

# ***ACTIVITIES HANDBOOK***



***STUDENTS, PARENTS, & SPECTATORS  
LAKEVIEW HIGH SCHOOL***

**2013-14**

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## ***SCHOOL BOARD MISSION***

***The Lakeview School District's mission is to equip each student with the tools needed for life by providing a quality education that is innovative, comprehensive, and individualized, creating experiences that challenge our students to achieve their full potential.***

## ***SCHOOL DISTRICT VISION STATEMENT***

***Lakeview Public Schools...Providing Tools for Life!***

## ***DISTRICT GOALS***

1. Improve student achievement for all students.
2. Provide a 21<sup>st</sup> century education in a technology rich environment.
3. Implement ongoing job-embedded staff development.
4. Enhance school, parent, and community collaboration.
5. Provide and maintain a respectful, caring, and safe school environment for all.

## ***LAKEVIEW ACTIVITIES MISSION STATEMENT***

The mission of the Lakeview Schools' activities program is to provide meaningful and rewarding activities that enable participants to develop a sense of belonging, to build character, and to develop a healthy lifestyle.

### **Core Values:**

- The honor dignity, and respect of all participants
- Building of positive relationships
- The promotion of strong work ethic
- The development of self-esteem
- Communications that are open and honest
- Learning as an ongoing process
- The pursuit of excellence

## ***A PRIVILEGE:***

### ***Participation in Interscholastic Activities***

***The Lakeview School District acknowledges that a student's participation in interscholastic activities is a privilege. A student earns the right to represent his or her school in such a program, just as any individual earns the privilege to represent a credible organization.***

***Interscholastic programs are voluntary. No student is obligated to take part in any interscholastic activity. Participation is not required for graduation or for college entrance. Those who participate must give extra effort and put in additional time. In this respect, preparation for and participation in interscholastic activities differs from intramurals.***

***Because high school inter-scholastics are voluntary and because those participating represent the student body, mandatory standards of conduct are set. These standards are of the highest level, particularly in the areas of academic requirements, school-citizenship, and sportsmanship. The dignity of the school program is reflected through interscholastic activities. Participants must conduct themselves in a manner that is above question.***

***Because representing a school in activities is a privilege, the school possesses the authority to revoke the privilege when a student does not conduct himself or herself in an acceptable manner. The responsibility for proper conduct exists not only in the competitive arena, but also at school and in public. As a member of a school team, the student brings attention not only to himself or herself, but also to the student body and the school itself. School authorities reserve the right to revoke the privilege of participation for students who do not follow the rules of the Minnesota State High School League, the rules of Lakeview High School, and the rules established by the activities coaches.***

