

# Activities Handbook



2017 - 2018

(August, 2017)

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# BRAHAM AREA SCHOOLS

## ACTIVITY PROGRAM PHILOSOPHY

We believe that the activity program at Braham is considered an integral part of the school's programs, which provides experience for participation to help youth grow physically, mentally and emotionally. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the individual student. These experiences contribute to the development of learning skills and developing emotional patterns that enable the student to make maximum use of his/her education.

The spirit of competition and winning is inevitable, but should be controlled to the point that it does not determine the nature of the program. In the seventh and eighth grades, participation by all learners shall be the primary goal, regardless of the final outcome of the contest. At ninth grade level, all students will still participant, but not necessarily for an equal amount of time. A transition occurs at the "B" team and/or junior varsity level whereas competition and winning may become the primary goal, but never to the exclusive of overall participation throughout the season.

At the varsity level, the desire to win and excel becomes the primary goal, but only when it is consistent with the primary goal of fostering self-worth, self-esteem and mental and physical well being.

## ACTIVITY

### ACADEMIC ELIGIBILITY POLICY (*revision Aug, 2017*)

Students who receive "F's" at quarter/semester will sit out two games or two weeks, whichever is greater. Grades will be taken from the quarter preceding the beginning of the sport. \*\*At midterm, students previously having "F's" will be checked again. If they continue to have an "F", they will be ineligible until they are passing all classes.

The Academic Policy is enforced 2 weeks or 2 events which ever is longer, from the first activity event that is missed.

The policy will be enforced within 2 working days of he posting of grades. In these two days, the student, parents and Coach/Director will be notified.

Students who choose to work toward, and earn credit recovery, over the summer will gain eligibility at the beginning of the very next fall. That same student will be put on an automatic mid-quarter check during the first quarter and must be passing all of their classes to remain eligible. If the student is failing a single class or more, that student shall remain ineligible until they are passing all of their classes.

## FINE ARTS

### ACADEMIC ELIGIBILITY POLICY *(revision May, 2008)*

Year Long Activities: (Echelon, Jazz, Yearbook, Band and Choir competition) Students who receive an "F" at quarter/semester will be placed on academic probation for two weeks. If the student is not passing all classes after two weeks, he/she is not eligible for competition until the next quarter.

Short term Activities: (Fall Musical, Jr. & Sr. High Speech, One Act Play, Academic Bowl, and Spring School Play). Students who receive an "F" at the beginning of the season will be placed on academic probation for two weeks. If all grades are not passing after that time, he/she is ineligible to participate in that activity.

### OBJECTIVES OF PARTICIPATION

**Provide opportunity for a student to experience success in an activity the student selects.**

1. To ensure growth and development that will raise the numbers of individual participants where applicable.
2. Create a desire to succeed and excel.
3. Provide for the students' worthy use of leisure time now and in the future.
4. Develop high ideals of fairness in all human relationships.
5. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
6. Become socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
7. Develop an understanding of the value of activities in a balanced, educational process.
8. Promote better health, physical and mental fitness.
9. Develop an appreciation of wholesome recreation and entertainment.
10. Enhance self-discipline and emotional maturity.
11. Create an atmosphere of unity and promote school spirit.
12. Stimulate interest in, and support for, the entire school program.

### CO-CURRICULAR ACTIVITIES

#### Athletic:

#### **SUMMER**

Speed & Strength

#### **FALL**

Football

Volleyball

Cross Country

#### **WINTER**

Boys Basketball

Girls Basketball

Wrestling

#### **SPRING**

Boys Baseball

Girls Softball

Boys & Girls Track

Boys & Girls Golf

### **Fine Arts Activities:**

Pep Band	Choir	Spring Play
Echelon	Fall Musical	One Act Play
Jazz Band	Speech	

### **Clubs & Organizations and Other Co-Curricular Activities:**

Student Council	ECHO (Yearbook)	FFA	Academic Bowl
National Honor Society	Supermileage	Equestrian	<i>(Independent Contractor Activity)</i>
Trap	<i>(Independent Contractor Activity)</i>		

### **Independent Contractor Activities**

In an effort to provide recognition for our Braham Students who participate in extracurricular activities the Braham School Board approved a means for those participants to work towards and possibly obtain a Varsity Letter Certificate for their efforts. These activities will have no association with Braham High School except that the student is currently enrolled in Braham. No equipment, onsite facilities, or adult leadership will be provided by Braham High School. These all must be provided by the student and their parents.

