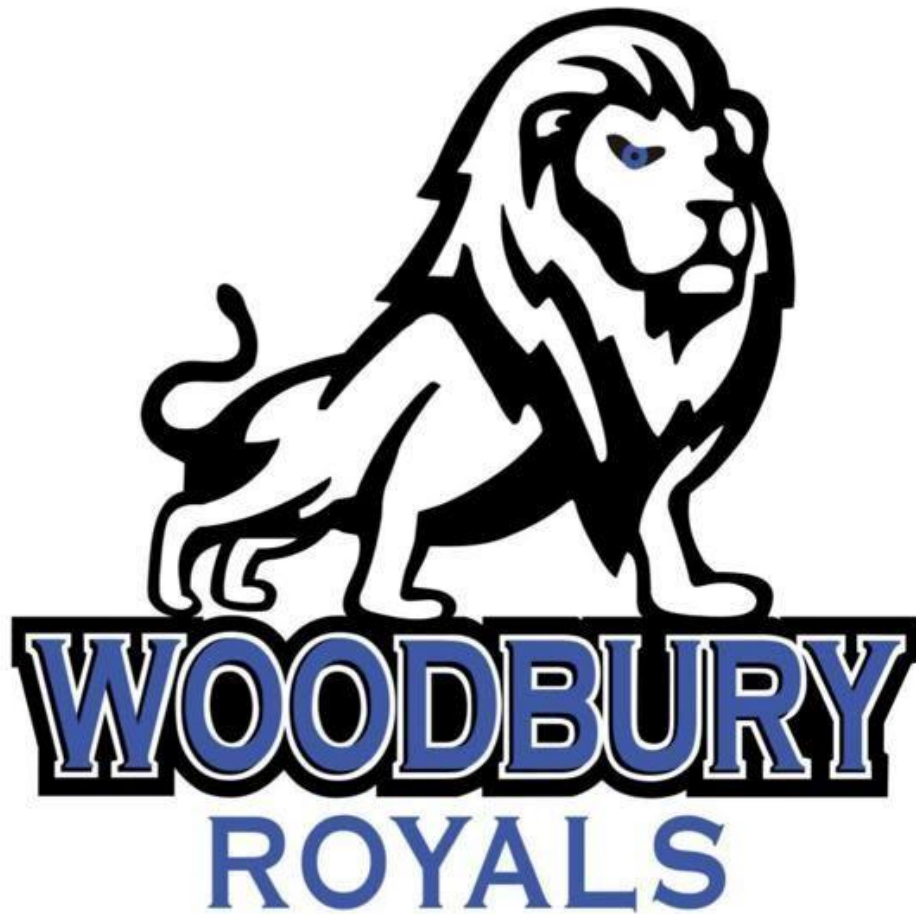


# Woodbury High School



# Activities Handbook

**“Royal Pride”**

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## **PHILOSOPHY**

### **Mission**

The mission of South Washington County Schools is to ignite a passion for lifelong learning.

*Woodbury High School is committed to using extracurricular activities to embrace all students and provide a positive experience that is nurturing and impactful.*

### **Goals**

The Woodbury HS Activities Department has an active commitment to meet the following goals:

1. To provide all student-athletes with positive experiences which promote the ideals of leadership, physical fitness, competition, and the pursuit of excellence.
2. To protect the well being of student-athletes through policies and procedures concerned with safety, fitness, and injury care.
3. To foster progress of student-athletes through the academic curriculum of the educational institution to which they belong.
4. To empower all student-athletes with the knowledge skills, and attitudes for success in academics, athletics, and life.
5. To produce competitive athletic teams.

### **Beliefs**

- Participation in co-curricular activities is a privilege, not a right.
- Academic priorities must come before participation in co-curricular activities.
- Co-curricular activities serve as an extension of the school day, a “7<sup>th</sup> period” with coaches serving the role of teacher.
- “Why We Play” is much more important than the results on the scoreboard.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Ethical behavior, dignity and respect are non-negotiable.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Compliance with school, community and MSHSL rules is essential for all activity participants.
- High school activity programs are designed for student participants, and adults are expected to serve in a supportive role.
- Positive role models and active involvement in an athlete’s life are critical for success.
- Team selection and playing time is not a direct reflection on a student’s self-worth.
- The success of the team is more important than individual honors and is dependent upon the contribution of all team members.
- Participation in school-sponsored activities must be inclusive and embrace diversity.
- Coaches, directors, and advisors will work with each other to ensure that students can be involved in multiple activities, including athletics, fine arts, and academics.

