

# **CO-CURRICULAR ACTIVITIES HANDBOOK**



## **Northfield Public Schools 2023-2024**

## Table of Contents

Introduction	3
Northfield High School Co-Curricular Athletic and Activities Philosophy	3
Objectives of the Northfield Athletic/Activities Program	3
Department Organization	4
Activities Program	5
Minnesota State High School League Calendar	6
Big Nine Conference Information/MSHSL - Why We Play	7
Access Policy	8
Student Selection in Athletics and Activities	8
7th and 8th Grade Move Up Policy	8
Participation After Injury	9
Advertising	9
Awards - Letter Requirements	9
Awards System	9
End of Season Program	10
Attendance Policy - Students	10
Eligibility Requirements	11
Athletic/Activities Academic Eligibility	11
Chemical Policy	12
Code of Responsibilities	13
Attendance Policy	15
Buses/Transportation	15
Fees and Forms	15
Fundraising - Handling of Funds	17
Gifts and Donations	17
Initiations/Team Gatherings (Policy)	17
Maroon and Gold Reception	17
Participation in More Than One Sport	17
Practices	18
Scrimmages	18
Ticket Policies	18
Communication Protocol	18
Resolving Conflicts	19

## **INTRODUCTION**

The intent of this handbook is to provide parents/guardians with the policies and procedures of the Northfield Public Schools' Activity Program.

We believe in co-curricular activities and the positive effect they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

## **NORTHFIELD PUBLIC SCHOOL CO-CURRICULAR ATHLETIC/ACTIVITIES PHILOSOPHY**

The Activities Program at Northfield Public Schools is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The activities program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically, which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 6-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components are necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
3. In Sophomore (B-Squad) programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at the middle school and/or freshman levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio of 1-15 is encouraged. "Playing time" shall go to the athlete who is most-able to make a positive contribution to the "best effort to win."
6. Coaches must maintain communication with athletes, parents/guardians, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for players, parents/guardians, coaches, and spectators.
8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
9. No student will be denied participation because of inability to pay the athletic fee.

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

### **Objectives of the Northfield Activities Program**

#### **For the Student:**

1. Acquire fundamental skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.

4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible; both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

**For the School/Student Body:**

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the activities program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.

**For the Northfield Community:**

1. Enjoy High School athletics and activities as a recreational opportunity and recognize that the program is primarily for the benefit of the student participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting students through attendance at events.

**For the Northfield School District:**

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

**DEPARTMENT ORGANIZATION:**

The Activities Department is under the direction of the Activities Director. The Activities Director reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. **Coaches Advisory Council** - This council is made up of the head coaches of all varsity athletic teams and the cheerleading advisor. This group will meet a minimum of one time during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Director. All head coaches are expected to attend these meetings. (Spring)
2. **Co-Curricular Committee** - This committee is made up of the advisors and directors of the activity programs administered by the Activities Director. This group will meet a minimum of one time during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Director. All advisors/directors are expected to attend these meetings.
3. **Activities Advisory Committee** - This committee is made up of parents/guardians, teachers, students and coaches as established by the Northfield School Board. This group may meet five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Director. Representatives from the coaching staff will be elected for two-year terms.
4. **R.A.L.I.E.** (Raider Activity Leaders Inspiring Enthusiasm) - this committee is made up of students who undergo an application process and who are involved in at least one co-curricular activity. They are under the direction of the Activities Department along with other RALIE advisors. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. All students in RALIE

are responsible to promote their own positive behavior and the positive behavior of other students when attending games. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students. Bleacher captains will be selected from the RALIE group to lead cheers at events.