### **ATTENDANCE IN SCHOOL**

- A student must be in attendance in school to practice or play in a contest.
- A student may miss one-half the school day for reasons acceptable to the principal's office and still participate.
- If a student is absent and does not present an approved reason, do not allow him/her to participate on that day.
- Due to an emergency situation at home, a student may be allowed to participate in a contest if it is approved by the Activities Director and the building principal.

### **FUNDRAISERS**

The following must be followed in order for a program to complete a Fundraiser:

1. If there is a contract needed for a fundraiser, permission must be granted by the Superintendent and approved by the School Board.
2. Fill out a Fundraiser Planning Sheet & Request Form and submit to the Activities Director at least three weeks in advance of the event.
3. Fill out a Fundraising Report and return to the Activities Director within two weeks of the completion of the Fundraiser.
4. No more than two fundraisers per activity will be allowed each school year, unless there is a special circumstance with prior approval from the Activities Director.

## **LOCKER ROOMS**

- Each coach/director is responsible for his/her own locker room/green room. Be sure to lock it up at the end of practice.
- Participants should keep the locker rooms/green rooms neat and clean.
- Upon arrival at a visiting school, each coach/director should inspect the locker rooms to see if there are any damages to the facility. The coach/director should check again after our athletes have left to see if any damages have occurred. If the locker room has been damaged in any way, contact the activities director of the school and report what damages occurred. Report the incident to the activities director as soon as you arrive home.
- Leave visiting locker rooms/green rooms neat and clean.

## **MINNESOTA STATE HIGH SCHOOL LEAGUE RULES**

Each coach/director is responsible for knowing the MN State High School League rules that govern his/her activity. These rules can be found in the MSHSL Handbook. If a coach/director or student is removed from any contest, it must be reported to the Activities Director as soon as possible.

## **PERFORMANCE ENHANCING DRUGS**

Braham Area Schools, its Administration and coach/director staff strongly support the following statement from the AMERICAN ACADEMY OF PEDIATRICS:

Performance-enhancing substances include dietary supplements, prescription medications, and illicit drugs. Virtually no data are available on the efficacy and safety in children and adolescents of widely used performance-enhancing substances. This statement is intended to provide a generalized but functional definition of performance-enhancing substances. The American Academy of Pediatrics strongly condemns the use of performance-enhancing substances and vigorously endorses efforts to eliminate their use among children and adolescents.

This article in its entirety can be found at:

<http://pediatrics.aappublications.org/content/115/4/1103.full>

Pediatrics, Vol 115 NO.4, April 2005 pp1103-1106.

The Braham Area Schools Activities Director and Coach/directing staff will address this issue in the following manner.

In pre-season meetings, advise against ALL use.

If found on school property will be advised to bring them home, at this time a parent phone call will be made. With the verbal warning to #3 below:

If the identified problem persists a MSHSL Code of Conduct Violation will be assessed for Insubordination, 2 weeks or 2 events, which ever is greater.

## **PHYSICALS**

- Any student who intends to participate in jr. high and high school interscholastic athletics (grades 7-12) must have on file in the school record a physical examination performed by a physician within the previous three years.
- A health questionnaire will be provided by the MSHSL and shall be completed annually.
- This will include:
  - A statement by the parent/guardian that the student has no known existing physical condition, which would preclude participation.
  - The signature of the parent/guardian, which approved participation in athletic or cheerleading activities.
  - After major surgery or serious illness or injury, the attending physician must certify in writing the students' readiness for participation.

## **SCOUTING**

- Pickup the keys for the van from the Activities Director by 3:00 pm.
- Complete a mileage sheet and gas up the van when you return.
- Return mileage sheet and van keys to the Activities Director by 8:00 am the following school day.
- Scouting expenses will be paid out of that sport's budget.