## **EXPECTATIONS**

### **MSHSL STUDENT CODE OF RESPONSIBILITY**

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. 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.

### **STUDENTS**

1. I accept the responsibility for my behavior on and off the field. I understand that what I do and say affects my teammates, my school, and other people positively or negatively.
2. I lead courageously and live with integrity by speaking up against injustice and on behalf of others even when it is hard or unpopular.
3. I act with respect toward myself and the people and things around me, including my parents, my coaches, my teammates, my teachers, my opponents, and the spectators.
4. I do not put people in boxes according to their race, sex, religion, neighborhood, sexual orientation, or abilities. I judge people by the content of their character.
5. I act with empathy. I try to understand what is going on in the hearts and minds of others and what is causing those feelings so that I can be supportive and encouraging. I ask, how can I help you?’
6. I serve as a role model at all times by talking politely and acting courteously towards coaches, teammates, opponents, officials, and spectators. I understand that it is a privilege to represent my family, school, and community as a student-athlete.
7. I give 100 percent effort to practices, games, and events. I understand that my effort demonstrates my commitment to the team and my respect for my coaches and teammates.
8. I display good sportsmanship. I acknowledge and applaud the efforts of others. I encourage my teammates with positive statements. I refrain from boasting to my teammates and trash-talking members of other teams. I accept defeat graciously by congratulating my opponents on a game well played.

Because I represent my family, school, and team, I abide by the policies, rules, and guidelines of the school, team, and coaches.

### **PARENTS**

1. Understand and endorse the purpose of our department and specific activity.
2. Support the coaches by applauding behavior in your child and teammates that demonstrates characteristics of integrity, empathy, sacrifice, and responsibility.
3. Acknowledge and appreciate players’ growth towards maturity and their effort toward establishing stronger relationships with teammates, coaches, and themselves.
4. Affirm your child and their teammates when good character, healthy sportsmanship, and other-centered behaviors are displayed. Do not affirm only their athletic performance or a victory.
5. Serve as role models for our players, talking politely, and acting courteously toward coaches, officials, other parents, visiting team parents, and spectators at practices, games, and meetings.

6. Model good sportsmanship. Acknowledge and applaud the efforts of team members and opponents. Accept defeat graciously by congratulating the members of the opposing team on a game well played. Support the team regardless of how much or how little your child plays or what the win-loss record is.
  7. Encourage your child and teammates with positive statements, even when they make mistakes. At every practice they are growing physically and emotionally. At every practice they are learning moral and ethical lessons. At every practice they are developing character.
  8. Refrain from boasting about your child's accomplishments.
  9. When problems or questions arise, please have your child present the problem to their head or assistant coach. We want student-athletes to develop self-advocacy.
- Because I am a parent with the power and platform to make a positive difference in the life of every player, I commit to this code of conduct. When failing to live up to these standards, I will allow for accountability and take responsibility for my actions.

## **SOCIAL MEDIA**

Social media outlets such as Facebook, Twitter, Instagram, and others are an integral part of students' lives. While it may seem that these are private, they are in reality very public. Messages that are posted to friends and social sphere are often posts to the entire community, whether intentional or not. These include administrators, parents, teammates, as well as young members of our community that look to our student-athletes as mentors.

Woodbury HS student-athletes are expected to hold themselves to high standards when in public and when using social media. Imagine everything that is posted online will be on the front page of the newspaper tomorrow. The following are expectations when using social media:

- 1) Do not post sexual content. Nothing explicit, suggestive, or objectifying.
- 2) Do not make references to alcohol or drugs. No pictures of alcohol, talking about being drunk or using drugs.
- 3) Do not insult others and do not participate in or instigate challenges or battles. Fight your battles on the playing field; resolve your differences in person.
- 4) No swearing or use of inappropriate language. This includes the use of symbols in place of letters that imply words and abbreviations of words.
- 5) You are responsible for monitoring your account and profile pages. If someone posts something disrespectful or violates above said rules, take it down.
- 6) The above rules apply to retweets, reposting of other peoples messages, and posting of song lyrics, quotes, etc.

