



Student Activities Handbook

2021-2022

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NOTICES

All policies within this handbook apply to athletics. Most also apply to non-athletic activities. Non-athletic activities may have additional or differing policies. Non-athletic activities are overseen by the Activities Director, in collaboration with the Activities Coordinator.

PHILOSOPHY AND MISSION

Spectrum believes that participation in student activities enrich a student's school experience. Student activities are an accepted extension of our educational program and as such are treated as an educational component of learning, providing lessons in teamwork, sportsmanship, and self-discipline. Through student activities the development of self-confidence, loyalty, perseverance, and leadership skills happen. One goal of Spectrum is to develop character and integrity in each student that participates in student activities.

OBJECTIVES AND BELIEFS

We believe:

- Participation in student activities is a privilege, an opportunity, and not a right.
- Sportsmanship is critical and needs to be present in all school-based student activities. This includes student participants, coaches/advisors, fans, and any other stakeholder in the school.
- Ethical behavior, integrity, character, dignity, and respect are essential and are non-negotiable.
- Respect must be displayed for opponents and officials before, during, and after contests.
- Academics must come before participation in student activities.
- The success of the team/group is more important than individual honors.
- Students should have an equal opportunity to participate in all activities offered by the school.
- Compliance with school, community, and Minnesota State High School League rules is essential for all activity participants.
- Development of the whole student to achieve full mental, emotional, and physical potential while cultivating the concept of health and physical fitness should be encouraged.

OPPORTUNITY TO PARTICIPATE

The philosophy of Spectrum is to encourage the emotional, physical, and intellectual development of each student. Student participation in a variety of activities will be encouraged and supported by the staff and administration. Each participant must accept the responsibility of representing Spectrum in the best possible way – personally, academically, behaviorally, etc. Each student is given an opportunity, if eligible, to try out for any activity. Continued participation depends upon the coach or advisor's perception of the individual's adherence toward the rules and regulations governing participation. Frequent displays of an uncooperative attitude, including unexcused absences from classes, practices, meets and contests, or displays of unsportsmanlike conduct, may result in removal from the activity. All rules and regulations of Spectrum and the Minnesota State High School League (MSHSL) concerning academic eligibility, prohibitive use of drugs and tobacco, hazing, and harassment will be followed and enforced.

GUIDELINES FOR STUDENT AND PARENT/GUARDIAN INVOLVEMENT AND SUPPORT OF STUDENT ACTIVITIES

We encourage our parents, participants, and advisors/coaches to recognize that student activities require a spirit of cooperation and mutual understanding as well as an appreciation for the experience offered.

The following guidelines are important for participation in all student activities:

1. Be aware of the time demands and commitments of the activity and accept the responsibility for being prompt and in regular attendance at practices, meetings, and performances.
2. Demonstrate a sincere interest and consistent effort to improve skills commensurate with ability.
3. Demonstrate an attitude of cooperation and concern for the total group or team.

4. Take proper care of and have respect for equipment, uniforms, instruments, props, etc. used in the activity.
5. Parents/Guardians must be prepared to accept the responsibility for helping their student attain the lessons learned through participation in student activities.
6. Parents/Guardians must be positive supporters of the program, the participants, the coaches/leaders, and the officials.
7. Parents/Guardians must support the student's academic achievement while participating in student activities.
8. Parents/guardians must ensure students are picked up and dropped off on time.

EXPECTATIONS AND PHILOSOPHY OF A COMPETITIVE PROGRAM

1. In each program, coaches/leaders are hired by Spectrum to be responsible for team selection and playing time. The head coach/leader establishes criteria for selection, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game/performance situations are the responsibility of the coaching staff.
2. One goal of Spectrum's student activity program is to be highly competitive. As our programs progress, we may not be able to place every child on the team with which they wish to participate (Junior Varsity, Varsity, etc.). While this is not our desire, it is reality.

When a student tries out for a team/program, both the parent and the student understand there is a very real possibility of not being selected. If selected, both the parent(s) and the child should be prepared to accept placement at any team level (e.g., C-squad, Junior Varsity, and Varsity). It is our desire to place students at their skill level and size to the degree possible.

Coaches have a very short amount of time to make selections. They do their very best in placing students on the appropriate team and filling positions for play. We believe it is the coaches' responsibility and right to make the team selections.