**ACTIVITIES PROGRAM**  
(Grades 9-12 unless otherwise stated)

Fall Athletics	Winter Athletics	Spring Athletics	Activities
Bowling	B/G Alpine Ski (7-12)	Baseball	Fall Musical
B/G CC (7-12)	B/G Basketball	Clay Target (6-12)	Knowledge Bowl
Football	Dance Team (7-12)	Boys Golf	Mock Trial
B/G Soccer	Gymnastics (7-12)	Girls Golf	Rock 'n Roll Revival
G Swim/Dive (7-12)	Boys Hockey	Boys Lacrosse	Spring Play
G Tennis	Girls' Hockey (7-12)	Girls Lacrosse (7-12)	
Volleyball	B/G Nordic Ski (7-12)	Softball (7-12)	
	B Swim/Dive (7-12)	Boys Tennis	
	Wrestling	Boys/Girls Track	
	Weightlifting	Robotics	
		Speech	

## MINNESOTA STATE HIGH SCHOOL LEAGUE CALENDAR 2023-24

Activity	Weeks	Games	Start Date Condition/Practice	
<b>Fall</b>				
Tennis, Girls'	11	16	August 14	
16 contest dates - Number of matches not to exceed 28				
Soccer	12	16	August 14	
Cross Country	12	10	August 14	
Volleyball, Girls'	13	17	August 14	
Swimming & Diving, Girls'	14	16	August 14	
Football	15	9	August 14	
One week of conditioning followed by two weeks of practice				
Activity	Weeks	Games	Start Date Condition/Practice	
<b>Winter</b>				
Debate				
Alpine Skiing	14	16	November 14	
Nordic Ski	14	16	November 14	
Dance Team	17	15	October 24	
Hockey, Girls'	17	25	October 31	
Gymnastics, Girls'	15	16	November 14	
Wrestling	15	18	November 21	
Wrestling: 16 contest dates. Number of individual matches not to exceed 45				
Hockey, Boys'	17	25	November 14	
Swimming and Diving, Boys'	14	16	November 28	
Basketball, Girls'	18	26	November 14	
Basketball, Boys'	18	26	November 21	
Activity	Weeks	Games	Start Date Condition/Practice	

Spring				
Speech				
Robotics				
Tennis, Boys'	11	16	March 27	
Boys' Tennis: 16 contest dates. Number of matches not to exceed 28.				
Softball, Girls'	13	20	March 13	
Track & Field, Boys' and Girls'	13	14	March 13	
Lacrosse, Boys' and Girls'	11	13	April 3	
Baseball	13	20	March 13	Arm Conditioning
Golf, Boys and Girls'	13	16	March 20	

[State Tournament Dates and Sites](#)

**Northfield High School and the Big Nine Conference**

Purpose: To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.

**Fundamentals of Good Sportsmanship**

1. Know, understand, and appreciate the rules of the contest.
2. Show respect for the officials. Good sportsmanship implies willingness to accept and abide by the decisions of the officials.
3. Show respect for opponents at all times. Good sportsmanship is the Golden Rule in action.
4. Recognize and appreciate the skill of a performance regardless of team affiliation.
5. Maintain self-control at all times. Good sportsmanship is a responsibility for all who are involved in the game.
6. Show a positive attitude in cheering refraining from intimidation or negative cheering. Good sportsmanship is cheering your own team “to a victory”.

**Acts of Misconduct**

1. Throwing of any object onto the playing surface or in the stands.
2. Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
3. Possessing, consuming or being under the influence of alcohol, drugs, or other chemicals.
4. Use of obscene, profane or abusive language or gestures, signs, posters or banners which show disrespect for opponents, officials, band, or other performing groups.
5. The use of noise makers.
6. Entry onto the playing surface at any time.

***These acts of misconduct will not be tolerated and will result in automatic removal without refunded admission. The Student Citizenship Handbook will be applied in the appropriate circumstances.***

**Responsibilities of Sportsmanship**

Coaches shall

1. Follow rules of the sport during the progression of the game.,

2. Accept the decision of officials without showing inappropriate emotions,
3. Keep players together in entering or leaving the playing area, and
4. Avoid public display of criticism in front of players or spectators.

