



**ERA**  
**ATHLETICS**

**& ACTIVITIES HANDBOOK**  
**2020-2021**

Pending Board Approval

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# WELCOME

ERA Parents & Students,

Whether you are a new or a current participant, your interest in the athletic and co-curricular activities program at Eagle Ridge Academy is awesome. Participation in activities is an integral part of the lives of students and ERA is proud of the programs we are building together.

To parents, this Handbook is presented to you because your child has indicated a desire to participate in extracurriculars at ERA and you have expressed your willingness to permit him or her to participate. To students, this Handbook is your guide to participating in competitive sports and co-curricular activities at ERA.

ERA believes that participation in activities provides a wealth of opportunities and experiences that promote personal growth. Paired with ERA's commitment to academic excellence, the athletic and co-curricular activities offer programs that meet students' needs for self-expression, mental alertness, and physical development. It is our hope to maintain a program that is sound in purpose and will further each student's educational and emotional maturity.

Sincerely,

Kristofer Babler  
Activities Director  
Eagle Ridge Academy

## About This Handbook

This Handbook provides the pertinent rules and expectations applying to all participants in athletic as well as co-curricular activities at Eagle Ridge Academy. Students, parents, coaches, teachers, and school administrators are encouraged to familiarize themselves with the contents of this Handbook and use it as a reference when questions arise. Understanding the policies that govern activities significantly reduces concerns and unforeseen problems. A student's failure to comply with the rules outlined in this Handbook may result in reduced participation time or dismissal from the activity/team upon agreement of the coach/advisor, program director, and school administrator.

### *Handbook Updates*

Additions, corrections or amendments to this Handbook are under the express authority of the Eagle Ridge Academy. This Handbook is updated and republished at the beginning of every school year.

# Mission & Vision

## Eagle Ridge Academy Activities Mission Statement

The purpose of Eagle Ridge Academy activities is to grow to our full potential individually and as members of a team. Everything we do reflects the pillars of Eagle Ridge Academy: Citizenship, Integrity, Perseverance, Honor, Excellence and Respect.

## Philosophy of Interscholastic Activities

Eagle Ridge Academy believes that a dynamic program of student activities is vital to the educational development of all students, providing experiences that promote the physical, mental, social, and emotional development of all participants.

The Eagle Ridge Academy activities department should provide a variety of experiences through interscholastic programs to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activities should function as an integral part of the total curriculum and should provide opportunities to serve the institution, to assist in the development of fellowship, promote self-realization and all around growth and to learn the qualities of good citizenship. All who participate in activities shall be afforded the training and knowledge to compete up to his/her ability in contests.

The *pursuit* of excellence shall be the primary objective of these programs. We want to be our best in everything we do.

Our activities meet the Title IX requirements and comply with the philosophy of the Minnesota State High School League. Eagle Ridge Academy is a member of the Minnesota State High School League (MSHSL) and as such adheres to the purposes and philosophy of the statewide organization.

Participation by students is a privilege--one that carries with it responsibilities to the community, the school, the student body, the team, and to the individual. These responsibilities include the acceptance of the training rules, regulations and individual commitments that may be unique to each program. Participation in multiple activities is supported and encouraged.

## School Profile:

Mascot: Gryphon

Colors: Black, Burgundy, White

Conference: [Minnesota Classic Athletic Association \(MCAA\)](#)

League: [Minnesota State High School League \(MSHSL\)](#)

## **Eligibility:**

### **Grade/Age**

Students in grades 7-12 for Eagle Ridge Academy are eligible to participate in any high school activity. Students under the age of 20 are eligible to participate in any high school activity. This includes managers, game workers, statisticians, etc.

### **Physical Requirement**

Each student must have on record an athletic physical taken every 3 years beginning with their 7th grade. It is recommended that the physical exam be completed the summer before the student's 7th and 10th grade years.

### **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 practice, games, or matches.

### **Academic Eligibility**

Bylaw 108.01, of the Minnesota State High School League states that in order to maintain scholastic eligibility, a student is to be making satisfactory progress toward graduation as defined by Eagle Ridge Academy. Students, parents and faculty at Eagle Ridge Academy place a high value on academic achievement. Students are students first and must prioritize 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.

### **Ineligibility guidelines are as follows:**

1. Varsity participants will maintain a 2.0 grade point average and must not be failing any classes. Students in 9th -12th grades shall not have any more than one D during grade checks. Any student playing varsity will be held to higher standards.
2. Grade checks will be done on a regular basis. Once given a warning, the student will have one week to meet the minimum academic eligibility requirements. If the student does not meet the minimum academic eligibility requirement after being flagged, the student will become ineligible for competition and immediately begin suspension.