## **SEASONS REPORT**

- Each head coach/director should turn into the Activities Director a completed "End of the Season" packet within a week of the final day of competition. The packet is available from the Activities Director's secretary.

## **PURCHASING**

- All purchases must be authorized, submitted and placed with the supplier by the Activities Director.
- All assistant coach/directors submit their needs to the head coach/director.
- The head coach/director submits a complete detailed list of equipment needs to the Activities Director for the total program. List must specify brand name and catalog numbers, etc.
- Capitol Outlay requests will be submitted to the Activities Director in the spring of each year.

## **REQUIREMENTS FOR COACH/DIRECTORING EMPLOYMENT**

**CERTIFICATION:** The Board of Education believes that each athletic coach/directing assignment normally should be under the supervision of a qualified and certified faculty member. However, there may be situations in which this is not possible. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

**COACH/DIRECTOR QUALIFICATIONS:** To qualify for employment as a coach/director, the applicant must have preparation in each of the following areas:

- A State coaching certificate (head coach)
- A course, workshop, or other proof of competency in first aid.
- A current certificate of completion of a class in C.P.R.
- Preferably, experience as a player or coach.

### **COACH/DIRECTORING ASSIGNMENT PROCEDURES**

The following regulations will be in force when coach/directing vacancies occur:

The Activities Director shall survey staff in the spring of each year to determine coach/directors' intentions for the fall, winter, and spring sports respectively.

- The Activities Director shall post the position to determine whether or not any present staff members have interest in the position.
- Once interested candidates are identified, the Activities Director, in consultation with the Head Coach/director and/or principal, shall determine whether or not the interested persons possess the minimum qualifications necessary to perform the responsibilities of the position.
- All coach/directing assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.
- Subject to law, the Board of Education has final authority for employing or discontinuing employment of coach/directing personnel.

### **STAFF RESPONSIBILITIES**

#### **Coach/Directors Duties**

##### **Responsibility**

- Each coach/director is responsible for his/her own program. He/she is responsible for the students taking part in his/her program from the time they enter their area until they leave the area or room at the end of practice.

##### **Equipment**

- Each coach/director is responsible for the equipment used in his/her program. He/she must be sure that the students take good care of the equipment and that all equipment and facilities are in good repair and condition. Each coach/director should inventory the equipment at the end of the season and forward a copy to the head coach/director who will forward a total inventory to the Activities Director. He/she should send in a request for additional equipment needed for the following year.



## **Season Summary**

- Each coach/director should fill out a season summary and give it to his/her head coach/director at the end of the season. Also, any recommendations that would improve his/her program next year should be included.

## **Eligibility**

- All students who wish to participate in activities are required to attend a pre-season parent/student meeting.
- Students in grades 7-12 only are eligible to participate on competitive teams. Before a student will be allowed to practice, compete or be issued equipment for any activity, he/she must turn in an eligibility information sheet for activities, or an eligibility information sheet and a health permit slip for athletics, signed by both the student and parents.
- Athletes must have a current physical on file in the office.
- Make sure that the students under your supervision abide by the eligibility rules set up by the Minnesota State High School League and all other school policies and guidelines.

## **Injury**

- Call the hospital, clinic or the doctor and make arrangements before taking an injured player for treatment. Cambridge Clinic: 763-689-7700
- If in doubt of a head, neck, or back injury, an ambulance should be called. Ambulance: 911
- Call and inform the parents of any injury.
  
- Send a coach/director or responsible adult along with the injured student to the doctor or hospital.
- File an accident report. Obtain forms from the folder in the mailroom at the high school and send the report to the building principal and a copy to the Activities Director.
- Give the injured student a Permit to Participate Form. A doctor must sign this form before the injured student will be allowed to resume participation. This release by the doctor must be filed with the injury report in the principal's office.
- A complete training kit shall be at every practice and game. Each coach/director is responsible for maintaining and developing kit.

## **Buildings**

- Make certain the area of your building is secured, lights out, doors locked, etc.
- Each coach/director is in charge of his/her locker room or the area in his/her room. There shall be no horseplay!! He/she must open up and close the room; no student should be left with this responsibility.
- When leaving the area or room, all items should be off the floor, all equipment stored away, and all the doors locked.