Participants should

1. Display at all times the qualities of sportsmanship,
2. Display respect for opponents at all times, including injured players,
3. Avoid unsportsmanlike gestures or language,
4. Respect the judgment of game officials,
5. Concentrate on playing the game with as little regard to spectators as possible, and
6. Accept both victory and defeat with pride and compassion, never being boastful or bitter.

Spectators should be expected to

1. Cooperate with cheerleaders
2. Respect property
3. Respect the judgment of the coach, game officials site manager and administration
4. Avoid abusive and vulgar language and obnoxious behavior
5. Cheer for our team and not against opponents

**Big Nine Conference Membership:**

Albert Lea	Austin
Faribault	Mankato East
Mankato West	Northfield
Owatonna	Red Wing
Rochester Century	Rochester John Marshall
Rochester Mayo	Winona

Northfield High School endorses the Minnesota State High School Leagues initiative; Why We Play. We ask you to join us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!

**ACCESS POLICY:** The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator’s expectations and a program’s limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: Criteria for participation will be developed and communicated prior to decisions regarding participation being made. The advice of the Activities Director would be sought prior to a decision being made. Previous participation in a “non-school” program will not be criteria for participation. In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

**STUDENT SELECTION:** Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activities individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at coaches/advisors/activity director’s discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

**INCLUSION OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS:** Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students should not displace a 9-12 high school student on a high school team. Final decisions rest with the Activities Director.

Participation in athletics/activities for all secondary students is limited by interest, ability, Minnesota State High School League (MSHSL) rules and policies regarding eligibility and the following guidelines:



### Category I Activities:

1. Athletics - football, soccer, volleyball, basketball, boys' hockey, wrestling, baseball, tennis, track and boys' lacrosse, boys' golf.
2. Fine Arts Activities - Speech, debate, high school musicals/plays, band and choir.
3. Grade 7 & 8 students will participate at the middle school and/or in organized programs external to the school (e.g. hockey).
4. An athlete/participant in grade 7 or 8 who has the skill level and maturity will be allowed to participate at the varsity (includes junior varsity in some cases) level according to the process and criteria set forth in this handbook.
5. *7th and 8th graders will not displace a junior or senior, especially if a sport makes roster cuts.*
6. *Athletes cannot move up to the next level unless there is a danger of not being able to field a team. In that case, 8th graders can move to 9th grade but not jump 9th graders. 9th graders will be moved up before an 8th grader.*

### Category II Activities:

1. Athletics: cross-country, girls' hockey, dance team, swimming, gymnastics, nordic skiing, alpine skiing, girls' golf, softball.
2. All participation is at the high school level.
3. Level of competition is determined by ability.

### Criteria and Process for Approval of 7th or 8th Grade Move Ups

1. Requests for allowing a student to participate in other than their assigned grade or designated level will be limited to varsity participation (includes junior varsity) and are not to consider promotion of the best athlete/participant of one grade level to the next grade level. *Athletes may move up to the next grade level if the Activities Director sees the need. A MS student moving up cannot constitute a high school student from losing a position on the team. (HS student will not be cut to keep a middle school student)*
2. Requests may be made by the middle school coach, AD or the high school coach.
3. Requests will be considered by the: parents/guardians, student, coaches (present grade level coach and high school coach) and administration. A unanimous approval is required of all parties for a 7th/8th student to move up to JV or Varsity. Final approval is made by the Activities Director.
  - a. Consideration of all requests will be based on the social, psychological, educational, and physical best interests of the student.
  - b. The application and approval for an exception must be in place prior to the fourth Monday of the affected sport season.

**PARTICIPATION AFTER INJURY REPORT:** Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This signed release is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

**ADVERTISING:** Advertising is sold in the community as a fundraiser for the Northfield Booster Club and the high school. The NBC and school district control these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director and the Superintendent.

**AWARDS - Letter Requirements:** Every Head Coach/Advisor must submit specific requirements for awards in his/her sport/activity. These requirements are kept on file in the Activities Office. In setting the requirements each coach/advisor should be within the framework of the philosophy of the Activities Department.