# ***INDEPENDENT SCHOOL DISTRICT 2167***

## **BOARD OF EDUCATION**

CINDY ANDERSON  
AL GRUBE

RYAN ARENDS  
CHAD JOHNSON

NANCY BERTRAND  
JASON LOUWAGIE      TRACY STERNER

## **ADMINISTRATION**

CHRIS FENSKE  
PHIL LIENEMANN  
TOM YAHNKA

SUPERINTENDENT  
PRINCIPAL  
ACTIVITIES DIRECTOR

## **SECRETARIES / OFFICE STAFF**

DARLEEN COLE  
HEIDI BECK  
KATHY DEVEREAUX  
KAREN MEINERS  
DIANE MILBRADT

ADMINISTRATIVE SECRETARY  
ELEMENTARY SECRETARY  
HIGH SCHOOL SECRETARY  
COMMUNITY ED  
BUSINESS OFFICE

## **SCHOOL OFFICES**

### **ELEMENTARY SCHOOL OFFICE**

875 BARSTAD ROAD N  
COTTONWOOD, MN 56229  
(507) 423-5164 EXT 1110  
(507) 423-5568 FAX

### **HIGH SCHOOL OFFICE**

875 BARSTAD ROAD N  
COTTONWOOD, MN 56229  
(507) 423-5164 EXT 1320  
(507) 423-5568 FAX

### **DISTRICT OFFICE**

875 BARSTAD ROAD N  
COTTONWOOD, MN 56229  
(507) 423-5164 EXT 1300  
(507) 423-5568 FAX

# LAKEVIEW HIGH SCHOOL

## 2013-14 ACTIVITIES STAFF

ACTIVITY	POSITION	NAME
BAND	DIRECTOR	CARMEN LEGER
CHOIR	DIRECTOR	CHERYL JESKA
<b>FALL ACTIVITIES</b>		
CROSS COUNTRY	HEAD COACH	BECKY REMIGER
FOOTBALL	HEAD COACH	JOHN STERNER
	ASSISTANT	ERIK LUNDBERG
	ASSISTANT	TOM YAHNKA
	ASSISTANT	BARRY WEIDAUER
		RAY PEDERSON/PIET
	JR. HIGH	VANKEMPEN
SWIMMING (MARSHALL)	HEAD COACH	NICOLE PETERSON
VOLLEYBALL	HEAD COACH	HAYLEY FRUIN
	ASSISTANT	EMMA GREGOIRE
	C-TEAM	DANA BOERBOOM
	JR. HIGH	STEPH BOT/CARMEN LEGER
CHEERLEADING	HEAD COACH	STACEY BROBERG
	ASSISTANT	ERIN HEUBERGER
<b>WINTER ACTIVITIES</b>		
WRESTLING (MARSHALL)	HEAD COACH	JUSTIN BOUMAN
GIRL'S HOCKEY(MARSHALL)	HEAD COACH	KEVIN SCHROEDER
BOY'S HOCKEY(MARSHALL)	HEAD COACH	TBD
GIRLS BASKETBALL	HEAD COACH	MIKE IMES
	ASSISTANT	TONY JOHNSON
	C-TEAM	WAYNE LOUWAGIE
	8TH	TRACI OLSON
	7TH	ANDY DALLMANN
BOYS BASKETBALL	HEAD COACH	DAN HOFFMAN
	ASSISTANT	TBD
	C-TEAM	TIM HELGESON
	8TH	BLAIR MILLER
	7TH	TBD
MOCK TRIAL	HEAD COACH	AMANDA SEILING
ONE ACT PLAY	DIRECTOR	TBD
DANCE TEAM	HEAD COACH	ABBIE WESTBY
<b>SPRING ACTIVITIES</b>		
SPEECH	HEAD COACH	TBD
BOYS & GIRLS GOLF	HEAD COACH	CORY HENDRICKSON
	ASSISTANT	ANDY DALLMANN
SOFTBALL	HEAD COACH	TONY JOHNSON
	ASSISTANT	PHIL LALIM
		ERIK
BOYS & GIRLS TRACK	HEAD COACH	LUNDBERG/STEPHANIE BOT
	ASSISTANT	DAN HOFFMAN
BASEBALL	HEAD COACH	TOM YAHNKA
	ASSISTANT	TIM HELGESON

## **COMPETITIVE SECTION ASSIGNMENTS**

VOLLEYBALL	3A
FOOTBALL	5A
CROSS COUNTRY	3A
SWIMMING (MARSHALL)	3A
GIRLS BASKETBALL	3A
BOYS BASKETBALL	3A
WRESTLING (MARSHALL)	3AA
GIRLS HOCKEY (MARSHALL)	3A
BOYS HOCKEY (MARSHALL)	3A
DANCE	3A
BOYS TRACK	3A
GIRLS TRACK	3A
BOYS GOLF	3A
GIRLS GOLF	3A
BASEBALL	3A
SOFTBALL	3A
MUSIC	3A
SPEECH	3A
ONE-ACT PLAY	3A

## **CONFERENCE ASSIGNMENTS**

*CAMDEN CONFERENCE* —(Maccray, Dawson-Boyd, Canby, Minneota, TMB, RTR, RCW, Lakeview, Lincoln HI, CMC, LQPV, and KMS)

VOLLEYBALL, BASKETBALL, BASEBALL, SOFTBALL,  
DANCE, TRACK, & GOLF

*LITTLE SIOUX CONFERENCE* —(Maccray, Dawson-Boyd, Canby, Minneota, TMB, RTR, Lakeview, Adrian, MCC, LQPV)

FOOTBALL

*SOUTHWEST CONFERENCE*

HOCKEY AND WRESTLING

# LETTER TO PARENTS

We are very happy your son/daughter has chosen to take part in one of our activities programs. We feel our squads have a lot to offer your child and that your child will become a better person for having taken part in our programs.

As part of our programs, we feel your child has a responsibility to be the very best representative he/she can possibly be to our school and community.

Athletics are a part of our total educational system. We on the activities staff believe that this part of the system can play a leading role in your son/daughter's education. We feel that all students should grow mentally, morally, and physically.

Mentally, we encourage your sons and daughters to do the very best in the classroom as they possibly can. Our coaches will stress their students are always to keep up in the schoolwork or risk losing the privilege of taking part in activities. They will work closely with teachers toward this goal of academics first, activities second. Our student handbook and activity guidelines are written with this goal in mind.

Morally, we encourage your sons to be gentlemen, and your daughters to be ladies at all times. We and the MSHSL do not permit smoking, drinking, or other forms of intemperate living. Neither do we condone or accept behavior which is illegal, immoral, or inappropriate. We encourage students to be honest, responsible, and accountable for their actions. All of these issues help to develop students of character and integrity.

Physically, we will try to teach them a new confidence and encourage them to be the best they can be. It is our belief regular sleeping hours, good personal hygiene practices, and proper nutrition are important to a growing youth and to achieve their fullest level of performance. We sincerely hope you will help in this training. When they meet and compete each day with their teammates on a physical or competitive basis, they soon acquire the confidence and courage needed to do their best.

When problems or concerns come up concerning your child in a particular activity, we would like you to follow the ***procedures for Dealing with Conflicts (pg. 22-23)***. Our coaches are concerned about your sons and daughters and are doing the best they are capable of doing with your children's interests in mind.

## **Why Kids Participate in Sports:**

1. Have Fun
2. Improve Skill
3. Develop Fitness/Exercise
4. Be with friends
5. Experience thrill and excitement
6. Be on a team
7. Opportunities for personal accomplishment
8. Stay in shape
9. Do something I am good at
10. Win

### **Top Reasons Why Kids Quit**

1. Not having fun
2. Too much pressure from parents
3. Too much emphasis on winning
4. Concerns about coaching
5. Not enough playing time

\*Research from the Minnesota State High School League (MSHSL) Sportsmanship Summit, 2005.

