 703 of title VII of the Civil Rights Acts of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statutes Sections 363.01-.14, the Minnesota Human Rights Act.

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is illegal but may or may not be criminal activity.
B. Sexual harassment may include but is not limited to:
    1. verbal, written/graphic harassment or abuse;
    2. subtle pressure for sexual activity;
    3. inappropriate patting or pinching;
    4. intentional brushing against the individual's body;
    5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
    6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
    7. any unwelcome touching of a sexual nature.

C. Sexual Violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minnesota Statutes 1990, Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

D. Sexual violence may include, but is not limited to:
    1. touching, patting, grabbing, or pinching another person's intimate parts, either same sex or opposite sex;
    2. coercing or forcing sexual touching on another;
    3. coercing or forcing sexual intercourse on another;
    4. threatening to force sexual touching or intercourse on another.

Note: MSHSL guidelines call for a penalty of 12 months for students who engage in sexual, racial, or religious violence.

Other issues related to the MSHSL Rules Policies and Student Handbook Rules include:

Category II activities will have violations administered by the principal and activities director. Student participation will be suspended for rule violations.

1. The principal may place non-league activities such as clubs and organizations sponsored by the school under the MSHSL rules.
2. The principal may, in addition to the rules of the MSHSL rules, suspend student participation for displaying poor citizenship in either the community or at school.
3. A student who is serving a game suspension penalty may continue practicing with their team, but he/she may not dress in uniform for the game.

4. Administration of the rules is the shared responsibility of the activities director and the school principal.
5. A student who receives an MSHSL Violation:
    A. Will lose captaincy privileges and captaincy eligibility for one calendar yr. for all teams in which they participate.
    B. Will not be eligible for any school-given team awards (ex: MVP, Most Improved, Letter, etc) for the season in which they are currently participating (or the next season in which they participate if they are not currently in a sport, or if the violation occurs during the summer.)
    C. Not eligible for Special Senior Awards (Given at the Senior Athletic Awards Ceremony) if the violation occurred during their senior year.

SCHOLASTIC ELIGIBILITY

Participation in extracurricular activities, including band and choir, in the present grading system is a result of students making satisfactory progress toward graduation. All decisions on academic eligibility will be made by the principal. Eligibility is determined at the quarter marking period (Eligibility for online class will be determined at semester break for students who take those classes).

Rules of eligibility:

1. One failing grade: the student will be ineligible for 5 school days or 1 interscholastic event, whichever is greater. Students are to practice but must be passing at the end of the five days in order to compete.

2. Two failing grades: student is ineligible for 10 school days or two events whichever is greater. The student may practice when failing grades are above passing.

3. Students who failed a full year course are to remain ineligible for the first two weeks of the new school year or two events whichever is greater. Students may practice but not compete during this two-week period.

4. If the student has failed three, or more, classes, he/she is ineligible for 15 school days or three events whichever is greater. The student will be considered ineligible to participate in interscholastic activities until they are making "satisfactory progress toward graduation". Students entering their junior year with less than 11 credits would not be considered as making satisfactory progress toward graduation. Students entering their senior year must have earned 17 credits to be considered as making satisfactory progress toward graduation as outlined in the Student Handbook.

5. Incompletes: students with incompletes may participate as soon as the incomplete has been satisfactorily completed.

6. Weekly grade checks: Teachers will post all students who are failing on a weekly basis, Thursday. Any student on this list will be considered immediately ineligible starting Monday. The student-athlete will regain eligibility as soon as they are passing and removed from the list. Students will be ineligible to compete in any extra or co-curricular activities while they have a failing grade.

7. Out-of-town events: students academically ineligible, due to weekly grade check, are not allowed to travel on the team bus.

8. Other eligibility: students in band and/or choir, the play, etc. will not be eligible to perform in those events that are not sponsored by the Minnesota High School League.