**AWARDS SYSTEM:** The awards system listed below applies to all activities, including Drama, Academic Challenge, Knowledge Bowl, Mock Trial, and Speech. Music activities such as pep band that are considered co-curricular and outside the curricular requirements may also use this system.

**Participation Certificates:** Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.

**Letters:** A chenille “N” will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Chenille Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

**Captain’s Awards:** Captains will receive a captain’s certificate for each “season” in which they are elected as a captain. The selection of captains is covered under special awards.

**State Letter:** A specially-designed, white letter “N” with the word “**STATE**” will be awarded to those who qualify for the MSHSL state tournament or earn All State Honors. (True Team State Participation is not included). Coaches determine who receives the white “N”. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the Activities Director.**

**ADDITIONAL AWARDS:** Any other awards presented must be in accordance with the Minnesota State High School and League and Big 9 Conference rules and must have the prior approval of the Activities Director. Any costs incurred for additional awards will be the responsibility of the sport or activity.

**AWARDS FOR ACTIVITIES:** All activities under the supervision of the Activities Director will use the awards system as described. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Any costs incurred for additional awards will be the responsibility of the sport or activity.

### **Northfield Booster Club Scholarship**

1. The committee selecting the recipient shall consist of the Scholarship Selection Committee organized by the High School Principal. The Activities Director should be allowed to provide guidance in the final selection.
  - a. The recipient must be a graduating senior of Northfield High School and in at least one sport; multiple sport athletes will be given special consideration.
  - b. Involvement in RALIE or other student leadership organizations is preferred.
  - c. The Universal Scholarship form provided by the NHS Guidance Office is used as the application form.

**End of Season Program:** Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities. This program may be done in various ways.

- There may be a meal involved or there may simply be “coffee and dessert.” The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May.
- Individual award programs are not to rival this event. Programs may be held at the school, local churches or other restaurants or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. *There is to be no alcohol served or consumed at the event.*
- When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program.
- Coaches/Advisors are reminded that all programs are to be self-supporting. All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program.
- If possible other awards such as all-conference or all-state should also be presented at this program.
- All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

**ATTENDANCE POLICY - STUDENTS:** In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance **all periods of the school day**. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused and/or truant.

### **EXCUSED ABSENCES**

The school reserves the right to require medical verification in cases where student absences are excessive. The amount of classroom instruction and work missed can be overwhelming and is critical for future success.

Families are encouraged to notify the school in the event of a pending absence. It is the student's responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

### **EXCUSED/UNEXCUSED ABSENCES**

**Excused absences include** - illness or medical appointment (that cannot be made outside of the school day), post-secondary school visits, family vacations/outings (with a parent/guardian), family emergencies verified by a parent/guardian (serious family illness, injury or death), absences caused by participation in school sponsored activities.

**Unexcused absences include** but are not limited to oversleeping, car trouble, non-medical or dental appointments. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

#### **If absences are Unexcused or Truant:**

\*Students that have an unexcused or truant absence will receive no credit from their teachers for the activities performed on the day of the absence.

\*Students with unexcused absences or truancies will be given appropriate consequences by school administration. *The Student Citizenship Handbook will be applied in the appropriate circumstances.*

### **ELIGIBILITY REQUIREMENTS**

**Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:**

All Athletic Activities	Student Council	Speech	Band
Choir	Orchestra	Knowledge Bowl	RALIE / LOA
Drama	Music Listening	Mock Trial	Rock 'n Roll Revival

#### **Academic Eligibility Policy-Adopted June, 2008 (Revised 2019)**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
  - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
    - i. Students will be assigned for a specific amount of time and/or class grade with our academic support staff.
    - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
  - b. If the student is failing in one or more classes after a period of 10 school days they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, the student will be ineligible once again.
4. **Academic Ineligibility**
  - a. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.
5. **Enforcement Procedures:**
  - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester by the Activities Office.
  - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.