### **What Should Parents Do**

1. Express interest, encouragement and support to your child and to the coaches.
2. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
3. Lend a hand when a coach or school administrator asks for help.
4. Recognize and show appreciation for an outstanding play by either team.
5. Avoid inappropriate and/or harassing comments to athletes, officials, parents, and coaches.
6. Avoid shouting personal instructions to your child or criticism as this hinders the overall experience of the student-athletes.
7. Remember that interscholastic athletics and activities are learning experiences for students and that mistakes are sometimes made. Praise students in their attempt to improve themselves as students, as athletes, and as people.

## **Lakeview High School Student Expectations**

The chance to participate in activities is available to all students in Lakeview High School. This privilege and honor carries with it a responsibility to the community, school, faculty, and student body the students represent.

So that the standards and ideals of Lakeview High School will be upheld and enforced uniformly, the following rules have been established and must be familiar to all coaches and students in the activities programs at Lakeview High School.

1. The Minnesota State High School League Rules shall be enforced.
2. Students will be encouraged to dress and groom in a manner that reflects appropriately on the school, community, and themselves.
3. Students shall accept the decisions of the officials made during activities. Questions should be brought up in the proper manner by either the coach or appointed captains.
4. Students shall not use profanity in practice, games, or any activities in which the students represent the school.

5. Students shall respect the property of others. Any Lakeview student stealing or damaging property in Lakeview or on road trips including any stops made while traveling is in violation of the Student Code of Responsibilities. The coaches must make it a point to check all locker rooms used and to supervise at all stops.
6. Students are financially responsible for equipment checked out to them during their seasons.
7. Students may be allowed to practice while under suspension for violations of rules at the discretion of the coaches and A.D. A student **cannot** practice or take part or attend a contest or practice if he/she is suspended from school for any reason.
8. All students are expected to work to their capabilities academically. Any teacher has the right and responsibility to keep a student from attending a contest during school time if they feel the trip will hurt the student in the classroom.
9. **ACTIVITY FEES...**A participation fee is charged for category I (pg. 15) activities:
  - a. 7<sup>th</sup> and 8<sup>th</sup> Graders \$40.00 per activity, \$50.00 (Football)
    - i. 7<sup>th</sup> or 8<sup>th</sup> graders who compete on a LHS team at the start of a season (varsity, B-squad, or C-squad) will pay the LHS (9<sup>th</sup> -12<sup>th</sup> grade) fee.
  - b. 9<sup>th</sup> – 12<sup>th</sup> Graders \$50.00 per activity, \$60.00 (Football)
  - c. Instrument Rental \$60.00 per year
  - d. The guidelines are as follows:
    - i. Student Max:
      1. Junior High (7<sup>th</sup> & 8<sup>th</sup>) \$90.00
      2. Varsity (9<sup>th</sup> – 12<sup>th</sup>) \$110.00
    - ii. The fee will be collected by the supervisor/coach for each activity or can be paid in the high school office.
    - iii. The fee must be paid before the first contest in the activity or the student will not be allowed to take part or to practice after that time until the fee is paid.
    - iv. The student will receive a receipt and the record of payment will be kept in the high school office.
10. **ACTIVITY PRICES:**
  - a. Athletic Events
    - i. Adult \$6.00
    - ii. Student \$4.00
  - b. Season Pass
    - i. Adult \$70.00
    - ii. Student \$40.00
    - iii. Couple \$120.00
    - iv. Family \$195.00
11. Locker room-valuable/upkeep/etc....while taking part in school activities, you are expected to help with the upkeep of our locker room and facilities you use. This means when you are done for the day, you will pick up your things and see that they are put away in the proper place. You are responsible for your valuables and are not to leave money, watches, shoes, or other items out. You should keep all of your valuables locked up. You are also expected to keep other schools' facilities clean and in order while on road trips.

12. Bus behavior...while riding to and from events, you are to behave on the bus. The supervisor has the right and responsibility to see that the students are reasonably quiet and do not interfere with the driver's concentration or ability to provide a safe bus.
13. Students are expected to take the school provided transportation to and from the activities unless their parents make personal contact with the supervisor in charge. The only persons students may ride with are PARENTS. The coach advisor will require one of the following: Appendix B form or a signed note from a parent (verbal communication is not acceptable). A violation of this rule will make that student ineligible for participation in the next contest and may result in suspension from the team if it continues to be a problem.
14. Participation:
  - a. **7<sup>th</sup> and 8<sup>th</sup> Grade Programs:**
    - i. To begin the development of basic skills and to learn the rules of the activity.
    - ii. To assist students in determining whether they would like to continue in this activity.
    - iii. To provide fair playing time to all participants who attend and work hard in practice.
    - iv. To provide “out of town” competitive experiences against students of similar age and competitive ability.
    - v. To build a positive attitude toward the activity, to learn the cooperative dynamics of participation, and to be introduced to the responsibilities inherent to being on a team.
    - vi. To assist in the development of self-worth, self-esteem, self-confidence, and poise.
    - vii. To honorably represent Lakeview Public Schools, exhibiting excellent sportsmanship while serving as a role model for younger students.
  - b. **“C” Squad Level Programs:**
    - i. To emphasize individual skill development
    - ii. To teach and instill the characteristics of team unity and team play.
    - iii. To allow participants to compete against students of similar athletic ability.
    - iv. To continue the student’s development in intellectual, physical, emotional, and social skills, allowing students to mature to their fullest potential.
    - v. To assist participants in setting goals and learning to strive to appropriately achieve them.
    - vi. To assist in the development of self-worth, self-esteem, self-confidence, and poise.
    - vii. To honorably represent Lakeview Public Schools, exhibiting excellent sportsmanship while serving as a role model for younger students.
  - c. **“B/JV” Squad Level Programs:**
    - i. To teach specific skills at a more competitive level.
    - ii. To instill the characteristics of team unity and team play.
    - iii. To allow participants to compete against students of similar athletic ability.
    - iv. To continue the student’s development in and social skills, allowing the student to mature to their fullest potential.
    - v. To assist participants in setting goals and learning to strive to appropriately achieve them.