ACTIVITIES DIRECTOR'S RESPONSIBILITIES

1. The major responsibility of the activities director shall be the promotion of a sound activities program having a long range policy with continuity and coordination of all extra-curricular activities.
2. The superintendent, activities director, and principal shall arrange for all coaching assignments prior to the beginning of the school year and these shall be submitted to the Board for approval prior the beginning of each season.
3. The head coach and activities director will make recommendations to the principal and superintendent regarding the hiring of assistant coaches.
4. The activities director shall confer with the superintendent regarding activities or plans which may involve larger expenditures than usually approved.
5. The activities program shall be under the direction of the athletic director. Decisions shall be final except as any Board Policy may otherwise provide.
6. It is recommended by the administration that all problems pertaining to activities be handled within the activities department. Assistant coaches should refer problems to their head coach and if necessary to the activities director. Junior high coaches refer problems to their athletic director.
7. Specific duties of the activities director shall include the following: (1) arrange activities schedules, (2) requisition equipment and supplies, (3) make recommendations to the superintendent regarding the number of coaches needed and of assignments of duties of athletic staff, (4) select competent officials for games, (5) determine officials' fees and arrange for their payment, (6) facilitate practice schedules, (7) prepare for and attend home athletic activities, (8) represent the school at athletic conferences, (9) prepare eligibility lists, (10) be in charge of advertising, publicity and transportation of teams, (11) evaluate the athletic staff and program, (12) make recommendations for maintenance and improvement of all athletic facilities, (13) facilitate the awards banquets, (14) arrange for workers of athletic events, and(14) maintain activities website.
8. The Athletic Director will evaluate all head coaches yearly. Assistant coaches will be evaluated yearly by the head coach.

INSURANCE AND ACCIDENTAL INJURIES

The District does not provide accidental injury insurance for athletes. Students are encouraged to purchase the student insurance policy offered to all students in the District in the absence of or in addition to family health care insurance. More information may be obtained from the Activities Director. Coaches must complete an injury report form (available in the school office) when serious injuries occur and submit a copy to the school nurse or Health Aide.

ATTENDANCE

It is our expectation that all students be in school before the start of 5th hour in order to be eligible to practice or participate in games or events on that day, unless excused by the school district. It is further expected that our students be in school on time the day following a game or event. Students need to attend a minimum number of practices (decided upon by the coach) in order to be able to participate in competitions/performances.

LETTERING AWARD

Win-E-Mac Schools will award one letter, a varsity letter or chenille, to students in grades 7-12 who accumulate eight (8) points. Additional pins and bars can be earned to represent additional letters/awards. Coaches/Advisors will determine who receives points.

ACTIVITY	*POINTS*
ATHLETICS	
Football	8
Basketball	8 boys and girls
Volleyball	8
Golf	8 boys and girls
Wrestling	8 boys and girls
Baseball	8 boys and girls
Softball	8 girls
Track & Field	4-8 boys and girls Coach's discretion
Varsity Team Manager	2-4 Coach's discretion
Varsity Cheerleading	8
SPEECH, DRAMA	
All-School Play	1 per performance
One Act Play	1 Sub-section level 2 Section level 3 State level
MUSIC, ROBOTICS, TRAP AND VISUAL ARTS	
Robotics & Trap	2 1 Additional point each time you advance
Special Contests (large group, solo, ensemble, visual arts festival)	1 Additional point each time group advances
CLASS OFFICER/STUDENT COUNCIL	
Student Council	1
Senior Class Officer	1
SCHOLASTIC	
Honor Roll	½ for each quarter
Knowledge Bowl	2

BUS TRANSPORTATION

All students involved in any extracurricular activities (including band, choir, drama, cheerleading, etc) are expected to ride the bus from events, unless other transportation arrangements are made directly with the coaching staff by the parent/guardian. If parents wish to have their child ride to an event, with a family member, or an adult who is no longer in high school, they will need to fill out the waiver form and give it to the coaches (paper or electronically) prior to departing for the event. These must be for reasons coaches/administrators feel are valid. Coaches are required to document this arrangement. Students MAY NOT drive themselves.

DETENTION/IN-SCHOOL SUSPENSION (ISS)

If a student is assigned detention or placed in ISS by the Principal, the student will miss playing time accordingly as decided upon by each individual sport. If a student is involved in both varsity and junior varsity, the playing time will be reduced in the contest in which he/she would normally play the most. If a student is suspended (OSS) for any reason, the student will be ineligible to compete in the next contest.

Football	½ game
Basketball	½ game
Volleyball	1 set
Golf	1 meet
Baseball	First three innings
Softball	First three innings
Wrestling	1 event
Cheerleading	½ game
Track & Field	1 event (athletes main event)

OUT OF SCHOOL SUSPENSION (OSS)

If a student is placed on out of school suspension, the student is NOT allowed to participate in any activity on the days of the suspension. Further, the student is not to be on school property or attend any school functions during the time of the suspension. OSS is what Win-E-Mac deems as a suspension in regards to MSHSL guidelines.

PARTICIPATION FEE POLICY:

All students who participate in the extracurricular programs listed must pay a participation fee. Fees may be waived in the case of severe hardship; the Activities Director and the principal will process and determine all hardship cases.