## **Keys**

- Every coach/director should have a key to his/her area or room. The keys can be obtained from the school office where you are participating.

## **Managers**

- Select competent managers and develop and review with them a list of their duties. Managers will be students in grades 7-12.

## **Conduct**

- An organization's performance, attitude, conduct, personal appearance and training are directly related to the job the coach/director is doing. Either a coach/director or a

participant will not condone foul language, inappropriate behavior, or bad conduct. The coach/director will periodically discuss conduct, rules and appearance with their participants.

### **Safety**

- All equipment must be inspected and any hazard or malfunction reported to the Activities Director at once -- IN NO WAY ALLOW ANYONE TO USE AN UNSAFE OBJECT OF ANY KIND, PERFORM IN A VENUE THAT PRESENTS A PROBLEM; OR, IF IT IS LIGHTNING – TAKE NO CHANCES!!
- Make certain that all of your instruction is based on techniques that are considered safe.
- Conduct practices in such a manner that the welfare of each participant is always of paramount importance.

### **Rules and Regulations**

- To enforce State High School League, Great River Conference and school guidelines and policies.
- To read and be responsible for all information in the Braham Athletic Handbook, the MSHSL Handbook and supplements, and monthly bulletins – as they pertain at least to your activity.
- To attend MSHSL Rules Interpretations meetings, conference and district meetings as needed.

### **Facility**

- Each coach/director must check his/her facility to make certain it is ready for use.
- Facility maintenance is part of your responsibility. The groundskeeper, custodians, and the Activities Director will help, but you must render whatever assistance is necessary to play in a safe manner.
- Loyalty and a sense of unspoken responsibility have been assumed by you as a coach/director.
- Each coach/director is to remain loyal to the head coach/director, Activities Director, administration and faculty.
  
- As a coach/director, you may well be the most influential person in the school in the eyes of many students. Therefore, you have great responsibility – possibly much greater than you think or realize.

### **Supervision**

Directly supervise all matters relative to the activity

- Participant personnel
- Practice sessions – **DO NOT leave students unchaperoned OR unsupervised at any time.**
- Bus rides - Coach/directors and students will follow all rules established by the bus company on trips to and from events. Only coach/directors and members of the team (grades 7-12) are allowed to travel unless written the Athletic Director gives permission in advance.

## Head Coach/Directors Responsibilities

Head coach/directors are responsible to the Activities Director, the principal and superintendent of schools and ultimately the Board of Education and the public.

Head coach/directors are to plan, organize and coordinate the entire program of the activity contracted for within guidelines set forth by the school administration. This shall include:

Directing and assisting all coach/directors (grades 7-12) on the contracted staff.

- Meet with his/her staff before the season begins to discuss the program and duties of each member.
- Coach/directors should work out the scouting schedule with his/her coach/directors.
- Shall pass on information to the coach/directors as to how the program will be carried out.
  
- Total program development and continued improvement.
- Coordinated plan for skill development for that area of athletes.
- A conscientious effort to involve the maximum number of student's possible and feasible.
- The performance of those public relations duties necessary to promote the activity in the community and be responsible for that; such as weekly articles to the paper, prepare "Bomber of the Week" selection and information as requested.
- Notifying the press, radio, and television of the results of all games or meets in their activity immediately after the event.
- Recommendations to the Activities Director on the selection of staff positions.
- Recommendations to the Activities Director on any opponents you want on next year's schedule, or scheduling in general.
- Recommendations to the Activities Director of officials you would or would not endorse to work at the activity.
- Your complete responsibility of and for all the equipment of your activity.
- Preparation and submission of all reports required by the Activities Director one week following the end of the season.
- Check the eligibility list of your participants, make certain they are eligible: Academically. No violations of alcohol, tobacco, drug or harassment either at our school or prior offenses at the school the student transferred from.
- Complete online MSHSL Rules Interpretation Meeting. (New change after board approval)
- Complete all coaches clipboard requirements.
  
- To verify accuracy of weekly schedule prior to Thursday noon.
- To assist the Activities Director or game supervisor with host school responsibilities to effectively accommodate visiting teams.
- To attend clinics, seminars, and in-service programs in order to improve coach/directing skills.
- All scrimmages must be cleared with Activities Director.
- Head coach/directors must attend conference/sub-section/ section meetings of their activity.