- vi. To assist in the development of self-worth, self-esteem, self-confidence, and poise.
  - vii. To honorably represent Lakeview Public Schools, exhibiting excellent sportsmanship while serving as a role model for younger students.
- d. **Varsity Level Programs:**
- i. To provide a highly competitive, challenging, and rewarding activity experience, allowing the most highly skilled students the opportunity to work individually and cooperatively to achieve individual, group, or team success.
  - ii. To further develop intellectual, physical, emotional, and social skills, allowing students to mature to their fullest potential.
  - iii. To allow talented participants to prepare for and excel at an advanced level of competition at the region and state level.
  - iv. To assist the participants in setting goals and learning to strive to achieve them.
  - v. To assist in the development of self-worth, self-esteem, self-confidence, and poise.
  - vi. To instill the characteristics of team unity and team play in an atmosphere of trust.
  - vii. To honorably represent Lakeview Public Schools, exhibiting excellent sportsmanship while serving as a role model for younger students.
  - viii. The students must realize they are contributing to the team by their continued hard work in practice, and, in many ways, that is as important to the team as playing time itself.
- e. **Fine Arts Programs:**
- i. To teach the use of both verbal and nonverbal communication.
  - ii. To emphasize and develop individual skills.
  - iii. To build a positive attitude toward the activity, to learn the importance of individual contributions along with the cooperative dynamics of being part of a group.
  - iv. To continue the student's development in intellectual, physical, emotional, and social skills, allowing students to mature to their fullest potential.
  - v. To assist participants in the goal-setting process and the assessment of goals as an individual and as a group.
  - vi. To assist in the development of self-worth, self-esteem, self-confidence, and poise.
  - vii. To honorably represent Lakeview Public Schools, exhibiting excellent sportsmanship while serving as a role model for younger students.
  - viii. To nurture intellectual and imaginative growth which enriches the spirit and the heart.

***These guidelines are minimum rules and expectations required of all students for participation in activities. Additional rules may be added by the coaches of the activities, assuming those rules are not unreasonable in nature. Appeals of such rules may be made to the Activities Director and High School Principal who will render a decision.***

# GENERAL ACTIVITY POLICIES

Lakeview High School offers a wide variety of co-curricular and extra-curricular activities. The opportunity to participate in interscholastic and other school-sponsored activities is available to all students in Lakeview High School. Programs and activities are offered in academic, fine arts, performing arts, athletic events, and competitions. These activities include athletics, band and choir contests, and speech as well as other events. The privilege and honor of activity participation carries with it a responsibility to properly represent the community, school, faculty, and student body of Lakeview.

Lakeview High School participates in the Minnesota State High School League, the National Forensic League, the National Future Farmers of America program, and a variety of other activities. The High School follows the guidelines and policies set forth in each of these organizations. To obtain a copy of the MSHSL activity guidelines and policies, see your coach, supervisor, or the activity director's office for information.

## CONDUCT RULES OF LAKEVIEW HIGH SCHOOL STUDENTS

### I. STUDENT CODE OF RESPONSIBILITIES:

- A. Students participating in school-sponsored activities are expected to abide by the Code of Responsibilities set forth by the Minnesota State High School League and the Lakeview Public Schools. The code includes the following commitments:
  - i. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - ii. I will be fully responsible for my own actions and the consequences of my actions.
  - iii. I will respect the property of others.
  - iv. I will respect and obey the rules of my school and the laws of my community, state, and country.
  - v. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
- B. A student who is under penalty of exclusion, expulsion, or suspension, or whose character or conduct violates the Student Code of Responsibilities, is not in good standing and is ineligible for participation for a period of time as determined by the principal. The guidelines adopted by Lakeview High School recommend periods of ineligibility as follows (although all are subject to the determination of the building principal):

* First violation:	Suspension for one games/events
* Second violation:	Suspension for two games/events
* Third violation:	Removal from team or activity

### II. APPLICATION OF THE RULES:

- A. The rules applying to all students at Lakeview Schools will be the MSHSL regulations and all of the locally adopted rules that exceed the rules of the

MSHSL. These regulations will apply uniformly to all MSHSL activities and extra-curricular performances of any type offered at Lakeview School for grades 7-12.

- B.** All students being considered for ***Homecoming or Snow Week*** Candidates must be students in good standing. This includes academics, behavior, MSHSL eligibility, and attendance. The candidate must remain in good standing for all ***Homecoming and Snow Week*** activities. Any candidate who does not remain eligible will not be allowed to participate in any royal court appearances or ***activities scheduled for the week.***

### III. GUIDELINES:

It is imperative that we raise the level of expectations among our student extra-curricular participants. Students must realize that their first concern shall be their performance in the classroom. Our extra-curricular program is supplemental to the classroom and must be looked at as an earned privilege, not a guaranteed right. To uphold the standards and ideals of Lakeview activities, the following rules and academic expectations have been established.