WHEN PAYMENT IS DUE:

1. The fee shall be paid before the first performance.
2. For all other events, the fee shall be paid prior to participation in the first event.
3. Managers of athletic teams are not expected to pay a fee.

STUDENT PARTICIPATION FEE RATE PER ACTIVITY:

Knowledge Bowl	$25.00
All-School play	$25.00
One-Act Play	$25.00

Other Activities:

Fee per Activity (Junior High)	$45.00
Fee per Activity (Senior High)	$65.00
Family Maximum Participation Fee	$225.00

Gate Prices:

Adults	$6.00
Students	Free
Senior Citizens (65+)	$4.00

ACTIVITY PASSES: Can be purchased by citizens in the School District.

Adult (All Year)	$90.00
High School (All Year)	Free
Elementary (All Year)	Free
Senior Citizen (65+ All Year)	$60.00
Family (Living in the household) (All Year)	$180.00
With Participation Fee (All Year)	Free

GENERAL INFORMATION AND POLICIES

Student Discipline Policy:

1. Harassment & Abuse - The school district policies pertaining to these issues apply to student participants and spectators alike. Any student spectator removed from an event for conduct violations will be automatically suspended from school.
2. Extra-curricular members shall be treated as any other student regarding conduct.

Guideline for Student Participation:

A student participant should display the type of attitude, cooperation, loyalty, and honesty that would be a credit to the individual and the school program. Actions on the part of the student that are deemed unsatisfactory or questionable will be subject to discipline or other consequences. Such actions could include suspension, stealing, absence of practice or event, attendance for a full day of school without previous arrangement, or student absent the day following an activity without proper justification. The student or parent must call the school by 9:00am with justified reason. Absence may include a doctor's clearance slip to return to the activity and/or a consequence may be included. Student violation or regulations of curfew, practice, dress, conduct etc. as presented by coach or association with groups of individuals using or having chemicals in their possession or conduct which is considered to be detrimental to the welfare of the extra-curricular program will be subject to discipline or other consequences. An additional statement regarding an individual sport ruling by coach may appear elsewhere in the handbook.

MSHSL rules will apply. This will apply to incidents during the school year, over vacations, or during the summer. Individual coaches will decide whether the violation or absence is credible and relevant.

Consequences include:

- Reprimand, incident reported to parent/guardian
- No participation in practice or performance
- Suspension of half of next public appearance
- Suspension of one public appearance
- Suspension of two public appearances
- Suspension of participation for the remainder of the season
- Loss of awards

Student Eligibility:

Students actively attending Win-E-Mac School in grades 7-12 shall have the opportunity to participate in activities sponsored by the MSHSL and are expected to follow the eligibility criteria established by the League and the District. In order to participate in an activity the participant needs to have the fundamental skills for the activity. For a list for a specific activity please contact the activities director.

Returning of Sports Uniforms:
Students who have previously participated in an activity where a school jersey/uniform is provided, will not be eligible to participate (game/event) in another activity until that jersey/uniform has been returned to the coach or a reimbursement payment has been made when applicable. If after coach/AD reminders uniforms have not been returned in a timely manner administration will give lunch detention until it is returned. If uniforms are lost, students may be charged to replace the items.

Students advancing beyond their grade/age level:

1. If the Head Coach will be recommending that a student move to a more advanced level of competition, he/she needs to communicate this to the Activities Director before this possibility is discussed with others. The following will be considered in the decision to advance a student.
    - The Activities Director is informed of and approves the change. The building principal will be advised of this recommendation immediately.
    - The student wishes to make the change.
    - The parents of the student-athlete approve of the change.
    - The Activities Director will recommend to the principal that a student becomes eligible for participation when he/she has met the criteria for eligibility established by the MSHSL.

Promotional Strategies for coaches

1. Develop a Good Sports Recognition Program to reward coaches, players, and fans for showing good sportsmanship.
2. Using the Good Sports theme, create a promotion at your school before each activity season focusing on sportsmanship. Promotions could include a poster or essay contest.