- c. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.
6. Additional ALC Policy:
    - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.
    - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
    - c. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
    - d. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
    - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.
    - f. The person responsible for the education of a homeschool student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity
    - g. Incompletes: An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.
  7. Big Nine Online Academic Policy
    - a. Students in Big Nine Online must satisfy two criteria to be eligible for participation in athletic and fine arts programs. Information will be provided through the Edgenuity platform.
      - i. Students must be passing each class as calculated by the actual grade.
      - ii. Academic progress will be determined by the calculation of completion progress for each class.
      - iii. Example
        1. If a student is 40% of the way through the course but should be 50% of the way through the course, his/her Progress Ratio is 40/50, or 0.8. The student's Actual Grade is the product of the Overall Grade and the Progress Ratio. This would be the Overall Grade times 0.8.
  8. Exceptions to the above will be made in the following circumstances:
    - a. Students on 504 plans or in special education may have different standards written into their plan upon the approval of the student's counselor, special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
    - b. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved by the parents/guardians, Activities Director and Principal.

**CHEMICALS** - Northfield High School adheres to the following Chemical Eligibility Rules in regard to the use of chemicals. Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants

whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

### **Chemical Eligibility Rules-adopted June 2008**

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, vaping devices, nicotine, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide fair and meaningful consequences when the rules are broken, with the main intention being to help the student.

In addition, students who receive a chemical violation, and are named a captain in that school year, will have the captain designation removed. Students who receive a violation during the season, will be ineligible for postseason awards.

**Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below. Teams shall not have the latitude to implement consequences that deviate from MSHSL [Bylaw 205](#).**

### **CODE OF RESPONSIBILITIES: Adopted June 2008**

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

### **MSHSL Student Code of Responsibilities**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic 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 show 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 of my school and the laws of my community, state and country.

Penalty: 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 a period of time as determined by the principal.

### **POLICY**

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else they are apart from team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents/guardians or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school. If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student. Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty will count in the sequence of MSHSL violations.

F. In addition, students who receive a violation and are named a captain in that school year, may have the captain designation removed. Students who receive a violation during the season may be ineligible for postseason awards. Final decisions are determined by the Activities Director.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

- Theft
- Bullying
- Hazing
- Racial actions or comments
- Hosting a party where alcohol or other drugs are being used
- Disrespect to a teacher or other staff member
- Vandalism
- Cheating
- Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

#### **ATTENDANCE BOUNDARIES/ELIGIBILITY:**

- Students who attend Northfield Middle School, Northfield High School, ALC, Big9 online, or are home schooled within the Northfield School District boundaries are eligible for some 9<sup>th</sup> Grade, B Squad/JV/Varsity competition. For further clarification reference INCLUSION OF 7<sup>th</sup> AND 8<sup>th</sup> GRADE STUDENTS IN HIGH SCHOOL PROGRAMS.
- Students attending St. Dominic's may compete in Middle School programs if that sport is not offered at St. Dominic's.
- Arcadia students who are residents within the Northfield School District are fully eligible at the Middle School. For all MSHSL programming a Cooperative Agreement must be formed in order for Arcadia students to participate at the 9<sup>th</sup>, B-Squad, JV, and Varsity levels (these students must be Northfield School District residents). Arcadia students pay the Activities Fee and Arcadia School is billed for the "Cost per Participant."

**EMERGENCY CLOSING OF SCHOOL:** In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director and will be voluntary for participants. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

#### **SCHEDULING CONFLICT RESOLUTION: ATHLETICS AND FINE ARTS/ACTIVITIES**

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

1. MSHSL State Tournaments/scheduled music performances.
2. Section games/scheduled music performances/once in a year performances i.e. band trips etc.
3. Big 9 Conference games/scheduled music performances.
4. Non-Conference games.
5. Scrimmages/dress rehearsals.
6. Athletic practices/music rehearsals.
7. Informal team/group gatherings i.e. Pizza Parties, Pre-game Meals.