3. Based on our experience, we know there are many off season teams sponsored by different organizations. Each coach looks for something different in his or her players. Participation on one of these teams does not guarantee any player a spot on any school team. While we believe players can gain valuable experience outside of the school activity programs, neither parents nor students should count on this type of participation to guarantee a spot on a school team.
4. In order to make a varsity team, students must be outstanding players and also play a position the team needs. Student possessing these qualities have the same opportunity to make a team regardless of their grade in school. At selection time, the make-up of the team/performers will be the coaches' decision.
5. A main goal of a competitive program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed to anyone. Each member of a team is valuable to the team's overall progress. Some members may play much more time in a contest than others. Each student should have personal improvement as one of his or her goals.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons, such as the importance of encouraging others, leadership, citizenship, sportsmanship, appreciating good play by an opponent, working together to meet team goals, responsibility and commitment to team and school, loyalty, placing team above self, learning to accept instruction and constructive criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.

6. Good sportsmanship is expected at all Spectrum events. Good sportsmanship is expected of players, coaches, advisors, faculty, students, and adult spectators. Promotion of good sportsmanship at Spectrum

events shall include a demonstration of respect for all participants and officials. All involved in an event shall maintain self-control throughout the event. Rules of the event shall be understood and skill performance should be recognized regardless of team affiliation.

Good sportsmanship is the cornerstone of a quality activities program!

STUDENT ACTIVITY POLICIES

Note: All policies apply to high school student athletics. Middle school athletics and all other student activities (6-12) may have differing policies more applicable to their programs. These will be laid out in more detail in separate documents.

Academic Awards

MSHSL Spotlight on Scholarship applies to students participating on C squad, JV, or Varsity with a cumulative GPA of 3.0 or above.

Attendance/Absence

1. Any student not in attendance at school for at least half a day, whether a block or 8-period day, may not participate in student activities for that day unless pre-excused by administration for an acceptable reason. This includes practices.
2. Any student who has been suspended from Spectrum for any reason shall also be suspended from attendance at or involvement in, any student activity during the full period of the suspension, including any non-school days spanned by the period of suspension.
3. Any student that receives an in-school suspension shall also be suspended from attendance at or involvement in, any student activity during the full period of the suspension, including any non-school days spanned by the period of suspension. They must also miss at least one contest.
4. Any student who is absent because of a family emergency or a traumatic event (i.e., funeral) may participate in an event that day.
5. Any absence from a scheduled practice will be considered unexcused unless the individual received prior approval from the coach/leader.
6. Any late arrival or unexcused absences from a scheduled practice, game, or match will result in a consequence in line with the team rules as established by the coach.

Out-of-Season Practice

Out-of-season practices are not sponsored nor supervised by Spectrum staff. These practices are arranged by the team captains, are student-led, and are optional practices for students to attend. Spectrum assumes no liability for participants involved in these practices. These practices must be supervised by an adult to ensure safety and building supervision. The supervising adult must be at least 18 years old, pass a background check, and agree to all adult supervisor requirements.

Code of Responsibilities – SPECTRUM (MSHSL Bylaw #206)

Participation in interscholastic activities is a privilege, which is accompanied by responsibility.

As a student participating in Spectrum sponsored student 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.

Penalty

A student who is dismissed from school or who violates the student Code of Responsibility is not in good standing and is ineligible for a period of time as determined by the Minnesota State High School League guidelines and Spectrum's Activities Director.

National Collegiate Athletic Association (NCAA) & National Association of Intercollegiate Athletics (NAIA) College Bound Athletes

1. Interested students should seek information on the NCAA website at www.ncaa.org
2. Interested students need to complete the NCAA Clearinghouse Application.
3. There are certain scores on the ACT/SAT, a minimum GPA, and specific coursework that must be passed in order to be eligible for scholarship money. Please find out more on the web at www.ncaaclearinghouse.net
4. The corresponding website for student athletes interested in a NAIA affiliated college is www.playnaia.org.

Communication

This procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and the student for the resolution of concerns related to student activities. This procedure is a means by which concerns/problems 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 student, parent/guardian, coach/advisor, and administrators. All participants should adhere to the following guidelines.

Note: This process is not intended to provide grievance of a rule(s) of the Minnesota State High School League. There is a separate process established by Spectrum. See the school website for a copy of the Spectrum Grievance Policy.

Communication Policy

Step 1:

If a student and or parent/guardian has a concern they should:

- A. Schedule a meeting to speak personally with the coach/advisor at a time convenient to both parties, preferably within one week, with the intent to solve the problem. This should not be done immediately after a contest, event, or practice. Coaches/Leaders have been instructed not to address a problem directly after a contest. We request that parents wait 24 hours after a contest before scheduling a meeting. If the problem involves an assistant coach, the head coach should be involved in the meeting. The student may be asked to attend this meeting.
- B. Parents/students should only address problems or concerns related to themselves or their student(s). In order to be in compliance with the "Information Privacy Act," problems or concerns related to other students will not be discussed.