All school activities, other than academic activities, operate under the code established by the Minnesota State High School League and rules established by the Lakeview School Board and School Administration. Examples of other than academic activities include: Enrichment Programs, Destination Imagination, Knowledge Bowl, Spelling Bee, Geography Bee, Art, Music Festival, and other special events.

#### A. Academic Eligibility

1. Athletes must maintain academic eligibility to compete in interscholastic events.
2. Failing Grades: A student who has one or more failing grades on the midterm or quarter report is ineligible for interscholastic competition for two\* events. The two event ineligibility will begin on the Wednesday the reports are printed. After two events, if student progress is satisfactory in the class, eligibility will be restored. If not, the student shall remain ineligible.
3. Incomplete Grades: A student who has one or more Incompletes on the midterm or quarter report is ineligible for interscholastic events until all Incompletes are amended. If the incomplete becomes a failing grade, procedures for eligibility will follow item #2 above.
4. Restoring Eligibility. A student is responsible for picking up an eligibility form from the office, coach, or teacher and returning the completed form to the coach or advisor. The teacher will sign off to confirm satisfactory progress; when teachers issuing failing or incomplete grades have signed off, eligibility is restored.
5. Carry Over. Ineligibilities shall carry over from the previous year (4<sup>th</sup> quarter marking period).
6. Students who participate in only Category II activities shall be passing at the time of tryouts, or in the case of music, at the beginning of the grading period. The students may not lose their eligibility in local music events such as holiday and mid-winter/spring concerts, but will lose eligibility for MSHSL sub-section, section, and state level music events. Students shall not lose eligibility in major drama performances provided they were eligible at the beginning of tryouts or the

beginning of the quarter. Category II activities are defined as non-athletic activities.

\* If more than one event, as in a tournament or festival, falls on the same day, the student shall be ineligible for the entire day.

## LAKEVIEW HIGH SCHOOL ACTIVITY RULE VIOLATIONS

### B. Chemical Eligibility

The suspensions listed apply to alcohol, tobacco, and controlled substances. For example, the first violation could be tobacco and the second an alcohol violation. All violations will be enforced on the basis of public performances. Possession of alcohol or tobacco will constitute a violation of this rule. Penalties shall be cumulative beginning with and running throughout the student's participation in activities in grades 9-12. School rules apply during the school year and before school starts at the same time as athletic practice starts. Eligibility is determined on a calendar basis. This means the rules apply all year long including summer vacation.

### POLICY ON STUDENT DRUG AND ALCOHOL OFFENSES

No students shall distribute, possess, use, be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating-liquor, or unlawfully manufacture, distribute, dispense, possess or use, or be under the influence of any narcotic drug, tobacco, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1200.15, before, during, or after school hours, at school, or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy and may be suspended or expelled from school.

**Incriminating Evidence:** If the administration is alerted to Internet sites, photos, or other evidence of a breach in MSHSL rules, an investigation will ensue. Photos of possession (holding tobacco products, drug paraphernalia, or alcoholic beverages) will be treated as a violation.

#### Category I

Volleyball  
Football  
Dance Line  
Cheerleading  
Basketball  
Golf  
Baseball

#### Category I

Softball  
Cross Country

#### Category II

Instrumental Music  
Vocal Music  
FFA  
Knowledge Bowl  
Speech  
Theatre Productions  
Class Officers

#### Category II

Student Council  
DestiNation ImagiNation  
Math League  
Mock Trial  
Intramural Soft.  
Art Club  
SADD

### ***Category I***

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next four (4) consecutive interscholastic events or three weeks (21 calendar days), which ever is greater, of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

C. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four weeks (28 calendar days), whichever is greater. If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, is assessed as chemically dependent, and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks (42 calendar days). Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties will be accumulative, beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic athletics for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation as per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

G. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

### ***Category II***

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for three weeks (21 calendar days) or two public performances of an activity in which the student is a participant, whichever is greater (concerts, judging contests, district meetings, etc. are considered public performances).

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for three weeks (21 calendar days) or four public performances of an activity in which the student is a participant (concerts, judging contests, district meeting, etc. are considered public performances).

C. Third Violation: After confirmation of the third violation, the student shall lose eligibility for four weeks (28 calendar days) or six public performances of an activity in which the student is a

participant (concerts, judging contests, district meetings, etc. are considered public performances). If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks (42 calendar days) after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties will be accumulative, beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic activities for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation as per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

G. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

## **LETTER AND LYRE AWARDS**

General rules governing the awarding of letters and music lyres to student of Lakeview Secondary School are:

1. A first year letter or music lyre winner must be in the seventh grade or above.
2. One six-inch letter or lyre is given to a student during the school year in which he achieves his first letter.
3. All students in grades 9-12 may earn an academic letter by maintaining at least a 3.666 grade point average during the year.
4. A senior award certificate is given to the student in his/her senior year.
5. The advisor of each organization reserves the right to final approval of a student from receiving a letter for actions objectionable to the standards of organizations and the school.
6. Each organization or department will use its own adopted style of letter or emblem the letter will distinguish it from other organization awards.
7. The specific requirements for earning a letter in each department can be obtained from the Principal/Athletic Director or the advisor in charge of the activity.