### **Assistant & junior high school Coaches/Directors Duties and Responsibilities:**

The assistant coach/director is responsible to the head coach/director, the Activities Director and the building principal.

In addition, he/she is expected to cooperate with the head coach/director and to perform the duties outlined for his/her position by the head coach/director. This includes:

- Promoting and encouraging a maximum number of students to participate at his/her level.
- Development of skills consistent with the program plans for that sport/activity and age level.
- Performing the public relations duties necessary to promote that sport/activity within the community. This includes writing articles for local newspapers, giving announcements on team results.
- Completing all reports and information requested by head coach/director or Activities Director. This shall include inventory, condition of equipment, new equipment needed, etc.
- Coaches/directors will supervise his/her players/participants while they are under his/her charge. Typically minimum of 30 minutes prior to events and 30 minutes following event. However, supervision ends when student leaves the building/grounds or is under another supervisors care.
- Scouting opponents of varsity teams according to schedule drawn up at the pre-season meeting.
- Working out all other duties with the head coach/director at the pre-season meeting.

### **Weight Room Rules /Supervision:**

The purpose of the weight room is to provide a facility that can be used by all students and the community to develop a level of strength and physical conditioning that is necessary for each individual to perform at their maximum capability.

#### **Objectives:**

- Provide a facility that can be used to teach physical fitness, strength, and speed training.
- To build strength and conditioning in the out-of-season athletes, which will enable them to achieve a higher level of performance during their competitive season.
- To build and maintain a level of strength in every athlete that will help prevent common sport injuries.
- To maintain a level of strength and fitness that will keep the in-season athlete in the best competitive condition.
- To provide a facility that can be used to rehabilitate the injured athlete.

The weight room is another facility that demands additional supervisory attention because of potential dangers. The objectives of the weight room are as follows:

- To properly utilize a weight training facility in the best interest of all students.
- To provide adequate coach/directing technique in weight training.
- To insure that the proper safety measures are being employed during the training sessions.
- To provide responsibility in the proper care of equipment.

- To make available opportunities for students to enjoy the benefits derived from a sound weight-training program on a year-round basis.
- To attempt to reduce sport connected injuries through well-developed conditioning.
- To present a program for self-improvement that is open to all students, regardless of athletic affiliation.

**The following policies are in effect at all times:**

- Stretching must be done before and after weight training.
- Proper workout attire should be worn at all times.  
No street clothes, shirts, sweat pants, or shorts must be worn.  
No street shoes; tennis-type shoes required.
- Horseplay will not be tolerated.
- Encourage each other rather than harassing or bringing an achieving person to a lower level.
- Always use good judgment when lifting and spotting.
- Respect each other. We all have equal rights to all equipment.
- Tear down and re-rack all plates when you are done at a lifting station.
- Collars must be used on all lifts.
- A supervisor or coach will open the weight room. You are not to be in the weight room unless properly supervised (coach stays in the room).
- Neatness and respect are of great importance to maintaining a proper weight-training atmosphere. With this in mind, consider this your room and let's keep it a first-class operation.
- Weight plates and bars should be kept on the platforms and in or on the areas provided for them. Iron should always be returned immediately after use.
- Each trainee should follow a prescribed program or routine.
- Use spotters when attempting heavy lifts.
- Correct forms must be stressed in all lifts.
- Food or drink is not allowed in the weight room!

**ADMINISTRATIVE GUIDELINES ON CHARGING FEES FOR PARTICIPATION IN CO-CORRICULAR ACTIVITIES**

- The fee charged shall be according to the cost of equipment, supplies or apparel.
- No student shall be charged a fee for participating in more than three (3) activities during a single school year.
- Fees must be paid on or before the second Monday of practice in order for the students to continue to participate in the activity.
- The Activities' Director secretary will collect fees.
- Students exhibiting financial distress may ask for a waiver of fees through the Activities Director.
- Refunds will be given in the following instance; the student withdraws from participation because of illness, injury or transfer to another school district within the first two (2) weeks of the activity.