*The Activities Director and High School Principal may use discretion when determining eligibility at the end of 1st semester. Determining the best path forward for each student will be done on an individual basis.*

3. Students found to be ineligible will not participate in contests until they have raised their grade(s) to meet the minimum academic eligibility requirements. They may continue to practice at the coach's

discretion. Assignments and homework deadlines will not be extended due to participation in athletics and/or activities.

4. Appeals to return to competition will be accompanied weekly grade checks that establish students are making progress. 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.

5. It is the student's responsibility to meet the minimum academic eligibility requirements. A student who is suspended must present documentation directly to the Athletic Director to demonstrate that they meet the minimum academic eligibility requirements. The Athletic Director will notify the coach when the student may return to athletic competition.

6. 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.

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 Eagle Ridge Academy. They will then adhere to the same guidelines mentioned under Scholastic Eligibility. Prior to participation, all paperwork with the Eagle Ridge Academy Admissions Office and Activities Department must be completed. This eligibility procedure includes Foreign Exchange Students and International Students. Bylaw 111 under the MSHSL will be strictly enforced.

### **Two (2) Sports/Same Season**

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 and Declare a primary activity. I.E. if practices/competitions for both activities fall on the same time, the primary activity will be attended 100% of the time, unless approved by the primary activity's coach.

## **Participation Requirements**

In order to participate in athletic activities, the student must have the following on file in the activities office:

1. The current Minnesota State High School Eligibility Form signed by both student and his/her parent or guardian.
2. A Physical Examination Form signed by a physician within the last three years.
3. Payment of the appropriate fees or a request for aid on file. Checks should be made payable to Eagle Ridge Academy or online payment is made.
4. Students transferring to Eagle Ridge Academy from another school must complete the appropriate transfer form.

## **Athletic Program Fees**

The purpose of the activities fee is to reduce the direct costs of activities and to assure the continuation of the programs for the benefit of the students. Some activities may have higher fees than others. Fees are due before the student begins practice. Cooperative sports fees are payable as directed by the host school. 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. 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 Eagle Ridge Academy, as well as the assessed fee. The replacement payment and assessed fee payment must be made with cash or a cashier check.

## **Refunds**

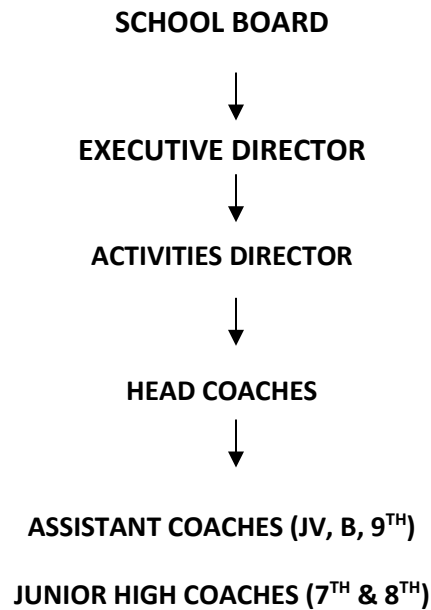
Refunds will be issued using the following guidelines:

1. When a student is cut from a team for reasons other than violation of training, team rules, or Eagle Ridge Academy policies.
2. When injury or illness prevents continuation in the activity, a refund will be made, provided medical documentation is presented to the Activities Office, up until the time of the first game or match, or by the end of the second week of practice (whichever comes first.).
3. When a transfer is made out of Eagle Ridge Academy up until the time of the first game or match, or by the end of the second week of practice (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 practice (whichever comes first).
5. Any student dismissed or asked to leave an extra-curricular activity due to disciplinary reasons or infractions of the eligibility rules, will not receive a refund.
6. After the time of the first game or match, or by the end of the second week of practice (whichever comes first). **No refunds will be made for any reason.**

## **Department Organization**

The line of staff organizational plan is as follows:



### **Expectations of a Competitive Program**

1. In each program, a coach/director and/or coaches are hired by Eagle Ridge Academy to be responsible for team selection and playing time. The head coach/director establishes criteria for selection, possibly with input from the entire program staff. This may be a highly subjective process. Team selection, practices, and decisions regarding game/role situations are the responsibility of the coach/director's staff.