# **CRITERIA FOR EARNING A LETTER AND LYRE AWARD**

## **Football:**

1. To all starters offense, defense, special teams
2. To all seniors who are currently on the roster
3. To non-starters who have played in half the regular season quarters; one play equals one quarter.
4. Players who have made an especially positive contribution to team spirit, attitude, or morale. Coaching staff will decide in such cases.

## **Volleyball:**

1. Play in at least half of the matches
2. To all seniors who are currently on the roster
3. Extenuating circumstances like injury, family emergencies
4. Managers earn a letter after 2 years of service
5. All final decisions made by the coaching staff

## **Cross-Country:**

Varsity Lettering Guidelines:

**In order to letter, you need to earn 5 points. The following are ways to earn these points:**

1 point: Turn in a copy of your summer mileage and/or what you did physically this summer (running, biking, playing basketball, swimming, etc.). In order to get this point, this calendar must be into the coach's hands by the end of the first week of practice.

1 point: Attendance at practice. You can only have 2 unexcused absences throughout the season to letter. Your excused absences need to be limited and discussed with the coach prior to the absence unless it is sudden such as being sick or having a family emergency.

1point: Attendance at meets. You are only allowed to miss 1 meet to earn this point.

1 point: If you are one of the top seven varsity runners at the conference meet at the end of the season.

1 point: If you are a senior in your second year of participation.

1 point: For every 50% finish or better in a varsity race (ex. You must finish 20<sup>th</sup> or better in a race with 40 runners).

**The runners that run on the varsity squad in the section and/or the state meet will letter.**

**Finally**, a runner may letter upon recommendation of the coaching staff. Any runner who consistently shows improvement throughout the season may be eligible for a varsity letter.

## **Boy's Basketball:**

1. A player must participate in a minimum of 16 halves.

2. An excused absence from school is the only excuse for not attending a practice or game except in emergencies.
3. If a player is very near to earning a letter, the coach's judgment of the player's worth may merit a letter. Attendance, attitude, and cooperation will be some of the determining factors.
4. All players must comply with the rules established by the MSHSL. Any violation will result in NOT receiving a letter or an award.
5. A player who has participated for four years and is a senior who has not played enough halves to qualify for a letter may be awarded one at the discretion of the coaching staff.

### **Girl's Basketball:**

1. A player must participate in half of the possible halves played at the varsity level.
2. If a player is very near to earning a letter, the coach's judgment of the player may merit a letter. Attendance, attitude, and cooperation will be some of the determining factors.
3. All players must comply with the rules established by the MSHSL. Any violation will result in NOT receiving a letter or an award.

### **Dance:**

1. Competes 1 time and
2. Performs 3 times at the Varsity Level

### **Baseball:**

1. All starters on varsity squad
2. All seniors who are out for baseball
3. Nonstarters who have played in at least one-half of all regular season games
4. Players who qualify as specialists in some phase of the game such as:
  - a. Pinch-hitters with 10 or more at bats
  - b. Defensive outfielders or infielders
  - c. Relief pitchers
  - d. Pinch runners who appear in nearly every game
5. Players who have made an especially positive contribution to team spirit, attitude, or morale

### **Softball:**

1. Play in at least half of the innings played
2. To all seniors who are currently on the roster
3. Extenuating circumstances like injury, family emergencies
4. Managers earn a letter after 2 years of service
5. All final decisions made by the coaching staff

### **Track and Field:**

1. Must attend at least 90% of the Varsity team's practices.
2. Must participate in at least 75% of the Varsity team's meets.
3. Must meet one of the following criteria:
  - A. Place in the top 6 in an event in 2 Varsity meets.
  - B. Break a personal best in 3 separate Varsity meets.
  - C. Advance to sections in an event.

Coaches still have the right to letter anyone who has not met all criteria if they feel the individual is deserving of a letter. Examples: An individual has been out for 3 or more consecutive years and cannot meet some of the above criteria. An individual is in more than one sport, and has met one or two of the criteria, and is deserving of a letter.

### **Golf:**

1. To letter, a player must have two varsity qualifying scores. A qualifying score is a score that is used to determine a team total (usually the top four individual scores.) Ties are included. Or
2. Participate in 50% of team matches played. Or
3. Place in the top five at the subsection level of competition. Or
4. Participation at the Sectional or State Meet. Or
5. The head coach may recommend awards in special cases to athletes who have not met the requirements.

### **Choir:**

Points that go towards a Lakeview Music Letter are earned through participation in choir (and band). Unlike many other seasonal activities, points earned through participation in band and choir are *cumulative*. The point schedule is set up so that most students will typically earn 1 letter after 4 years of participation in choir. Additional points are accumulated for music extra-curricular activities. You will note that it is almost impossible for freshmen to letter and that even a 3rd year letter-winner is very rare. Since this is specifically a Lakeview letter, participation points do not transfer from other schools. However, some exceptions are made for students who enter our music program anytime after their freshman year if they become involved in several of the outside-of-class music opportunities.

An individual must earn **60 points** for the 1<sup>st</sup> music letter award (which is a chenille lyre and certificate) and **30** points for each additional letter thereafter. (Subsequent letters receive a certificate only.) There is a limit of 1 vocal letter earned per year.