Failure to adhere to and follow these guidelines may affect your participation in Woodbury HS activities per the MSHSL Code of Responsibilities.

## **SPORTSMANSHIP**

Woodbury High School and the Suburban East Conference are dedicated to promoting good sportsmanship and positive fan behavior. Please enjoy the contest and appreciate our student-athletes, coaches, and officials.

Expectations for regular and post season competitions at Woodbury High School:

- Respect the American Flag and the National Anthem
- Spectators must wear appropriate clothing (no vulgar text or graphics).
- The use of appropriate language is expected at all times. Profanity, name calling, singling out players, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament personnel.
- Respect the game/contest. Under no conditions shall anyone other than the members of the official's squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser Lights are strictly prohibited.

Any person who chooses not to follow our expectations will be asked to leave at the discretion of school personnel and/or the officials. Thank You for supporting our student-athletes and fine arts participants.

### **Players**

Display at all times the qualities of sportsmanship

Show respect for your opponents

Respect the judgment of game officials

Accept both victory and defeat with pride and compassion, be neither bitter nor boastful

### **Spectators**

Cooperate with event staff and game officials

Respect the judgment of coaches and officials

Avoid unsportsmanlike gestures and language

### **Parents**

Display at all times the qualities of sportsmanship

Show respect for both coach and officials

Show respect for the parents and fans of the other school

**LIST OF MSHSL ACTIVITIES AND COACHES' CONTACT INFORMATION**

<http://www.mshsl.org/mshsl/schoolpage2.asp?school=494>

**LIST OF CLUBS AND ORGANIZATIONS AND CONTACT INFORMATION**

<https://www.whsactivities.org/page/show/515855-activities-and-clubs>

Students are able to propose new clubs and organizations. The form for this can be picked up in the Activities Office. New clubs and organizations must have a Woodbury HS staff member as an advisor, and must have the approval of the Activities Director and Principal.

**FEES**

There is a family cap of \$505 for MSHSL activities. Families that qualify for free lunches will have their participation fee waived. Families that qualify for reduced lunches will have their participation fees reduced to \$30. Families are asked to provide a copy of the eligibility letter from Nutrition Services.

A full refund will be issued if a student is cut or quits an activity within the first two weeks of the season.

**District Fee Schedule**

<http://www.sowashco.org/files/policies/500/510%203%20Athletic%20and%20Activity%20Fee%20Schedule.pdf>

**PROCEDURES FOR HANDLING PLAYER/PARENT CONCERNS**

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach, and administrators. All participants should adhere to the guidelines as listed below.

**Step 1:** Student-athlete meets with head coach to discuss the concern. Assistant (position) coaches may also be involved.

If the student is not satisfied with the results of that meeting, then

**Step 2:** Student-athlete AND parent meets with head coach to discuss the concern.

If the student and/or parent is not satisfied with the results of that meeting, then

**Step 3:** Student-athlete, parent, and head coach meet with activities director to discuss the concern.

If the student and/or parent is not satisfied with the results of that meeting, then

**Step 4:** Student-athlete, parent, head coach, and activities director meet with building principal to discuss the concern.

This procedure has been developed for the purpose of establishing and maintaining the lines of communication between the school, parents/guardians, and students and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns/ problems about the Woodbury High School athletic programs can be resolved

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach, and administrators. All participants should adhere to the guidelines as listed below.

Note: This process is not intended to provide grievance of rule(s) of the Minnesota State High School League. Parents/students are to address themselves to problems/concerns related to them only. In order to be in compliance with the "Privacy in Information Act" problems/concerns related to other athletes will not be discussed.

#### **ACADEMIC ELIGIBILITY SCHOOL BOARD POLICY**

<http://www.sowashco.org/files/policies/500/510.2%20Athletic%20and%20Activity%20Scholastic%20Eligibility.pdf>

#### **EXCEPTIONAL ATHLETE SCHOOL BOARD POLICY**

<http://www.sowashco.org/files/policies/500/510.1%20Athletic%20and%20Activity%20Participation.pdf>