3. Development of a speaker's bureau: administrators, coaches or selected student-athletes could talk with local adult civic organizations about the Good Sports Program. Student-athletes could deliver talks to students in the junior high and elementary schools to stress good sportsmanship.
4. Principals and/or superintendents could write commentaries for school district newsletters.
5. Send public service announcements to local radio and television stations on a quarterly basis.
6. Encourage fine arts advisors to incorporate good sportsmanship themes into their competitions.
7. Place an article in event programs that promote good sportsmanship.
8. Develop a plan for crowd control for both home and away games. A list of suggestions for developing a plan is included in this manual.
9. Create a postage meter ad that goes on school mail with a message promoting good sportsmanship.
10. Create banners/posters that convey the messages of good sportsmanship.
11. Create a sportsmanship report card for visitors to your school to fill out and drop off after contests.
12. If you, your athletes, your spectators, etc., felt they were treated particularly well while visiting another school for an event, encourage them to write a letter to the principal or activity director of that school. Chances are the school may share that letter with its constituents. The end result is that both parties are encouraged to practice good sportsmanship.
13. Have your public address announcer or participants read a pre-game statement encouraging sportsmanship and proper respect for opponents and game officials.
14. Develop an in-school public address announcement program.
15. Make sportsmanship part of the criteria for any performance awards such as M-V-P; All-Conference; All-Area, etc.
16. Conduct in-school programs or pep rallies/assemblies emphasizing sportsmanship.

Dealing with Unruly Spectator

The following are considerations to use by the site supervisor or the building administrator when situations arise that warrant action based upon unruly spectator behavior. It is possible that the spectator behavior is such that an immediate call to law enforcement is warranted.

1. Timing is critical: get to problems quickly.
2. Use half-time or post-game. Tell a person, "I thought you were getting a little carried away today" and "Try to review our sportsmanship expectations."
3. When to go into the stands. Sit next to them and explain their options. This should be done in as private a setting as possible.
4. When to go into the stands:
    a. For abuse or foul language.
    b. For throwing objects.
    c. For obstruction of view.
    d. When a spectator is ignoring reasonable requests of others.
    e. When game management has been informed by the official that a spectator needs to settle down or be asked to leave.

4. At that stage, say: "I need to see you in the hallway for a few minutes." Talk with them out of the public eye. If that's unsuccessful, say: "I'm going to ask you to leave, and if you don't we may be asking you not to return for the rest of the season.
    a. Stop the behavior or you may be asked to leave the event.
    b. If they refuse to leave, contact law enforcement.

Follow Up with People Who Have Been Difficult

1. Use a form letter for some situations.
2. For others, meet individually with the person to talk about the situation.
3. Talk to them in a non-threatening manner.
4. Discuss other ways the spectator might have handled his/her disappointment or frustration.
5. Have an established procedure involving the principal and/or superintendent for problems that are unresolved after the initial letter and/or meeting.

SENIOR AWARDS

Senior Outstanding Male and/or Female Athlete Award

Criteria:

1. Student must be at least a two-sport athlete during every year in grades 10-12 or a one-sports athlete who competed in a MSHSL state tournament during at least one year during grades 10-12
2. Student must have no confirmed rules violations during their senior year
3. Student must be making satisfactory progress towards graduation
4. Consideration of the student's character, attitude, commitment and dedication to athletics
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"

Senior Outstanding Male and/or Female Academic Athlete Award

Criteria:

1. Student must be at least a two-sport athlete during every year in grades 10-12 or a one-sports athlete who competed in a MSHSL state tournament during at least one year during grades 10-12
2. Student must have no confirmed rules violations during their senior year
3. Student must be making satisfactory progress towards graduation
4. Consideration of the student's character, attitude, commitment and dedication to athletics
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"
7. Student must carry a cumulative GPA of 3.5 or higher

Senior Outstanding Academic & Fine Arts Award

Criteria:

1. Student must be in at least two fine arts programs during every year in grades 10-12 or in one fine arts program who competed in a MSHSL state tournament during at least one year during grades 10-12
2. Student must have no confirmed rules violations during their senior year
3. Student must carry a cumulative GPA of 3.5 or higher (committee would discuss exceptions)
4. Consideration of the student's character, attitude, commitment and dedication to athletics
5. Consideration of student's overall participation in school and community activities
6. Consideration of student's contribution to working as a "team"

Process for Selection

1. Administration shall identify who meets the criteria for each award.
2. Administration will determine if award is to be given. Even if a student meets all of the required criteria, the administration has the right not to award any particular award any year
3. If award is to be given, final list will be given to all head coaches, principal and athletic director. Each person will have one vote. In case of a tie, administration will determine who will receive the award.

Award

1. Student(s) selected shall be announced at the annual academic, athletic and fine arts banquet
2. Student(s) selected shall receive a plaque for their own use
3. Student(s) selected shall have their names imprinted on a plaque which shall be displayed at the school.