2. Eagle Ridge Academy's activities programs goal is to be highly competitive. As our programs progress, we may not be able to place every child on the team which they wish to participate (Middle School, Junior Varsity, Varsity, etc.). While this is not our desire, it is reality.

When a student tries out for a team, 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, (i.e., 9th grade, B-squad, Junior Varsity, and Varsity). It is our desire to place students at their skill level to the degree possible.

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

3. By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are: 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 criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one's own actions.

4. Good sportsmanship is expected at all Eagle Ridge Academy events.

5. Academic Achievement is a primary expectation for participants in the program. Students deemed at risk in a given class may lose practice time, and, therefore game time as well.

## **Student Code of Conduct**

The following codes of conduct are intended to uphold the pillars and beliefs of Eagle Ridge Academy for students, parents and coaches, alike.

### **Code of Responsibilities – Eagle Ridge Academy (MSHSL Bylaw #206)**

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

As a student participating in Eagle Ridge Academy sponsored activities, I understand and accept the following responsibilities:

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

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.

In addition, I \_\_\_\_\_ (student), understand the following:

### **Mood-Altering Chemicals**

A student participating in activities must at all times be in compliance with League policy prohibiting the use or possession of tobacco, alcohol, and controlled substances. Violations and penalties apply continuously from the first time an athlete signs the MSHSL Athletic Eligibility Brochure and Statement.

The League by law states:

“Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.” (MSHSL Athletic Eligibility Brochure, General Rules No. 20 A.)

### **Prescription Drugs**

A student in possession of a drug prescribed by a physician for his or her use is not in violation. Students must inform coaches/advisors of any prescription drugs he/she uses. Rules governing mood-altering chemicals and medications apply to all extracurricular activities, whether they are under the domain of the MSHSL or not.

### **Harassment, Violence, or Hazing/Bullying**

A student must at all times be in compliance with the League policy prohibiting sexual, racial or religious harassment, violence, or hazing/bullying. Reporting procedures, reprisal and penalties are specified in the Eligibility Brochure.

The League bylaw states:

“A student shall not engage in the sexual, racial, religious harassment, violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.” (MSHSL Athletic Eligibility Brochure, General Rules No. 21 A.) Students are also subject to the bullying and harassment policies with in Eagle Ridge Academy Student-Parent Student Handbook. Rules governing harassment, violence, or hazing/bullying apply to all extracurricular activities, whether they are under the domain of the MSHSL or not.

### **Personal Appearance**

All students are expected to follow ERA uniform guidelines or team dress/uniform guidelines at all times. Students must be well-groomed and dressed appropriately at all activity and practices. Jewelry and other decorative accessories are not allowed for athletes during a practice or game.

## **Violation of MSHSL Code of Conduct**

Violations of eligibility rules are subject to minimum penalty guidelines specified by the League. In all situations, ERA reserves the right to impose stiffer penalties, including dismissal from a team/program and further disciplinary actions, as deemed necessary by a school administrator.

Penalties are progressive in severity and cumulative beginning with the student's first participation in an activity and continuing throughout the athlete's high school career. Penalties vary depending on the severity and frequency of the violation. Parents and athletes are advised to discuss questions about violations and penalties with the program director.

Once an athlete registers to participate in an activity, all eligibility rules apply Twelve months of the year, including when school is not in session; Whether the athlete is participating or not; Continuously through the completion of the athletes high school eligibility.

In general, an athlete found in violation of League rules loses:

Eligibility for a determined number of games or weeks, whichever is greater; The right to captain on a team; All rights and privileges, including any awards or postseason recognition.

## **Parent Code of Conduct/Student Pick-up Expectations**

As a supporter of ERA I understand it is a privilege to observe a game and positively support athletics. Spectators are called on to:

Model positive behavior in all forms of communication including cheers and signs; Recognize outstanding performances on either side of the playing field or court; Refrain from booing, or making negative comments about officials, players or coaches; Pay any admission fee; Volunteer to work at least one event per year; Spectators should expect to pay an admission fee to attend basketball and volleyball games both at home and away.

### ***Student Pick- up Expectations***

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.

## **Additional Activities / Athletic Policies**

### **Transportation**

1. Unless announced; transportation to designated practice sites will be offered by Eagle Ridge Academy when ERA sponsors the activity. Parents should pick students up at the practice site.
2. Transportation to home contest will be the responsibility of the athlete.
3. Student drivers may drive themselves to practices.
4. Transportation to away contests will be arranged by the Eagle Ridge Academy Activities Department, unless noted. It is expected that students will ride to and from the event as assigned, unless a specific activity chooses to organize differently. 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 must sign off with the coach before the student gets on the bus to leave for the event. 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 Activities Department as soon as possible prior to the day of the contest. A written request to do this should be on file with the Activities 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 Activities Department.