#### **MSHSL ELIGIBILITY**

<http://www.mshsl.org/mshsl/publications/code/forms/2018-19EligBrochure.pdf>

#### **TRANSFER RULE – BYLAW 111**

<http://www.mshsl.org/mshsl/Publications/code/handbook/100%20Bylaws.pdf>

#### **CHEMICAL ELIGIBILITY – BYLAW 205**

<http://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf>

#### **ELIGIBILITY QUESTIONS AND ANSWERS**

<http://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf>

#### **ATHLETIC CAMPS AND CLINICS - QUESTIONS AND ANSWERS**

<http://www.mshsl.org/mshsl/publications/code/forms/SummerCoach.pdf?ne=7>

<http://www.mshsl.org/mshsl/news/athleticcampquestions.doc>



## HARASSMENT/BULLYING/HAZING POLICIES

A safe and welcoming environment is needed for students to learn and attain excellence and to promote healthy human relationships. District 833 believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the school and MSHSL that all participants will be free from sexual, racial, religious, harassment or violence, bullying, and hazing. Students and staff involved with Woodbury High School activities are prohibited from engaging in any type of harassment, bullying or hazing activity. All participants, including coaches and athletes, are expected to know, respect, and enforce district policies concerning harassment, bullying, and hazing.

<http://www.sowashco.org/files/policies/500/525.1%20Harassment%20and%20Violence.pdf>

<http://www.sowashco.org/files/policies/500/514%20Bullying%20Prohibition%20Policy.pdf>

<http://www.sowashco.org/files/policies/500/526%20Hazing%20Prohibition.pdf>

## TRANSPORTATION POLICY

### **Transportation will be provided by the district:**

- to all MSHSL activities on school and non-school days outside of the district
- for regular season and post-season contests
- only for events in the greater metro area (60 mile radius)
- for non-district contests at the lower levels
- for students to and from an event
- for all day tournaments/invitationals
- for all teams of a program to ride together

### **If a bus is provided, students are required to ride bus to event and cannot ride home with a parent.**

- If an emergency exists, students are able to ride to or from a contest only with their own parent.
- The student must get prior approval from the coach and Activities Director.
- The parent must provide a note and talk with the coach if taking their child home from a contest.
- Students are not allowed to ride to or from an event with another player's parent.

### **Transportation will not be provided by the district:** (booster clubs still have the option to pay for these types of requests)

- for events within the district at the varsity/JV/B levels
- for scrimmages
- for overnight trips (unless it is a conference or section/state event)
- for a varsity team to ride separately from lower level teams

## ATTENDANCE POLICY

### Students that participate in athletics and/or activities in District 833 **MUST**:

- Be present in school for 50% of the school day in order to be eligible to participate in a practice or contest on that given day.
- Have no UNEXCUSED absences during a school day in order to be eligible to participate in a practice or contest on that given day.
- Be present in school 1<sup>st</sup> Hour on the day following a contest in order to be eligible to participate in a practice or contest on that given day (or have written confirmation of a doctors' appointment).

Coaches will make their student-athletes and parents aware of this policy in their pre-season meetings. Coaches with access to Infinite Campus will monitor students' attendance. The Activities Secretary will check students' attendance for any coach that does not have access to Infinite Campus.

Eligibility for practices or contests on a Saturday will NOT be affected by a student's attendance on Friday, with the exception being an UNEXCUSED absence on Friday.

## ATTENDANCE AT MSHSL STATE TOURNAMENT EVENTS

The following procedure will be used for all MSHSL Regional, Sectional and State Tournament games. This applies to **all** students requesting to be released (except students who are members of a competing state tournament team) during the school day. All students following this procedure will be excused from classes missed according to the following format.

- A. Release time from classes will be a maximum of one hour and 15 minutes before the start of the MSHSL event.
- B. A signed parent permission note requesting that a student be released from school to attend a MSHSL event must be submitted **before** a student will be released from school.
- C. All work missed by a student must be made up according to the established school make up policy.
- D. In the event that Woodbury High School decides to make a spectator bus available for a state tournament game, students will ONLY be allowed to attend the event under the rules for "school trips."

Students who attend these events must keep in mind that they represent our high school, our community and their parents. We are all proud of our tournament teams and will conduct ourselves accordingly.

## WEBSITES

All athletic schedules can be found at [www.suburbaneast.org](http://www.suburbaneast.org). Directions to each event can also be found at this site.

Coaches contact information, practice schedules, booster club, and other pertinent information can be found on our school's SportsEngine website <https://www.whsactivities.org/>.

Online registration for MSHSL activities will be done at <https://sowashco.feepay.com/> . Students need a sports qualifying physical once every three years for athletics. You will need your student ID (Found in the Parent/Student Portal) in order to register.