Step 2:

If either party has not been satisfied by the proposed resolution of the problem or concern during Step 1, they should request a continuation by contacting the Activities Director (High School Athletics) or the Activities Coordinator (Middle School Sports and all other student activities).

Step 3:

If either party has not been satisfied by the proposed resolution of the problem or concern during Step 2, they should request a continuation by contacting the Executive Director.

Directions to Schools

You may find directions on the MSHSL website at www.MSHSL.org or the Spectrum athletic website at www.spectrumhighschool.org/athletics..

Equipment/Uniforms

1. All uniforms, equipment, and supplies are the property of Spectrum and are to be checked out and in with the coach/leader and/or Activities Department according to the schedule established by the coaching staff and Activities Department.
2. All athletes MUST return their uniform in undamaged condition within two weeks of the end of the season. Failure to return the uniform will result in a penalty of \$100 or the actual cost of the uniform (whichever is higher) that must be paid before the student will be allowed to participate in any further student activities.
3. Uniforms are the property of Spectrum and are not for sale.
4. Game uniforms are to be worn for games and matches only. Uniforms should not be worn as physical education uniforms. Uniforms should not be worn as attire unless authorized by the coach.

Event Confirmation/Cancellation

Parents and students should check <https://mcaconference.org/public/genie/40/school/1422> and click on the “Sports Schedules” link.

Parents are encouraged to connect the Activities Calendar to their personal electronic calendar.

When cancellations occur due to inclement weather, students will be notified as soon as possible. Students are expected to notify parents with details.

Student Activity Fees – Athletic (non-athletic activity fees will have a separate schedule)

The purpose of the student activity fee is to reduce the direct costs of activities and to assure the continuation of the programs for the benefit of the students. The standard activity fee for 2021-2022 is \$300/activity. Fees for non-athletic student activities do not count toward the athletic program fees or toward the family maximum per year.

Fee Guidelines

1. Fees are due before the student begins practice.
2. Family maximum activities fee for the 2021-2022 school year is \$1,200. Participation in athletic programs not sponsored by Spectrum will not be applied to the Family Maximum.
3. Cooperative sports fees are payable as directed by the host school.
4. All payments for Spectrum-sponsored activities will be handled through the online payment system located within the student’s parent portal/IC under the “Fees” tab. Following payment, please make sure that you either receive an email message confirming your payment or a confirmation page ready for printing.
5. There will be a fee assessed for all returned checks.
6. Payment plans may be available through the Activities Department. You will need to complete and turn in an Activities Scholarship/Payment Plan Form.
7. A discount of 50% will apply for all athletic activity fees for students who qualify for free and reduced lunch. This discount only applies to the athletic activity fee for Spectrum sponsored sports, and may not be applied toward apparel, camps, uniforms, and other athletic program expenses. This will require written permission to access information related to the parents free and reduced lunch application for verification.
8. If a student joins a sport after the initial start of the season, all fees for the season will apply, there will be no discounted fees.
9. Additional miscellaneous fees, as determined by activity, may be needed. Examples would be socks, shoes, green fees, admission fees to events, etc.
10. A student may not sign up for a new sport until all previous activity fees have been paid in full.

Returned Checks Due to Insufficient Funds

There will be a fee assessed for all returned checks. The student will be ineligible to participate until sufficient funds have been paid to Spectrum, as well as the assessed fee. The replacement payment and assessed fee must be made with cash or a cashier's check.

Refunds

Refunds will be issued using the following guidelines:

1. When a student is cut from an activity for reasons other than violation of training, team rules, or Spectrum policies.
2. When injury or illness prevents continuation in the activity, a refund will be made, provided medical documentation is presented to the Activities Department, up until the time of the first game or match, or by the end of the second week of the season (whichever comes first).
3. When a transfer is made out of Spectrum up until the time of the first game or match, or by the end of the second week of the season (whichever comes first).
4. When a student quits an activity, up until the time of the first game or match, or by the end of the second week of the season (whichever comes first).
5. Any student dismissed or asked to leave a student activity due to disciplinary reasons or infractions of the eligibility rules, will not receive a refund. Also, this student will not be able to participate in another activity for that particular season or semester.
6. After the time of the first game or match, or by the end of the second week of the season (whichever comes first) no refunds will be made for any reason.

Governance

The Minnesota State High School League (MSHSL)

All schools participating in the MSHSL are voluntary members. As a member, Spectrum agrees to abide by and enforce all rules and regulations endorsed by the MSHSL.