Point values:

13 points per year for **fully satisfactory** participation in choir

2 points for local graduation appearance

5 points per year for participation in swing choir

½ point per vocal lesson (max of 10 points per year)

3-8 points for each contest event based on rating AND prep time invested

1 point for each solo or significant ensemble in local concerts

1 point for each pre-approved out-of-school vocal public appearance other than church services

1-4 points for attending choral festivals or music camps

1 point per song for school accompanist duties

1-2 points for attending other CHORAL concerts  
(must submit concert program and critiques)

1-3 points per session of other pre-approved service

## **Band:**

Points that go towards a Lakeview Music Letter are earned through participation in band (and choir). Unlike many other seasonal activities, points earned through participation in band and choir are *cumulative*. The point schedule is set up so that most students will typically earn 1 letter after 4 years of participation in choir. Additional points are accumulated for music extra-curricular activities. You will note that it is almost impossible for freshmen to letter and that even a 3rd year letter-winner is very rare. Since this is specifically a Lakeview letter, participation points do not transfer from other schools. However, some exceptions are made for students who enter our music program anytime after their freshman year if they become involved in several of the outside-of-class music opportunities.

An individual must earn **100 points** for the 1<sup>st</sup> music letter award (which is a chenille lyre and certificate) and **25 points** for each additional letter thereafter. (Subsequent letters receive a certificate only.) There is a limit of 1 instrumental letter earned per year.

Point values:

25 points per year for **fully satisfactory** participation in band

5 points per year for participation in jazz band

1-12 points for pep band based on number of games played at

½ point per lesson (max of 10 points per year)

5-10 points for contest solo based on rating AND prep time invested

1-5 points for contest ensemble based on rating AND prep time invested

1 point for each solo or significant ensemble in local concerts

1 point for each pre-approved out-of-school public appearance other than church services

3-10 points for participation in All State Band activities

5-10 points for attending band festivals or music camps

1 point per song for school accompanist duties

1-2 points for attending other BAND concerts

(must submit concert program and critiques)

1 pt. for every 30 min for extra service

## **Speech:**

Lettering in speech is based on a point system. Students earning a total 20 points or more in a season will letter. The speech coach/advisor also reserves the right to use discretion when awarding letters. The following points will be awarded:

Attending meeting – 1 point  
 Practicing weekly – 1 point  
 Attending and performing at an invitational - 2 points  
 Making final round at an invitational – 2 points  
 Placing 5<sup>th</sup> or 6<sup>th</sup> at an invitational – 3 points  
 Placing 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> at an invitational – 4 points  
 Placing 1<sup>st</sup> at an invitational – 5 points  
 Attending and performing at the regional – 3 points  
 Placing 5<sup>th</sup> or 6<sup>th</sup> at the regional – 5 points  
 Placing 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> at the regional – 6 points  
 Placing 1<sup>st</sup> at the regional – 7 points

Letters will be given automatically to those students who:

1. Are seniors and compete for two concurrent years
2. Compete in the state tournament

## DEALING WITH CONFLICT

### PROCEDURE FOR HANDLING ACTIVITY COMPLAINTS

In order to allow an expression of differences that often occurs in athletics/activities, a procedure has been developed for establishing a line of communication between school, parent/guardian, students, and coaches. This procedure should follow an orderly process.

1. No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors 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 the procedures are not followed as specified in this policy, the following steps will take place:*
  - i. *1<sup>st</sup> Violation of Procedure – A written warning to the parents/guardians from administration outlining our procedure for handling athletic/activity complaints.*
  - ii. *2<sup>nd</sup> Violation of Procedure - Removal from the next contest.*
  - iii. *3<sup>rd</sup> Violation of Procedure - Removal from all remaining contests.*
3. If you are upset, please call or arrange a meeting the following workday.
4. The following steps should be taken in order for conflict to be resolved:

#### **STEP 1**

- A. A meeting between the student, *the coach of your child's team/Activities Director*, and/or the parent should be called. This meeting can be initiated by the student, the parent, or the *coach* but does not have to involve all three parties.

#### **STEP 2**

- A. If any of the three parties (*coach of your child's team*, student, or parents) still feel the conflict is not resolved, a meeting between the parent, the *coach*, and A.D. may be called by any party. The athlete need not be present.
- B. Notes of the meeting will be kept by the A.D. If the A.D. is the coach involved, an Administrator will act as the mediator.

### **STEP 3**

- A. The A.D. 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 High School Principal.

### **STEP 4**

- A. If the parties still feel the conflict is not resolved, the Principal will set up a meeting between the parent, the coach, student, A.D, and administration.
- B. The Principal will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of these communications will be given to the Superintendent.

### **Appropriate Concerns to Discuss with the Coaches:**

- a. Attitude
- b. Effort
- c. Academic Performance
- d. Coachability

It is very difficult to accept your child is not playing as much as you may hope. Coaches are teachers. They make judgment decisions based on what they believe to be best for the team. As you can see from the above list, certain things can and should be discussed with the coach. Other things such as the ones listed below, must be left to the professional judgment of the coach.

### **Issues that are not Appropriate to Discuss with the Coach:**

- a. Playing Time
- b. Team strategy
- c. Coaching Philosophy
- d. Other Student-Athletes

### **GROUP CONFLICT**

No parent group shall meet at LHS to discuss team problems without representatives from LHS which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

## **COACHES EXPECTATIONS**

***Abide by the Code of Ethics from the  
Minnesota State High School Coaches Association***

### ***AS A PROFESSIONAL EDUCATOR I WILL:***

- 1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- 2. Respect the integrity and personality of the individual athlete.

3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

### **FAN RESPONSIBILITIES**

LHS fans represent the school, 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.

