

LCS Activities Policy & Procedure Handbook

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Activities Administrator

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Website and Calendar Links

www.loyolacatholicschool.org

www.gopherconference.org

www.mshsl.org

PARTICIPANT RESPONSIBILITIES

Remember, you are a student **FIRST**, and a participant **SECOND**. A minimum performance in the classroom will reflect negatively on you personally and on your teammates generally. It takes only one “so called star” doing poor class work to label a whole team as academically inferior. We expect our participants to have **PRIDE** in themselves, their teammates and their school. We will strive at all times to be good citizens. We would hope to develop team morale with self-respect and respect for one another that enables us to work together for our common goals and objectives.

Finally, one of the most important things in building our programs is the idea of building pride and determination within the student participant. Along with this the individual participants need to believe in their talents, but it is teamwork that will help us fulfill our goals.

PARENT RESPONSIBILITIES

Parents are expected to encourage their child to perform to the best of their ability in both extra-curricular and academic disciplines. They should be a source of support for the participant and the program in which they are participating.

Parents are role models for participants and representatives of LCS; as such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that participants abide by the rules established by LCS, the coach and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize achievements of opposing teams. Parents should allow their participants to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Keep winning and losing in proper perspective. Your child's activity program is designed for students to learn the skills and the appreciation of that activity while still keeping the academic process in balance. Participants who do their best are to be commended even if their best isn't enough to win.

Parents should make arrangements to have their child picked up as soon as possible after their event.

As parents, understand that Loyola Catholic School wants your child to have opportunities to succeed and learn, but we also realize that not every participant's abilities matches the level of competition in which they are participating. Thus, coaches/advisors will try to set each participant up for success as much as possible while following all state, regional and conference bylaws.

Finally, as parents, understand that we want to put a greater emphasis on the skills and participation at the junior high level without forgetting what the outcome can be. When we move towards senior high we continue the opportunities for our child but as our levels of competition rise we need to specialize and set our children up for success while continuing to visualize their outcome.

FAN RESPONSIBILITIES

LCS adult and student fans represent the entire system, whether home or away. They are expected to support their team in a positive way and treat all participants and fans with respect and dignity.

Attending a high school game is different than attending a professional contest. Your behavior should reflect that difference. Your admission price doesn't allow you to abuse players, officials or coaches. You are responsible for your behavior. The gym, playing field, or any location home or away are an extension of the classroom. All rules of conduct apply and may be enforced as if you were in school!

COACH/ADVISOR RESPONSIBILITIES

The greatest responsibility a coach/advisor has is keeping the participant's mental, physical and emotional welfare as the top priority. This responsibility includes monitoring academic and eligibility status and being competent and up-to-date in the prevention and care of injuries. Having a first aid kit available at all events is required.

Coaches and advisors must teach their players to dream of high goals and to respect themselves, teammates and their opponents. Motivation should be positive and communication lines should be open at all times. A pre-season meeting should be held for participants and parents. At this meeting team rules and objectives should be given to the participant in both verbal and written form. A coach/advisor should also supply practice and event schedules and go over the rules of the MSHSL as it pertains to their activity. Rules given will be enforced.

Professional responsibilities must be upheld. Attending conference, regional and state association meetings are required. All coaches/advisors are asked to join the state associations, but head coaches/advisors are required to join and encouraged to be active.

Coaches/advisors must promote their team or program through local, state, and college media. This promotion should also be done through school media publications such as the daily bulletin and school web page, etc. A coach/advisor must remember that he/she is a representative of LCS. Appropriate dress and conduct should be maintained. LCS is a Christian institution. Head coaches must be willing to accept responsibility for their total program and for all the coaches/advisors in that program. A coach/advisor must remember that they are responsible for the safe supervision of all participants following events until parents pick them up.

Activity programs at LCS are designed for students to learn the skill and the appreciation of an activity while keeping academic progress in balance. We will try to set each participant up for success to the best of our ability. We want to put a greater emphasis on the skills at the junior high level so as the competition rises in senior high we have set our participants up for success while continuing to visualize our outcome.

SCHOLASTIC ELIGIBILITY

The Loyola Catholic School Board has approved the following co-curricular activity regulations. They should be read carefully. These regulations meet or exceed MSHSL eligibility regulations.

Complete regulations for other areas not covered are contained in the MSHSL Handbook.