### **Attendance/Absence**

1. Any student not in attendance at school for at least half a day, four full class periods or by the end of fourth period may not participate in activities for that day. This includes practices.
2. Any student who has been suspended from Eagle Ridge Academy for any reason shall also be suspended from attendance at or involvement in, any extracurricular 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.
3. Any student that receives an in school suspension shall also be suspended from attendance at or involvement in, any extracurricular 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 coach.
6. Any late arrival or unexcused absences from scheduled practice, game or match will result in a consequence in line with the team rules as established by the coach.

## **Equipment/Uniforms**

1. All uniforms, equipment, and supplies are the property of Eagle Ridge Academy and are to be checked out and in with the coach and/or Activities Department according to the schedule established by the coaching staff and Activities Department.
2. 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.
3. No one will be allowed to start practicing in another sport until the coach from their previous sport clears them.
4. Students will be assessed a fee if uniforms are not returned in a timely manner.

## **Grievance Policy**

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 extra-curricular 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.

### *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 or practice. The coaches 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 should also 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.

*Step 3:*

If either party has not been satisfied by the proposed resolution of the problem or concern during Step 1 or 2, they should request a continuation by contacting the School Director.

## **Awards and Banquets**

Letter awards are presented in each varsity activity. Lettering criteria are unique to each activity. In addition to the letter, each team awards individual player awards, such as Most Valuable Player. All-conference awards are presented based on points accumulated or a vote by the conference coaches. Activity awards ceremonies are held at the end of each season and are organized by the athletic director and members of the Activities Advisory Team.

## **Lettering Policy**

### **Lettering Requirements for Activities**

1. Students must participate in all required practices. Any absence from practices or contests must be pre-excused by the program leader.
2. Students must consistently compete at the varsity level. For most sports/activities this means participating in at least 50% of varsity periods, quarters, halves or competitions.
3. Students must compete to the best of their ability in all practices and meets.
4. Students must participate in all team events; or be pre-excused by the coach/director.
5. Students must display consistent high standards and support for teammates.
6. Students must be recommended by their coach/director for demonstrating the commitment of a varsity level student-athlete.

7. Students may not have violated any Minnesota State High School League rules.
8. Students may not have been suspended from school during the season.
9. Varsity letter-earners must maintain a 2.0 GPA.
10. Students must finish the season as a member in good standing with the team.
11. Students will also follow other schools' lettering policies when participating in a coop sponsored by the other school.
12. By agreement with the Athletic Director, some sports may have additional lettering requirements.
13. Eagle Ridge Academy will not award varsity letters for club activities, unless preapproved co-curricular activities adhere to lettering policies.
14. Lettering remains at the coach/director's discretion.

### **Eagle Ridge Academy Awards**

Eagle Ridge Academy currently provides one Senior Student-Athlete of the Year award. Team-based awards are dependent on how each coach structures their seasons.

### **MSHSL Academic Awards**

MN State High School League Spotlight on Scholarship: student participating on JV or Varsity with a cumulative GPA of 3.0 or above are eligible for nomination.

### **NCAA & NAIA College Bound Athletes**

1. Interested students should seek information on the NCAA web-site at [www.ncaa.org](http://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 course work that must be passed in order to be eligible for scholarship money. Please find out more on the web at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)
4. The corresponding website for student athletes interested in a NAIA affiliated college is [www.playnaia.org](http://www.playnaia.org).

## **Volunteer Opportunities**

Parental involvement is critical to the success of the athletic program. The Athletic Director requests help throughout the season for duties such as:

- Running the scoreboard and game clock at Jr. Varsity Games
- Keeping the scorebook and stats
- Helping to set up for games
- Selling concessions and tickets
- Helping with athletic banquets and post-season parties (Jr. and Sr. Parents organize)
- Providing snacks and light meals on some game days

Training is provided for any parent interested in running the scoreboard/game clock or keeping the scorebook or stats. Please contact the team coordinator.

## **Advertising for Athletics and Activities**

Advertising for athletics and activities will be done through multiple media forms: information sent out in the weekly email updates to parents, on ERA's Facebook page, in the Upper School's daily announcements, and posters/flyers on designated bulletin boards around the school building. To request new information to be announced, advisors should contact the Student Activities Director. Posters or flyers must be approved and stamped by the program director before being displayed in the school building.