A spectator bringing down the reputation and expectations of the Lakeview Public School District through their actions will be visited by contest administration. A spectator who is non-cooperative to contest administration will be subject to the following;

1. Verbal warning by official or administration
2. Written warning by administration
3. One game suspension with written documentation of incident kept on file
4. Seasonal suspension

**Lakeview School District Website**  
**[www.lakeview2167.com](http://www.lakeview2167.com)**

## Lakeview Lakers Common Athletic Policy

### A. Lakeview's Legacy:

- a. Our Lakeview athletes will be known for their
  - i. Hard work, dedication, and perseverance.
  - ii. Respectfulness and an honorable attitude, leading to their success.
- b. Our Lakeview coaches will model these attributes;
  - i. Hard work, dedication to sport and team, perseverance, and teamwork.
  - ii. Displaying high moral character, integrity, behavior, and leadership.
  - iii. Respecting each athlete, parent, coach, and official.
  - iv. Communications that are open and honest with each parent and athlete.
  - v. Continuing professional development in coaching principles and techniques.
  - vi. Applying their passion for their sport in expanding each athletes' life experiences & knowledge beyond the classroom.

### B. What Lakeview Athletics are about

- a. We are here to teach your sons/daughters more than just the sport –  
PROGRAM'S MOTTO – **ACCEPT THE CHALLENGE**
  - i. IN THE CLASSROOM
  - ii. IN THE COMMUNITY
  - iii. ON THE COURT, COURSE, OR FIELD
- b. Student-Athlete
  - i. Exactly that – No student – No athletics
  - ii. Academic Eligibility – must maintain academic standards as described in the student handbook.
  - iii. Practice Attendance Issues – tardiness or unexcused absences
    1. Unexcused absences are absences that an athlete has not notified a coach prior to practice.
    2. Consequences
      - a. 1<sup>st</sup> offence – warning
      - b. 2<sup>nd</sup> offence – physical consequences
      - c. 3<sup>rd</sup> or more offence-reduce playing time and additional physical consequences
  - iv. Practice Attendance Issues-excused absences
    1. Excused absences are absences that an athlete has notified a coach or school administration prior to practice.
    2. The consequences applied will be addressed based on reason or frequency (excluding school sponsored events).
    3. Consequences
      - a. 1<sup>st</sup> offence – warning
      - b. 2<sup>nd</sup> offence – physical consequences
      - c. 3<sup>rd</sup> or more offence-reduce playing time and additional physical consequences
  - v. Acting up in school – behavior referrals (DET, ISS, OSS)
    1. 1<sup>st</sup> offense – meeting with coach – inform parents and physical consequences, (ISS or OSS is one game suspension).
    2. 2<sup>nd</sup> offense – suspended playing time and /or physical consequences (DET), (ISS or OSS is two game suspension).
    3. 3<sup>rd</sup> offense – dismissal from team

- c. Developing Great People
  - i. Role Models – how many people would love to be in your shoes
  - ii. Representing not just yourself – family, program, school, community
  - iii. Pride of who and what you represent
- C. Parent Expectations
  - a. Your son/daughter has earned the privilege to be a part of this program. It's not a right
  - b. Matter of being a part of something bigger than self, part of a team
  - c. Your son/daughter has earned practice time, not playing time
  - d. Our goal is to provide a positive experience for all players
  - e. Parents are welcome at practice as observers only
  - f. We may use various methods of reinforcement to try and get the most out of your son/daughter – if we yell it is because we care and need immediate correction. Everybody is accountable all the time.
  - g. Provide positive support for your son/daughter and the team – discourage selfishness
  - h. Your attitude will be reflected in your son/daughter – how do you want him/her to be as a person and representing your family
  - i. Support decisions made by the coaching staff
  - j. Promote the importance of knowing and fulfilling roles – KEY TO OUR SUCCESS AS A PROGRAM
  - k. You see our players during games – less than 5% of time we spend together between practice, weightroom, and the locker room. Our assessment involves the other 95% you don't see.
  - l. Encourage your son/daughter to participate in out-of-season practices, drills, and strength programs
- D. Guidelines and Procedures for Contacting Coaches
  - a. Talk to your son/daughter objectively about the issue first (it may not be a problem for him/her)
  - b. Follow the Lakeview Activities Handbook
  - c. 3 things we will not discuss with you at any time
    - i. Playing time about your son/daughter (non-negotiable)
    - ii. Playing time about someone else's son/daughter
    - iii. Coaching philosophy
    - iv. If you want to meet with us about any of these topics – YOUR SON/DAUGHTER WILL BE PRESENT AT THE MEETING
  - d. We have been trained and hired as coaches to do this job and we have to balance needs of individual players with needs of the team
  - e. Items we will discuss with parents
    - i. Academic performance
    - ii. Attitude
    - iii. Effort
    - iv. Coachability
  - f. Love to have an open line of communication with all parents throughout the entire year along these guidelines
- E. Equipment
  - a. Everyone expected to respect their equipment and the facility of both home and visitors.
  - b. "LEAVE IT BETTER THAN YOU FOUND IT"

**PARENT'S PERMISSION FORM**

To Coach \_\_\_\_\_:

\_\_\_\_\_ (Participant's name) will not be riding the bus  
home from \_\_\_\_\_ (site) on \_\_\_\_\_ (date). He/she will  
be riding home with us.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\*We understand that the participants may only ride with their parent or guardian.