The primary role of Spectrum is to maintain rules and regulations that ensure equity in competition for the student participants and a balance with other educational programs. The MSHSL solicits input and is responsive to requests for rule modifications from member schools, appointed committees, and coaches' associations.

Spectrum attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

Please visit the Spectrum website for further information and policies in their entirety at www.spectrumhighschool.org or www.spectrumathletics.org.

Grade/Age

Students in grades 7-12 at Spectrum are eligible to participate in any high school activity (unless specified otherwise). Students under the age of 20 are eligible to participate in any high school activity. This includes managers, game workers, statisticians, etc.

Harassment Policy

Refer to the Spectrum Student/Family Handbook.

The following is an excerpt from the Spectrum Student/Family Handbook.

“Physical, emotional or sexually abusive behavior, including psychological intimidation (including threats) and harassment, derogatory name-calling, and bullying will not be tolerated. Sexual, racial, and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Administrator within five days of the incident. All incidents will be investigated by the Administration or designated personnel. Disciplinary consequences will be determined by Administration. A parent/guardian

conference will be required. Repeated or severe offenses may lead to a recommendation for expulsion or referral to an alternative education program. If the incident is a bullying behavior, a referral to the Sherburne County Attorney Bullying Intervention Project will be conducted.”

Violation of this policy will fall under MSHSL Bylaw 206 – Code of Responsibilities

Injuries

Students who have received medical attention for an injury must provide the Activities Department with a medical release signed by the physician, stating that the student is cleared to participate before the student will be allowed to resume participation in practices, games, or matches.

Lettering Policy

Lettering Requirements for Athletics

1. Athletes must participate in all required practices. Any absence from practices or contests must be pre-excused by the coach.
2. Athletes must consistently compete at the varsity level. For most sports this means participating in at least 50% of varsity periods, quarters, halves, or games.
3. Athletes must compete to the best of their ability in all practices and meets.
4. Athletes must participate in all team events; or be pre-excused by the coach.
5. Athletes must display consistent high standards and support for teammates.
6. Athletes must be recommended by their coach for demonstrating the commitment of a varsity level student-athlete.
7. Athletes may not have violated any Minnesota State High School League rules.
8. Athletes may not have been suspended from school during the season.
9. Athletes may not be found academically ineligible twice during the season.
10. Athletes must finish the season as a member in good standing with the team.
11. Athletes will also follow other schools’ lettering policies when participating in a coop sponsored by the other school.
12. By agreement with the Activities Director, some sports may have additional lettering requirements.
13. Spectrum will not award varsity letters for student activities not sponsored by Spectrum (or that take place outside of Spectrum).

Locker Rooms

1. Lockers are provided for students involved in sports and it is the students’ responsibility to ensure that the locker rooms are kept clean and orderly.
2. No rough housing or harassment will be tolerated.
3. Any device(s) capable of capturing images ARE NOT permitted in the locker rooms. If a person is found to have one of these devices in their possession, it will be confiscated, and disciplinary action will be taken. This could include suspension from the activity in which they are participating or other consequences as detailed in the Student Handbook.

Participation Requirements

In order to participate in athletics, the student must have the following on file in the Activities Department:

1. The current *Minnesota State High School Eligibility Form* signed by both student and his/her parent or guardian. This includes a *Concussion Management Form*.
2. A *Physical Examination Form* signed by a physician within the last three years.
3. Payment of the appropriate fees.
4. *Athletic Emergency Contact Card* filled out each sport season.
5. An *Academic Eligibility Policy Form* signed by both student and his/her parent or guardian.
6. *Family Maximum Application Form*, when applicable.
7. Students transferring to Spectrum from another school must complete the appropriate transfer form.

Scholastic Eligibility Requirements

1. Academic Eligibility Policy

Bylaw 108.01 of the Minnesota State High School League (MSHSL) states that, in order to maintain scholastic eligibility, a student is to be making satisfactory progress toward graduation as defined by Spectrum. Students, parents, and faculty at Spectrum place a high value on academic achievement. Students are students first and must prioritize student activities in a secondary role. While students have varying levels of academic ability, it is expected that each one will work to his or her potential. The goals of Spectrum's Academic Eligibility Policy are to (1) meet the MSHSL requirements, (2) promote, hold students accountable for, and assist students in their academic success, and (3) help students to self-advocate.