GOOD ACADEMIC STANDING = Making satisfactory progress towards graduation. NO "F" grades.

To be scholastically eligible to participate in activities, a student must be registered, meeting attendance requirements, enrolled in the required number of courses, and making satisfactory progress toward Loyola's requirements for graduation (GOOD ACADEMIC STANDING).

At mid-quarter, any student failing a course will be removed from his/her current activity until the teacher has signed and submitted the LCS form indicating the student has met the course's mid-quarter requirements. Coaches will receive a notice of any student in his/her program with this academic deficiency.

At the end of the quarter, any student failing a course will be removed from his/her current activity for the required period of time as follows: a two week or two game suspension, whichever is greater, will be handed down for Athletic participants, and a one week or one event suspension, whichever is greater, will be handed down for Fine Arts participants.) Parents/guardians, the student involved, and the coach will be notified of the determination and the penalty.

****LCS Administration reserves the right to remove a student's eligibility for activities at any time.***

THE RIGHT TO INVESTIGATE POLICY:

We the LCS system have the right to investigate any situation that deals with the MSHSL Rules – If a student participant is found to be guilty after denying the allegation, he/she will be disqualified from all inter-scholastic events for NINE (9) additional weeks beyond the students original period of in-eligibility.

These rules affect all participants in grades 6 through 12 year round. Please refer to the MSHSL eligibility form for more details.

ATHLETIC & FINE ARTS SPORTSMANSHIP POLICY

It is the vision of Loyola Catholic School to call upon the school community of teachers, coaches, students, parents and directors of music, speech and drama; to strive for sportsmanship in everything they do by teaching the values, long thought inherent in interscholastic activities. The LCS views this policy as an effort to instill values, personal responsibility, good sportsmanship and good citizenship in our students, coaches and fans. It is the belief of the LCS schools that students can believe in and live by the values of: dignity, respect, equity, fairness, scholarship and sportsmanship. The expectations of the LCS system is to provide an environment where:

- Coaches lead by example through respect of officials and acceptance of the event, without criticism.
- Spectators support the efforts of their team through attendance at events and avoid abusive sideline coaching and criticism of game officials.
- Students demonstrate the model of sportsmanship whether competing or being a spectator.

SPORTSMANSHIP CREED

For players, coaches and fans

- ** Display good sportsmanship.
- ** Be respectful at all times.
- ** Accept officials & coaches' decisions.
- ** Respect private & public property. ** Show respect for coaches and officials decisions during and after games.

LOYOLA CATHOLIC SCHOOL ACTIVITY FEES, BILLING AND EQUIPMENT REQUIREMENTS

I. JUNIOR HIGH ACTIVITY FEES

- A. All sports - \$135.00 per activity (For football add \$25.00 helmet/equipment fee)

- B. No maximum fee per student or family.
- C. Grade 7-8 athletes at the senior high level because of lack of numbers will pay the junior high fee (\$135.00). Athletes at the senior high level because of ability will pay the senior high fee (\$210.00).

II. SENIOR HIGH ACTIVITY FEES

- A. All sports - \$210.00 (For football add \$25.00 helmet/equipment fee)
- B. No maximum fee per student or family.
- C. Instrumental Music, Vocal Music, Knowledge Bowl, Three Act Play, One Act Play, and Speech each have a \$50 participation fee.
- D. If a student participates in more than one sport in the same season, only one fee will be required. The participant needs mutual consent of the coaches, and must choose which activity is the "priority activity."

III. EQUIPMENT

- A. The coach will have a designated turn-in date for equipment after the season. The student athlete will have this turn-in date to return ALL equipment to the coach, or make arrangements before that date. Any equipment that is not returned AT THIS TIME will create a \$50.00 equipment fee (this must be paid before your next activity) that will be assessed to the family account plus the cost of the equipment (when equipment is returned the cost of such will be credited to your account.)

IV. BILLING

- A. Payment of activity fees is due before practice starts. Eligibility is determined after the following:
 - 1) Activity fee is paid (or an arrangement is made in advance with Activities.)
 - 2) Current physical is on file in the office
 - 3) MSHSL eligibility forms on file in the office.

NO STUDENT MAY PARTICIPATE IN ANY PRACTICES UNTIL ALL ITEMS HAVE BEEN ADDRESSED. ATHLETES CANNOT STEP ONTO THE FIELD/COURT UNTIL ALL CURRENT FORMS ARE ON FILE.