MSHSL rules, eligibility, section, and state tournament information can be found on the MSHSL website [www.mshsl.org](http://www.mshsl.org) .

## LETTERING POLICY

A student will earn one letter for their Woodbury career, one chevron per year, and a certificate each time they letter. Families may choose to purchase additional chevrons on their own.

ISD 833 and Woodbury High School value student accomplishments. Students will be recognized in our community for outstanding effort, positive contributions, and exemplary achievement. Students at Woodbury have the opportunity to earn a varsity letter in academics, arts, and athletics. Earning a varsity letter is a significant accomplishment! Woodbury High School reserves the right for Head Coaches and Advisors to determine specific lettering policies for their activity. Coaches and advisors will develop and communicate baseline expectations that incorporate, but are not limited to, the following components: academics, behavior, participation, and citizenship/community service.

Athletics, arts, and activities programs can award varsity letters if they are sanctioned and recognized competitions by the MSHSL, Suburban East Conference, or similar governing body with regulatory, governing control over competition of individuals or teams representing Woodbury HS (i.e., MN High School Bowling League, Math League, Clay Target League, FIRST). Any other Woodbury club or activity that wishes to award letters must request a review by the Activities Director.

## ALL-STATE RECOGNITION

The criterion that has been established for this recognition is as follows for MSHSL sports:

- A.** Selected as a member of the All-State team as selected by the state coaches association of that sport. This applies to the following sports: Volleyball, Basketball, Softball, Baseball, Soccer, and Hockey.
- B.** Finish as a place winner at the MSHSL state meet for that sport—this applies to all of the individual sports. The coaches association will determine the cut-off point for all state selection as listed: Cross Country - top 25 in state meet; Swimming and Diving - top 8 in state meet; Wrestling - top 6 in state tournament; Golf - top 8 in state tournament; Track and Field - top 9 in state meet; Nordic Skiing - top 25 in state meet; Tennis - top 6 in state tournament; Gymnastics - top 6 in state meet.
- C.** The one sport that does not pertain to the above two categories is Football. The coaches association does not pick an All-State team; therefore, the team that is selected by the Associated Press is the one that will be used for our recognition.

## **TRAINER/INJURIES**

Woodbury High School staffs a certified and registered athletic trainer for the purpose of educating students and preventing and treating injured athletes while participating in school related athletic events and programs. The ATC will have final say over coaches concerning a student's return to play.

If an athlete is injured while competing in a practice or game, coaches should refer the student to the trainer. If a student is injured and goes to the clinic, doctor, or hospital as a result of the injury, coaches should fill out the School Health Accident/Incident Report as soon as possible and submit to Activities Director.

If a student goes to the clinic, doctor, or hospital as a result of an injury, the athlete will not be allowed to return to play without a note from the doctor clearing the student.

## **WEATHER**

If school is cancelled due to snow or cold, teams may not practice. High school games may be played depending on the weather conditions at game time. A decision will be made by the Activities Director and Principal. Ninth grade games will be cancelled. Some exceptions may be made for sections and state practices.

If school is let out early due to weather conditions or evening activities have been cancelled, only the varsity level will be authorized to practice. If there is any uncertainty, please contact the Activities Director.

## **COMPETITION INDEX FOR HEAT/COLD**

<http://www.mshsl.org/mshsl/Publications/code/athletic/HeatandCold-Color.pdf>

## **BANNERING**

In light of a Minnesota Court decision finding a school district liable for failure to properly supervise bannering activities by members of school sponsored organizations, District 833 will enforce a ban on such activity. Independent School District 833 does not condone nor will it be held liable for incidents associated with this type of conduct.

Therefore the following rules are to be followed by athletic/ activity participants:

1. Participants in school sponsored athletic/activity programs shall not participate in bannering activities or in other similar non-sponsored activities.

Bannering activities include, but are not limited to: toilet papering, hanging of banners/signs on homes, removal and placement of signs in yards, and other similar acts of vandalism.

2. After a violation has been determined, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.

Parents/guardians are requested to support the enforcement of these rules to protect the safety and interests of students, parents, and the School District.

There are many positive school sponsored activities at our high school, especially around Homecoming time. Please encourage your son or daughter to focus their efforts and energies on these school supported and supervised events.