2. Ineligibility guidelines are as follows

- a. Students will maintain a 2.0 grade point average and must not be failing any classes. Students in 7th-12th grades, playing a high school level sport or other MSHSL sponsored activity, shall not have any more than one D during grade checks.
- b. Grade checks will be done on a regular basis. Once given a warning, the student will have two week to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. If the student does not meet the minimum academic eligibility requirement after two week of warning, the student will become ineligible for competition/participation and immediately begin serving their suspension.

Notes: Theater will have a grade check during auditions. (2)Band and choir will check eligibility prior to MSHSL contests.

The Activities Director and Principal may use discretion when determining eligibility at the end of 1st semester.

- c. Students found to be ineligible will not attend or participate in contests until they have raised their grade(s) to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. They may continue to practice at the coach's discretion. Teachers are not required to extend assignments and homework deadlines due to participation in athletics and/or activities.
- d. A *Request for Extension* for suspensions will be presented to the school principal for further review. Requests should be accompanied by a completed plan for improvement. If a student has an active Individualized Education Plan (IEP), his or her case manager may be consulted to determine whether an extension to the academic warning should be granted. The Principal will make the final determination about whether to grant an extension to meet the minimum academic requirement.
- e. It is the student's responsibility to meet the minimum academic eligibility requirements. A student who is suspended must present documentation directly to the Activities Director to demonstrate that they meet the minimum academic eligibility requirements. The Activities Director will notify the coach when the student may return to athletic competition.
- f. Teachers will address work in a timely manner, but are not required to make special considerations to assist the student to achieve his or her academic eligibility as part of their choice to participate in athletics and other extracurricular activities.
- g. Students and parents/guardians are responsible to understand and agree to the academic eligibility policy.

Transfer Students

Transfer students' eligibility will be determined by their placement in the appropriate grade and semester level upon entering Spectrum. They will then adhere to the same guidelines mentioned under Scholastic Eligibility. Prior to participation, all paperwork with the Spectrum Admissions' Office and Athletic Department must be completed. This eligibility procedure includes Foreign Exchange Students and International Students. Bylaw 111 under the MSHSL will be strictly enforced.

Sportsmanship Expectations

The Minnesota State High School League and Spectrum emphasize proper behavior and great sportsmanship. From our coaches, to our players, to our fans, Spectrum seeks to be known as a school with high standards and set an example of great sportsmanship through our actions, our reactions, our interactions, and our language choices. This is the case during practices, in the locker room, at games or matches, during regular season, section, or state tournament. The enthusiasm displayed and support provided by our fans is appreciated by the members of our teams and reflects well on our school and community.

Spectrum will use the following guidelines at our events.

1. If spectators behave inappropriately (e.g., swearing, chanting negative cheers, taunting, throwing items, etc.), they will be **warned and possibly removed based on the situation at hand.**
2. If spectators have been previously asked to **leave a game or match and are asked to leave another game or match** they will **not be permitted to attend any games or matches for the next 2 weeks.**
3. If inappropriate behavior occurs again and the spectator is asked to **leave the game or match**, they will **not be permitted to attend any extracurricular activities for the remainder of that season.**

Please help Spectrum set the standard for sportsmanship.

CHEER FOR OUR TEAM AND NOT AGAINST OUR OPPONENT.

Student Pick-Up

1. Coaches/leaders are responsible for the students participating in the activity until they are picked up. Please be respectful of their time. Parents will be contacted if late pick-up becomes a problem.
2. If a problem of late pick-up persists after parents are contacted, it may be necessary for that student to drop from the activity.

Transportation

1. Unless announced, transportation to designated practice sites will be offered by Spectrum when Spectrum sponsors the activity. Parents should pick students up at the practice site.
2. Transportation to home contests will be the responsibility of the athlete.
3. Student drivers may drive themselves to practices, but will not transport other students unless they are siblings.
4. Transportation to away contests will be arranged by the Spectrum Athletic Department. It is expected that students will ride to and from the event as assigned. Any changes made to those assigned must be cleared with the coach.
5. If a parent/guardian is going to give their child a ride home, they should sign the student out with the coach before the student gets on the bus to leave. *Under no circumstance will a coach/advisor release a student to someone other than his/her parent/guardian without prior approval from student's parent or guardian.*
6. The only way a student would be released to someone else is in an extreme situation. This type of request should be made to the Athletic Department as soon as possible prior to the day of the contest. A written request to do this should be on file with the Athletic Department.
7. Upon removing the student from the care of the school district, the school district will no longer be liable for the student.
8. Failure to follow these procedures will result in a disciplinary action as determined by the coach/advisor and Athletic Department.
9. Spectrum is responsible for arranging rides to away games and matches for the players and managers on the team unless pre-approved by administration. Students not on the team will be responsible for establishing their own means of transportation to and from games, matches, and events.