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

**Additional Factors To Help Make a Logical Decision**

**ATHLETICS**

1. The athlete is a starter
2. The athlete is a likely sub
3. The athlete is not likely to play
- \* Absence of this athlete might negatively affect game outcome

**MUSIC**

1. The musician is part of a very small section, or an integral member (first chair)
2. The musician is part of larger section
3. The musician participates
- \* Band/Choir is a graded, curricular class

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

1. Neither the student or parent/guardian shall participate in deciding which event will be missed and which event will be attended.
2. A neutral person/mediator (administrator) will guide the final decision. (Administrator may ask the student for his/her preference of the activity he/she may want to attend. Even though a student may indicate a preference, it may or may not be granted).
3. Neither the athletic coach nor the music director shall penalize the student in any way when the decision made is not to attend the event that they supervise.
4. A decision for one conflict resolution is *not* precedent setting; each situation is unique.

**TRANSPORTATION**

1. TEAM BUSES: It is at the discretion of the Activities Office to determine the needs and use of transportation for teams. School buses will be used for all trips unless the needs of the team require the use of a coach bus because of additional equipment.. (Football, Hockey, Alpine, Nordic)
2. FAN BUSES: Fan buses will be provided for team state tournament participation, however, the minimum number of students to send a fan bus is 45. Non-supervising adults and Middle School students are not eligible to ride a HS fan bus.
  - a. There is a charge to the student to ride the bus.

**DISTRICT #659 ACTIVITIES FEE INFORMATION**

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
  - a. *Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.*
  - b. *Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.*
  - c. *Students who do not qualify for Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 40% toward the activity fee. A waiver form must be submitted for each activity, each season.*
  - d. *Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.*
2. Fees must be paid **BEFORE** the student/athlete will be allowed to practice or play.
3. Fees are as follows. (Fees help cover the costs of equipment, apparel, transportation, and officials.)

### Athletics - High School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$445	\$178	\$89	Alpine Ski (includes transportation fee)
\$370	\$148	\$74	Gymnastics, Hockey, Nordic Ski (includes transportation fee)
\$315	\$126	\$63	Soccer (includes Spring Creek Park user fee)
\$285	\$114	\$57	Baseball, Basketball, Dance Team, Football, Softball, Swimming, Volleyball, Wrestling
\$265	\$106	\$53	Golf, Lacrosse
\$225	\$90	\$45	Cross Country, Tennis, Track, Weightlifting
\$130	\$52	\$26	Bowling, Clay Target
\$80 (per session)	\$32	\$16	Strength Training (Fall, Winter and Spring Sessions)

### Academic and Fine Arts Activities - High School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$120	\$48	\$24	Drama, Knowledge Bowl, Mock Trial
\$195	\$78	\$39	Speech

### Athletics - Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$160	\$64	\$32	All Middle School Athletics (Grades 6-8)
\$80	\$32	\$16	Fitness Center - Fall, Winter and Spring Sessions

### Academic and Fine Arts Activities – Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$100	\$40	\$20	Knowledge Bowl, Math Team, Speech, Drama

### Family Limit

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$1000	\$400	\$200	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

**\*\*\*Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

**WAIVER:** School District Policy allows athletic fees to be partially waived in the case of low income or undue hardship. Any student who receives free or reduced lunches also qualifies for the athletic waiver. The waiver can be in effect for an entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office. A [waiver form](#) must be submitted for each activity, each season.

**REFUND:** A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until the student has turned in all equipment issued and has been cleared by the coach). After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- Full refund up until the first contest/public appearance.
- One-half refund after the first contest/public appearance through the first one-quarter of the season.
- One-fourth refund through the first half of the season. (Length of season is the first practice date through the first scheduled game of postseason competition).
- Refunds must be requested during the academic year of the activity.



**FUNDRAISING – HANDLING OF FUNDS:** The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money. Failure to comply with this process could result in disciplinary action and/or termination.

1. Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. [“Fundraiser Request” forms](#) are available in the Activities Office.
2. All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (within 24 hours) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
  - a. **The district RevTrak online payment system is encouraged to be used for transactions**
3. Resale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
5. Gift cards or incentive gifts may NOT be purchased from Activity Account funds. In addition, only expenditures for students are allowed using Activity Account monies. Gifts for coaches are not allowable via Activity Account funds.
6. Under no circumstances should money be collected or spent without it being “run through” the activity account and the appropriate procedures.

**GIFTS AND DONATIONS:** District policy governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$1,000, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Director should be consulted early in the process so that proper procedures are followed.

**INITIATIONS/TEAM GATHERINGS (POLICY):** No teams or activity groups are to hold initiations or other similar events which are designed to become “part of the team.” Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, *initiation events must not be held*. Team gatherings can be held and are encouraged. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. *Students who violate this rule – both those who conduct the initiation and those who take part will be suspended from competition for a minimum of two events/contests.* This suspension will be enforced during the next two (or more) consecutive contests.

**MAROON AND GOLD RECEPTION:** The Maroon and Gold Reception in conjunction with the Senior Awards Ceremony is held in May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. The Outstanding Male and Female Athletes will be announced.

**PARTICIPATION IN MORE THAN ONE SPORT:** In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered.

1. The first step is for the student and parents/guardians to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season.
2. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved.
3. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the practice and game schedule to determine the expectations of the student/athlete in each sport.
  - a. Athletes cannot miss one game or event in one sport to attend a game or event in another sport.
  - b. Athletes who want to participate in a sport that conducts “cuts” will not be allowed to participate in two sports.
4. This plan must be acceptable to the Activities Director, coaches, parents/guardians and students before dual participation will be allowed.

**EVENTS/PRACTICES - SUNDAYS/WEDNESDAYS:** No practices and/or games are to take place on Sunday per MSHSL rules. Other school activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all practices must end by 6:30 p.m. Games/Events may be held on Wednesdays, but these should be scheduled on a very limited basis.

**PRACTICES - HOLIDAY/VACATION PERIODS:** Middle School teams will not hold practice or have events on any day school is not in session, with a rare exception of a Saturday and perhaps a few days prior to the start of school. 9-12 grade coaches will not conduct practices or have any event(s) scheduled on Thanksgiving Day and/or Christmas Day. Additionally, coaches are encouraged to avoid practices on New Year's Day, when possible. Any participants who are involved in family activities are to be fully excused from practices *with prior notification*. Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents/guardians.

\*While the school recognizes the value of family time and trips, we encourage parents/guardians and families to schedule trips to coincide with scheduled school vacations.

\*\* Some sports do practice and compete during natural school breaks or holidays; there will be an expectation in some of those sports for athletes to be in attendance. Coaches will communicate the schedule and expectations to families prior to the start of the season. Varsity athletes are expected to attend practices and games during school holidays and breaks if applicable.

**STUDENTS ARE REQUIRED TO RIDE ON SCHOOL DISTRICT APPROVED TRANSPORTATION TO EVENTS LOCATED OUTSIDE THE SCHOOL DISTRICT'S BOUNDARIES (exception Clay Target)**

### **SCRIMMAGES**

When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

### **TICKET POLICIES/CONFERENCE:**

**Athletics:** Ticket prices, as established by Northfield School District for all regular season home athletic events are \$5.00 for students and \$7.00 for adults. Children not yet in school are admitted free and senior citizens (62 and older) are admitted at the student rate. Students and adults tickets/passes will be purchased online through the [Activities](#) website. There are a variety of passes to purchase that meet your individual needs. The pass allows admittance to all home regular season athletic events.

**Activity Events:** Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$8 for adults and \$6 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

### **COMMUNICATIONS BETWEEN STAFF AND PARENTS/GUARDIANS**

Parenting, coaching, and directing are all extremely difficult. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to your child. When parents/guardians have a child involved in our programs, they have a right to understand what expectations are placed on them. This begins with clear communication from the coach or director.