**Activity Fees:**

The process for Activity Fees to be waived will be as follows, and tied to the Free lunch forms previously filled out:

1. If a student/family qualifies for free lunches, they will also have their activity fee waived for each activity they choose to participate in.
2. If a family is wishing to have their fees waived and have not previously filled out the free lunch form, that form will be made available.

**ACTIVITIES FEE SCHEDULE**

ACTIVITY	7th - 8th	9th – 12th
Academic Bowl		\$50.00
Baseball	\$40.00	\$50.00
Basketball	\$40.00	\$50.00
Cross Country	\$40.00	\$50.00
Echelon	\$40.00	\$50.00
Equestrian	\$40.00	\$50.00
FFA	\$40.00	\$50.00
Football	\$40.00	\$50.00
Golf	\$40.00	\$50.00
Jazz	\$40.00	\$50.00
Musical	\$40.00	\$50.00
One Act Play	\$40.00	\$50.00
School Play	\$40.00	\$50.00
Softball	\$40.00	\$50.00
Speech	\$40.00	\$50.00
Speed & Strength	\$40.00	\$50.00
Supermileage	\$40.00	\$50.00
Track	\$40.00	\$50.00
Trap	\$40.00	\$50.00
Volleyball	\$40.00	\$50.00
Wrestling	\$40.00	\$50.00

## **BRAHAM ATHLETIC COACH/DIRECTORES EVALUATION**

“Success is a well planned journey based on a specific set of goals.”

Evaluation of your program and your present effectiveness is critical if growth is to take place. Your “reflective thinking” will help you review the goals and objectives that you’ve established in addition to the methods that you have used to move towards those goals. An evaluation should be a positive experience, as it is the only way to reset your objectives and then to identify those modifications necessary to move in the right direction.

Please approach evaluations with this spirit:  
“No matter how good we are, we can get better.”

**HONEST EVALUATION IS IMPORTANT FOR GROWTH!!**

## ACTIVITY EVALUATION FORM

(Completed yearly by every Director)

COACH/DIRECTOR: \_\_\_\_\_ POSITION ON STAFF: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

### PROGRAM EVALUTION:

1. Relative to the program. What would you consider strengths or things that went well during the past season?
  
  
  
  
  
  
  
  
  
  
2. What items do you feel were concerns or areas that need improvement in next years' programs?
  
  
  
  
  
  
  
  
  
  
3. What would be two or three good program goals for the next year?
  - 1.
  - 2.
  - 3.
  
  
  
  
  
  
  
  
  
  
4. What do you consider your strengths as Coach/Director?
  - 1.
  - 2.
  - 3.
  
  
  
  
  
  
  
  
  
  
5. What areas do you feel you could improve upon?
  
  
  
  
  
  
  
  
  
  
6. Miscellaneous concerns:

Thank you for your input and help. If you have any questions or concerns, please feel free to discuss them with the Activities Director.



## EVALUATION OF HEAD COACH/DIRECTOR

The Activity Director will hold an evaluation process with each head coach/director. The objective of the evaluation will be:

- To receive input from the head coach/director as to the strengths and weaknesses of the program.
- To discuss suggestions from the head coach/director as to program directions and modification.
- To identify areas of communication, concern, etc. between the head coach/director and the activities office.
- To discuss strengths and weaknesses in the performance of the head coach/director.
- To make recommendations for future.
- To discuss established goals and objectives for both the individual head coach/director and the program.

This pertains to the following form:

## HEAD COACH / DIRECTOR EVALUATION

(This form is used by the Activity Director to evaluate Head Coaches/Directors)

Beginning head coaches will be evaluated every year for 3 years.

After that, a coach will be evaluated once every 3 years.