Two (2) Sports/Same Season

Once per academic year, an athlete may compete in two (2) high school sports during the same season.

The athlete must:

1. Obtain consent from BOTH coaches.
2. Obtain consent from the Activities Director.
3. Pay the full activity fee of one sport and ½ of the other sport.

Violations, Penalties and Expected Student Behavior and Discipline

1. Students are to abide by the rules and policies that are in effect while attending school and/or school related functions.
2. Leaders will notify administration of violations of the rules. Consequences may include suspension from the team, the activity, or school for a period of time.
3. Suspensions will follow the Spectrum guidelines when necessary. Please refer to the *MSHSL Eligibility Standards Form* that you signed prior to the start of the season. These can also be found at www.spectrumhighschool.org.

APPENDIX A (*The current Spectrum Family/Student Handbook should be consulted for an updates to these policies.*)

SPECTRUM HARASSMENT POLICY

Spectrum is committed to a learning environment and working environment that is free from harassment of any form. Harassment of any student or employee through conduct or communication by any other student or employee is prohibited. Spectrum will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. The Spectrum Board has established a “Zero Tolerance Policy” for all harassment violations.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action, up to and including dismissal. Any person found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion/termination.

HARASSMENT DEFINED

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is not limited to any or all the following:

1. Verbal Harassment: Derogatory comment and jokes with intent to harass; threatening or obscene words spoken to another person, name calling or rumoring; written communication that is intimidating and/or inappropriate for student or adult in a learning environment.
2. Physical harassment: Unwanted physical touching, pulling on clothing, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words, notes, book covers or drawings.
4. Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature, unwelcome touching, suggesting or demanding an inappropriate relationship or sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.
5. Any conduct that has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment, or educational environment.

RESPONSIBILITIES

It is the responsibility of Spectrum to:

1. Implement this policy through a regular training program with all faculty and staff, ensuring that they understand the policy and its importance. This program will be held at the beginning of each school year.
2. Make all students and parents aware of this policy and the commitment of the school toward its strict enforcement. Faculty will train students at the beginning of each school year. Parents will be informed through the school’s newsletter.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.

It is the responsibility of the employee/student to:

1. Conduct himself or herself in a manner which contributes to a positive school environment. An environment that includes but it not limited to respect, honor, honesty, kindness, consideration, fairness, deference and mercy.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that their behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in the discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT PROCEDURES

1. Any faculty, staff, non-staff coach, volunteer, parent, or board member who believes he or she has been subjected to harassment may bring forward a verbal and/or written complaint to his or her Director.
2. Any student who believes he or she has been subjected to harassment may bring forward a verbal and/or written complaint to his or her teacher or Director. The Director must be immediately informed of any allegation that has been reported by a student.
3. Any allegation brought to the school's attention must be reported to the Director. All allegations will be investigated by the Director, and appropriate remedial action will be taken when and where necessary.
4. Reporting harassment and/or filing a grievance will not reflect on the individual's status nor will it affect future employment, grades, or work assignments unless such charges are false and/or frivolous.
5. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with Spectrum legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

SANCTIONS

1. A substantiated charge against a faculty member, staff member, non-staff coach, volunteer, parent, board member, or student shall subject such person to disciplinary action which may include forfeiture of position, discharge, or termination.
2. Harassment is illegal under both state and federal law. It may result in criminal and/or civil charges being brought against the alleged harasser.

INVESTIGATION OF A CLAIM OF HARASSMENT

1. An investigation of all allegations reported shall be instituted within 24 hours upon receipt of the complaint by the Director. If the report was given verbally, the administrator shall personally reduce it to written form. The investigation will seek to find the truth of the incident by using participants, witnesses, etc. The Director shall be responsible for notifying the person against whom the allegation of harassment is made and for ensuring all points of view are represented in the investigation. Parents will be informed. A Disciplinary Task Force may be called to assist.
2. Once the investigation has been concluded, the Director shall meet with all parties, propose an appropriate solution and/or disciplinary action, and respond in writing within five working days of the complaint.
3. The Director shall use appropriate consequences that may include, but are not limited to:
 - a. Verbal warning/reprimand
 - b. An apology to the victim
 - c. A parent/student/school conference
 - d. Ineligibility for co-curricular activities according to the Minnesota State High School League regulations
 - e. Community service

- f. Referral for psychological assessment
 - g. Police involvement
 - h. Suspension or Expulsion
 - i. Other sanctions recommended by the Director or Discipline Task Force
4. If the person reporting the allegation is not satisfied with the results of the investigation, he or she may initiate an appeal to the Spectrum School Board. If the person against whom the allegation of harassment is made does not accept the findings of the investigation and/or the action that results, he or she may initiate an appeal to the Spectrum School Board.
 5. Any harassment claim shall be submitted to the Director within five working days of the alleged incident. The person charged with the harassment complaint shall have the right to submit a written statement detailing their response to the allegations. Any written reports shall become a part of the investigation process. Copies of the report and the response of the person charged may be given to all parties within five working days of the complaint.