#### **Communication to expect from the coach or director:**

- Philosophy of sport or activity
- Expectations for your child, including sportsmanship and MSHSL rules/policies
- Location and times of all practices, games or events, and transportation expectations
- Team requirements, i.e. practices, special equipment, out of season training, lettering policy
- Procedures to follow – should your child be injured, attendance at school on practice/game days
- Discipline that may result in the denial of your child's participation
- Regular, individual meetings with students regarding role, how to improve, etc.

- Consistent, timely, thorough communication throughout the season (email, website, etc)

**Communication that coaches and directors may expect from parents/guardians:**

- Concerns expressed directly to the coach or director
- Specific concerns with regard to philosophy and or expectations
- Notification of any illness or injury of missed practices

Students involved in the programs at Northfield High School will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way they or their parents/guardians had hoped. At these times, discussion with the coach or director is encouraged.

**Issues appropriate for parents/guardians to bring forward as part of a discussion with coaches/directors:**

- Treatment of a student, mentally and physically
- Ways to help a student improve
- Concerns about a student behavior

It is very difficult for parents/guardians to accept their child not participating as much as they may hope. The aim of the NHS Athletic/Activities Department is to support coaches and directors as teachers. A coach or director will make judgment decisions based on what they believe to be best for all students involved. As you can see from the above list, certain things can and should be discussed with parents/guardians. Other things, such as the ones listed below, must be left to the professional judgment of coaches and directors.

**Issues not appropriate for parents/guardians to bring forward as part of a discussion with coaches/directors:**

- Team or group selection
- Team strategy
- Play calling
- Other students

There are often situations that may require a conference between the coach or director and the parents/guardians. **The student should be, and is requested to be involved in these meetings.** To resolve the problem, we must have everyone's help and involvement.

**RESOLVING CONFLICTS**

There are situations that may require a conference between the coach or director and the parent/guardian. These are encouraged. However, it is requested that all parties follow professional dialogue expectations. It is very important that both parties involved have a clear understanding of the other's position. When conferences are necessary, parents are to wait 24 hours before engaging the coach. The following steps are expected to be followed in order to promote resolution. Note: This process is not intended to provide a grievance of rule(s) of the Minnesota State High School League.

If there is a problem:

- **STEP 1:** The student should talk directly to the captain, coach or director, one on one

If the problem is not resolved:

- **STEP 2:** Parent and student will contact the coach or director for their insight into the problem. Parents/Guardians are welcome to provide support for the student through conversations with the coach or director after the initial player/coach or director discussion. Coaches or Directors shall respond within 24-48 hours to all inquiries. There will be no correspondence from a coach or director after 7 pm each day.

- **STEP 3:** Parents/Guardians set-up a face-to-face meeting with the coach or director. Requests should be directed to the coaches' or directors' school phone number/email. Inquiries will be returned in a timely fashion – minimum expectations are for a return call/email within 24-48 hours. It is expected that the head coach or director and at least one assistant are involved in the conference. This meeting is expected to take place at Northfield HS at a mutually agreeable time.

Parents/guardians, students and coaches or directors 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 students will not be discussed.

**Parents/Guardians Should Not:**

- Call the Activities Director or NHS administration without participating in the first 3 steps.
- Confront the coach or director before or after practice, game, event or banquet. These can be emotional times for both individuals. Meetings of this nature do not promote resolution.

**Coaches or Directors Should Not:**

- Engage in email “discussion” of an issue unless it is for routine absences or concerns due to illness, injury, etc. Phone calls and in-person meetings (as necessary) are expected.

If the meeting with the coach or director does not provide a satisfactory resolution:

- **STEP 4:** Parents/guardians are asked to contact the Activities Director and request a meeting with all parties. If steps 1-3 have been followed appropriately, the AD will mediate a resolution between the student, coach or director, and parent/guardian.

Focused dialogue is a crucial part of conflict resolution. Your willingness to support students and parents/guardians when they follow the expectations is paramount to successfully resolving potential issues and ensuring positive outcomes.

All information and forms can be found on the [Activities](#) website.