Coach /Director \_\_\_\_\_ Date \_\_\_\_\_  
 Activities Director \_\_\_\_\_ Sport \_\_\_\_\_ Year \_\_\_\_\_

	Excellent	Above Average	Adequate	Needs Improvement	Unacceptable	Not Applicable
<b>I. Working With People</b>						
a. Advise participants of training rules, codes and expectations with consequences in writing at onset of season.						
b. Respects and enforces the letter and intent of rules, codes and regulations						
c. Submits participants list, eligibility, physical and health forms and fees to Activity Director at least 4 days prior to first contest						
d. Works well with team and individuals to develop appropriate goals.						
e. Has confidence and respect of student/participants.						
f. Relates well to teachers, coaches / directors and supervisors.						
g. Has good rapport with coaches /directors and participants.						
h. Develops sound public relations (cooperates with newspaper, radio, Booster Club and spectators)						
i. Sells program to student body to maintain appropriate participants.						
j. Responds to participants – initiated questions in regard to playing/ performing time or other participants related concerns.						
<b>II. Practice / Game/ Performance Climate and Instruction Procedure</b>						
a. Has command of material to be included in the lesson.						
b. Adjust activities to suit interest / skill level of participants.						
c. Uses practice / rehearsal time effectively.						
d. Deals consistently with disciplinary problems in game / practice, performance. Rehearsal setting.						
e. Has intensity of interest in coaching /direction this activity						
f. Attends to factors, which relates to safety.						
g. Makes assignments and gives directions so that they are clearly understood by the participants.						
h. Deals appropriately with unexpected situation as they develop.						
<b>III. Planning for Instruction</b>						

a. Practice sessions show evidence of careful preparation in terms of selected objectives activities and procedure.							
b. Selects appropriate teaching aids / drills and has them ready for use.							
c. Practice and game / performance plans reveal that sequences and continuity of activities are regarded as important factors in learning							
d. Establish the fundamental philosophy, skills and techniques to be taught by the staff.							
<b>IV. Equipment and Facilities</b>							
a. Submits pre-season and post-season budget request.							
b. Has exact inventory of equipment /supplies.							
c. Records equipment used / issued.							
d. Stores and maintains equipment							
e. Secures facility after practice /game / performance.							
f. Is cooperative on sharing facilities.							
g. Stresses proper care for equipment.							
<b>V. Personal and Professional Qualities</b>							
a. Shows physical vitality and enthusiasm.							
b. Gives evidence of flexibly, rather than rigidity in thought and behavior patterns.							
c. Accepts and profits from constructive criticism.							
d. Is competent in the technique area of the activity.							
e. Shows self-control and poise in areas related to coaching/ directing.							
f. Applies basic psychology where applicable.							
g. Has basic understanding of athletic injury prevention/ rehabilitation and care.							
h. Has ability to motivate							
i. Seeks opportunities to assume responsibility.							
j. Completes End of Season Report Forms.							
k. Maintains suitable conduct at games /performances towards officials, players and other workers.							
Comments for the benefit of the individual under supervision:							

\_\_\_\_\_  
Head Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activities Director Signature

\_\_\_\_\_  
Date

## **EVALUATION OF 7 – 12 STAFF**

Head coaches/directors are responsible for evaluation of their staff (7–12). You should hold an evaluation meeting with each of them individually and use the evaluation material (Form J -2). The objectives of the evaluation process with your staff will be:

- To receive input from the staff as to strengths and weaknesses in the program.
- To solicit possible suggestions from the staff as to program director and modification.
- To identify how the staff feels about his/her job description and how it relates to the overall program.
- To identify strengths and weaknesses in the performance of the staff.
- To make recommendations for future.
- To establish goals and objectives for both the individual and the program.

Once the evaluation process is complete, the head/director will review them with the Activities Director. The head coach/director will be responsible for a written evaluation of his/her staff (7–12).

Once the head coach/director has completed the program evaluation material, he/she should then schedule a meeting with the Activities Director to discuss the information.

This pertains to the following form:

## DIRECTOR EVALUATION OF SUPPORT STAFF

(This form is used by the Activity Director to evaluate Head Coaches/Directors)  
 Beginning coaches will be evaluated every year for 3 years.  
 After that, a coach will be evaluated once every 3 years.

Activity: \_\_\_\_\_ Director: \_\_\_\_\_

Staff Person: \_\_\_\_\_ Position: \_\_\_\_\_

	Effective	Needs Improvement	Unsatisfactory
1. Loyalty to head coach /director and system.			
2. Care of equipment.			
3. Knowledge of activity.			
4. Teaching ability.			
5. Ability to motivate.			
6. Rapport between coach / director and participants.			
7. Intensity of interest in coaching/ directing this activity.			
8. Supervision of participants.			
9. Rapport between coach / director and other staff members.			
10. Accepts duties given by head coach / director.			
General Evaluation of this Coach /Director by:			
Comments:			

This Director's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the director.