CHILD ABUSE

In instance of suspected child abuse (sexual and otherwise) and neglect, Minnesota's Child Protection Law requires school administrators, counselors, and teachers to report suspected instances. This is an additional responsibility of the Director. Reasonable cause may be based on any number of circumstances or factors. Child abuse and neglect are broadly defined by the law. Appropriate action shall be taken immediately.

CONFIDENTIALITY

As in all allegations, every effort will be made to keep the matter confidential in order to presume innocence until proven guilty and to protect the names and reputations of those involved. Appropriate notification of insurance carriers to potential liability exposure is the responsibility of the Director.

APPENDIX B

Bullying Prevention and Response

Board Approved: 7.24.14

Board Amended:

Policy Number: 516

POLICY PURPOSE

The purpose of this policy is to prevent and prohibit student bullying.

GENERAL STATEMENT

Spectrum is committed to making school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind. We will endeavor to be kind and respectful in our interactions with others. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior.

DEFINITIONS

The term “bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” includes cyber bullying, i.e., bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data transmitted through the use of internet, cell phone, or other electronic device.

Conduct that is intimidating, threatening, abusive, or harming may involve, but is not limited to, conduct that:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress as these are delineated in Minnesota common law; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation (including gender identity and expression), academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Acts, Chapter 363.

Bullying also includes, but is not limited to, conduct that is or is likely to be reasonably perceived as being intimidating, mocking, belittling, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm or emotional distress. Examples of bullying include, but are not limited to:

1. Hurting another physically by hitting, kicking, tripping, or pushing;
2. Stealing or damaging another person’s things;
3. Ganging up on another person;
4. Teasing another person in a hurtful way;
5. Calling another person hurtful names;

6. Using put-downs, such as insulting another person's race, making fun of another person because of their characteristics as a boy or girl, or denigrating another person for other personal characteristics;
7. Isolating a person;
8. Spreading rumors or untruths about another person.

THE SCOPE OF THIS POLICY

A. This policy applies to school related bullying wherever it occurs, including:

1. On Spectrum grounds;
2. At a school activity, function, or event, including field trips and other school activities which take place off of school grounds;
3. Traveling to or from school or a school activity, function or event;
4. Conduct off the school premises to the extent such behavior substantially and materially disrupts student learning or the school environment;
5. On school computers, networks, forums, and mailing lists;
6. By use of electronic technology and communications on the school premises; or
7. By use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

STUDENT EXPECTATIONS

Spectrum students must not bully others, must not be a bystander to bullying, and must report bullying to an adult. Students are expected to do the following:

- A. Treat others with kindness and respect;
- B. Refuse to bully others;
- C. Refuse to let others be bullied;
- D. Refuse to watch, laugh, or join in when someone is being bullied;
- E. Try to include everyone in activities, especially those who are often left out;
- F. Report bullying to an adult.

STAFF EXPECTATIONS

Teachers and staff at Spectrum are expected to do the following things to prevent bullying and help children feel safe at school:

- A. Closely supervise students in all areas of the school and playground;
- B. Watch for signs of bullying and stop it when it happens;
- C. Respond quickly and sensitively to bullying reports using an appropriate response process;
- D. Report bullying to the School Dean;
- E. Notify the Executive Director when efforts to address the bullying prove unsuccessful;
- F. Help create a school culture of respect and kindness by modeling and fostering these traits.

VOLUNTEER EXPECTATIONS

Volunteers at Spectrum are expected to do the following things to prevent bullying and help children feel safe at school:

- A. Watch for signs of bullying and stop it when it happens;
- B. Respond quickly and sensitively to bullying reports using an appropriate response process;
- C. Report bullying immediately to the School Dean;
- D. Help create a school culture of respect and kindness by modeling and fostering these traits.