- B. It will be the participant's responsibility to notify the activities department if they quit. When this occurs, a pro-rated refund will be given to any athlete who quits within 21 days of the season start. There will be no refund thereafter.
- C. A paid activity fee does not mean playing time. The activities department uses its best judgment in hiring of coaches/advisors who will provide a safe, caring, and fun learning experience for our students. Activity fees allow us to continue to provide quality coaching/advising, safe facilities, equipment, and transportation.

LCS PROCEDURE FOR HANDLING EXTRA CURRICULAR COMPLAINTS

LINE & STAFF PROCEDURE

- 1. Coach/Advisor of that level
- 2. Head Coach/Advisor
- 3. Activity Administrator
- 4. Advisory Counsel
- 5. Building Principal
- 6. President of School

**Please note: LCS Board of Directors serves as governing body and is NOT included in the conflict resolution process -by request of the board of directors.*

In order to allow an expression of differences that often occur in extra curricular activities, a procedure has been developed for establishing a line of communication between school, parent/guardian, students and coaches/advisor.

This procedure should follow an orderly process.

- 1. No conflict between a parent, student, official or coach should be addressed during or immediately following an event. The event site, practice field, lobby or locker rooms are not appropriate places to handle conflict.

Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.

- 2. If you are upset please call and arrange a meeting for the following workday.
- 3. The following steps should be taken in order for conflict to be resolved:

STEP ONE

- A. A meeting between the student and coach of that level and/or the parent should be called. This meeting can be initiated by the student, the parent or the coaches, but does not have to involve all three parties.

STEP TWO

- A. A meeting between the student and coach of that level, and/or the parent should be called with the Head Coach/Advisor. This meeting can be initiated by any of these parties, but does not have to involve all parties.

STEP THREE

- A. If any of these parties (coach, participant, or parent) still feel the conflict is not resolved, any party may call a meeting between the parent, the coaches, the participant and the Activities Administrator.
- B. The Activity Administrator will keep notes of the meeting. If the Activity Administrator is the coach involved, an advisory committee representative will act as the mediator.

STEP FOUR

- A. If any of the four parties (coach participant, parent or Activity Administrator) still feel that the conflict is not resolved, a meeting with the Advisory Committee and these parties will be set up to deal with the conflict. (**The Advisory Committee will be made up of the Activities Administrator two Coaches/Advisors of different activities and two Faculty Members of the LCS System as well as one administrator.)
- B. The Activity Administrator will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will

be given to the LCS Principal & President.
(Refer to form)

GROUP CONFLICT

No parent group shall meet at LCS to discuss team problems without representatives from LCS, which will include the Activity Administrator or Coach. At group meeting, individuals must speak for and represent themselves, not other individuals or groups.

MOOD ALTERING DRUGS:

A. Mood-Altering Drugs-During the calendar year, regardless of the quantity, a student shall not:

- (1) Use or possess a beverage containing alcohol
- (2) Use or possess tobacco
- (3) Use or consume, have in possession, buy, sell, or give away any other controlled substance.

ATHLETICS - CATEGORY I PENALTY:

1. Two events or a two week suspension which ever is greater for the first offense.
2. Six events or a three week suspension which ever is greater for the second offense
3. Twelve events or a four week suspension whichever is greater for the third offense.

FINE ARTS (BAND/CHOIR/DRAMA) - CATEGORY II PENALTY:

- 1st Violation- Ineligible for 1 consecutive event
2nd Violation-Ineligible for 3 consecutive events
3rd Violation -Ineligible for 5 consecutive events

SPEECH - CATEGORY I PENALTY:

(This follows same MSHSL rules as athletics.)

(All violations will be penalized in accordance with the MSHSL bylaws).

POINTS OF EMPHASIS FOR STUDENTS

1. Missing or skipping school / class will result in a code of conduct penalty.
2. Going home during the school day to get your equipment / uniforms is not allowed – You need to be organized!
3. Participants must have a written note from their parent/guardian if they are not riding the bus and a going home with their parent.
4. You need to finish your season after having a MSHSL violation or your suspension will become null & void until your next activity where you will serve the penalty again.