EXPECTATIONS FOR SCHOOL ADMINISTRATORS

Spectrum administrators are expected to foster a school culture of respect and kindness. The Executive Director is expected to oversee the following, at a minimum:

- A. Ensure that the topic of bullying prevention is addressed on a regular basis at staff meetings;
- B. Provide staff training for all school personnel on this policy and on preventing, identifying, and responding to bullying. The training cycle must not exceed a period of three school years. Newly employed school personnel must receive the training within the first year of their employment.
- C. Require ongoing professional development to build the skills of all school personnel who regularly interact with students, to identify, prevent, and appropriately address bullying. The professional development must include, but is not limited to, information about: 1) developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop bullying; 2) the complex dynamics affecting actor, target and witness to bullying; 3) research on bullying, including specific categories of students at risk of bullying in school; 4) the incidence and nature of cyber bullying; and 5) Internet safety and cyber bullying.
- D. Establish strategies for creating a positive school climate and the use of evidence-based social-emotional learning to prevent and reduce bullying and discrimination.
- E. Use parent surveys or other appropriate methods to obtain from stakeholders input relevant to the topic of bullying prevention at Spectrum;
- F. Ensure that this policy is annually discussed with students, school personnel, and volunteers.
- G. Conspicuously post this policy in the administrative offices of the school (may be posted in summary form).
- H. Give this policy to each employee, volunteer, and independent contractor (if the contractor regularly interacts with students), at the start of employment/work with the school.
- I. Include this policy in the student handbook.
- J. Include this policy on the school's website alongside other school board policies.

DESIGNATION OF PRIMARY CONTACT PERSON

The Dean of the school is designated as the primary contact person in the school building to receive reports of bullying, ensure that this policy is fairly and fully implemented, and serve as the primary contact with the Minnesota Department of Education regarding matters under this policy

CONSEQUENCES

The Dean is to conduct or ensure the following:

- a) Intervention, Warning, and Redirection. A teacher, principal, or staff member will take appropriate steps to ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future. Each response should be tailored to the individual incident, and the individual students involved.
- b) Investigation. The Dean will begin to investigate reports of bullying within three school days of the report, and will be responsible for keeping and regulating access to the resulting record.
 1. The alleged actor of the prohibited conduct may present a defense.
 2. The Dean must allow anonymous reporting but must not rely solely on an anonymous report to determine discipline.
 3. Notification of Parents. If an incident of bullying is identified, the Dean will notify the parent of the student who was bullied and the student who did the bullying. However, the Dean has the discretion to override the presumption of notification and withhold parental notification if the Dean determines that withholding notification would be in the best interest of the child. The parent may be asked to meet with the Dean or other members of the school staff, including the student's teacher and/or the school counselor. This will be done at the Dean's discretion and must be consistent with state and federal data practices law.
 4. The Dean will provide or arrange remedial responses and ensure that the responses are tailored to the particular incident and nature of the conduct and the student's developmental age and behavior history.
 5. The Dean will inform the affected students and their parents of their rights under state and federal data practices laws to obtain access to data on related to the incident (to the extent permitted by data privacy law) and their right to contest the accuracy of the data.
 6. The Dean will inform the target, the actor engaged in bullying, and those who report or provide information related to bullying, that reprisals or retaliation is prohibited and the Dean will establish and enforce appropriate consequences for a person who engages in reprisal or retaliation.
- c) Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with a school counselor or other staff to work on positive behavioral interventions to help prevent future violations.
- d) Referral to available Community Resources. The involved students and their parents will be given references to community resources and support, as it is appropriate;
- e) Where appropriate for a child with a disability to prevent or respond to prohibited conduct, the child's Individualized Education Program or Section 504 plan may address the skills and proficiencies the child needs to respond to or not engage in the prohibited conduct;
- f) Loss of School Privileges. The student may lose recess for one or more days, may lose school privileges, or be suspended, as appropriate.
- g) Suspension/ Expulsion. In cases of severe or repeated bullying, the student may be suspended or expelled.
- h) Staff Consequences. A Spectrum employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training or may be mentored. A staff member's repeated failure to address bullying behavior may result in discipline up to and including discharge, as appropriate.

RETALIATION IS PROHIBITED

The school board prohibits reprisal or retaliation for asserting, alleging, reporting, or providing information about bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the school Dean after consideration of the nature, severity, and circumstances of the act.

FALSE REPORTS AS A MEANS OF BULLYING PROHIBITED

- A. The school board prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- B. A school employee found to have falsely accused another as a means of bullying is subject to appropriate discipline ranging from a letter of reprimand up to including discharge, as appropriate.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.

Legal References: Minn. Stat. §124D.10 (Charter School Law)
Minn. Stat. §121A.031 (Student Bullying Policy Legislation)
Minn. Stat. §120B.232 (Character Development Education)
Minn. Stat. §§121A.40-121A.56 (Pupil Fair Dismissal Act)