GAME DAY PLAYER ELIGIBILITY

- A. Students missing any part of the school day due to an illness or unexcused absence will not be allowed to compete on that day.
- B. If a student's absence is due to a doctor's appointment, he/she may be allowed to compete, but is expected to submit a note to the Activities Department from the doctor, verifying the appointment.
- C. School sponsored/approved activities also constitute a legitimate absence and students participating will be permitted to compete. Special activities must be cleared in advance to avoid confusion or delay in deciding the student's eligibility to compete.
- D. Any questionable situations will be decided upon by the administration and the decision will remain final.

POINTS OF EMPHASIS FOR PARENTS

Parents and students may have misconceptions regarding competitive activity programs. Please take a few moments to read this statement. This will explain what comprises our expectations and philosophy.

1. In each program, coaches/advisors are hired by the school system and are responsible for the team's selection. The head coach/advisor establishes criteria for selection, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices and decisions regarding game situations are the responsibility of the coaching staff.

2. Our experience in activities reveals there are many “select teams” sponsored by many different organizations. Each coach advisor looks for something different in his or her players. Participation on a “select team” does not guarantee any participant a spot/playing time on our high school team/program. While we believe players gain valuable experience outside of the school activity program, parents or students should not count on this type of participation to “guarantee” a spot on our teams
3. Goals of competitive activity programs are to put the members of the team in competition to compete successfully at their ability level (not necessarily grade level). Starting positions and playing time are not guaranteed to upper classman, or anyone else for that matter. Each member of a team is very valuable to the team’s overall progress. Some members may play a great deal of time in a contest while others may not see “significant” playing time. Each student should have personal improvement as one of his/her goals. (Vertical movements of athletes will need approval for 7-8 grade athletes. Physical, emotional, developmental, and academic process will be reviewed).
4. The educational mission of Loyola Catholic School is realized through extra – curricular activities, as well as academic disciplines. Activities support the academic program, are inherently educational, and foster success in life. Through participation in activities, students have the opportunity to develop spiritually, mentally, physically, and socially.
5. As a member of a team / organization, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are the following but not limited to: citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and criticism, respect for others, winning and losing with dignity, self control, and being responsible for one’s own actions.

YOUR LAPTOP COMPUTER

A. Ownership

Laptops are the property of Loyola Catholic School. They are provided for the exclusive use of Loyola students and teachers. Due to insurance and liability issues, the Mac Books should not be lent to other individuals, groups, or institutions.

B. Responsibilities

1. You agree to act responsibly and with good behavior with any device connected to Loyola Catholic School’s communications networks. ***Access is a privilege – not a right.***
2. The primary purpose of the LCS network is for users to conduct school business.
3. You agree not to tamper with your computer or the network.
4. Do not loan your computer to someone else.
5. You agree to abide by the generally accepted rules of “netiquette” and conduct your self in a responsible, ethical, and polite manner while using any LCS computing and communication resource.
6. LCS makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. LCS assumes no responsibility or liability for any loss of data. While the school backs up critical data, **YOU ARE RESPONSIBLE FOR BACKING UP YOUR FILES.**
7. Keep food and drink away from your computer. If a spill does occur shut your computer off, unplug the computer and remove the battery.
8. Keep your laptop safe. Don’t leave it in the care of others. Don’t leave it sitting unattended.
9. You are responsible for treating your laptop correctly. Don’t drop it or fling it around. Don’t stack things on top of it.

C. Lost/Damage/ Theft

In the event that your laptop and its accessories are lost, stolen, or damaged, you will be responsible for repair/replacement charges up to \$500. You will be billed the replacement cost for any item not turned in at the end of the school year

CODE OF CONDUCT AGREEMENT

As a student participating in my school's Extra Curricular activities, I understand and accept the following responsibilities:

- ◆ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- ◆ I will be fully responsible for my own actions and the consequences of my actions.
- ◆ I will respect the property of others.
- ◆ I will respect and obey the rules of my school and the laws of my community, state and country.
- ◆ I will show respect to those who are responsible for enforcing the rules on my school and the laws of my community, state and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by Loyola Catholic School Administration. While a student is not in good standing, he/she may not serve any penalty for MSHSL bylaws violations.

IMPORTANT NOTICE

In order to participate in co-curricular and/or extra curricular activities at Loyola Catholic School, you must agree to abide by the rules and regulations set forth in this policy handbook and the LCS Student Handbook, and you must accept the by laws of the current MSHSL Eligibility Statement for all MSHSL sponsored activities.

By signing the current MSHSL Eligibility Statement, you have confirmed that you read, understand, and agree to the terms set forth in these documents.