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7<sup>th</sup> – JV Support Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Circle One:**

**Successful** – To be recommended for continues assignment.

**Needs Improvement**: - To be recommend for reassignment, provided an understanding can be reached in areas where improvement is suggested

**Unsatisfactory** – Not to be recommended for continued assignment

## Activities Rules

Success is measured by desire, confidence, a positive attitude, hard work, team spirit and a smile!!!!

1. Students must be in attendance at school for half the day in order to practice or participate in an activity unless they have an excused absence approved by the Activities Director.
2. Practices and games:
  - a. Students are required to attend all practices and games unless they are absent from school.
  - b. If students leave school early **for any** reason they must contact their coach/director **before leaving.**
3. Rules regarding alcohol, tobacco, drugs, religious and sexual harassment will apply according to the rules set by the Braham School district and the Minnesota State High School League.
4. Grading procedures and training hours will also apply according to the rules set up by the School district.
5. Only students in grades 7<sup>th</sup> -12<sup>th</sup> may participate. Students in K- 6<sup>th</sup> are not eligible to participate in interscholastic events.
6. Students are expected to follow **bus rules** on away games.
7. **ALL PLAYERS MUST RIDE THE PLAYER BUS TO THE GAME!**
  - a. If the parent s wishes to have their son/daughter ride home with them, they need to notify the coach/director.
  - b. If a parent wishes to have their son/daughter ride home with other **PARENTS**, a permission note must be given to the coach/director **BEFORE** departure from the High School, and approved by the coach/director.
8. Students must dress appropriately when traveling. We want to set a good example for our school.
9. Students need to have their transportation here at the time the bus returns from an event.
10. Assist your teammates to achieve their greatest potential. Do your part to add to the success of our team.

# BRAHAM AREA HIGH SCHOOL AWARDS

## Letter Awards

The head coach/director MUST notify participants who have earned a letter in each activity. Each student will receive the letter B and an activity pin for their first year. Every year after they letter in that same activity they will receive a service bar. Listed below are the standards set forth by each activity that determines whether a participant has earned an award or a letter. To qualify for any of the following awards, the minimum standards shall be:

### Football

An athlete must play nine (9) quarters of regularly scheduled games.

### Baseball

An athlete must have played a total of twenty-one (21) innings or  $\frac{1}{3}$  of the innings played in regularly scheduled games or played in  $\frac{1}{2}$  of the games; such as a relief pitcher. If the athlete is on the post-season roster, they are eligible to be a letter winner regardless of having 21 innings played.

### Softball

An athlete must have played a total of twenty-one (21) innings in regularly scheduled games and complete the entire season. If the athlete is on the post-season roster, they are eligible to be a letter winner regardless of having 21 innings played.

### Basketball

An athlete must participate in or have played in  $\frac{1}{2}$  of the regularly scheduled games and/or  $\frac{1}{2}$  of the post-season quarter played.

### Volleyball

An athlete must participate in  $\frac{1}{2}$  of the regularly schedule matches and/or  $\frac{1}{2}$  of the post season matches played.

### Wrestling

An athlete must wrestle in six (6) scheduled varsity meets and/or score 9 team points in dual meets and/or place 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, in conference or place in top 6 (1<sup>st</sup> – 6<sup>th</sup> place) section tournaments.

### Golf

An athlete must play in four (4) matches during the season or play in the conference or district tournament.

### Boys & Girls Track

An athlete must score an average of 1.5 pts. /meet or place top four (4) at a GRC meet, or top 8 at Sub-Section, and/or have great improvement, attitude, dedication, sportsmanship, desire and effort.

### **Cross Country**

An athlete must run at least 5 varsity meets in season and/or place in GRC meet as well as All conference or Honorable Mention or have great improvement, attitude, dedication, sportsmanship, desire and effort.

### **Equestrian**

An athlete must participate in 5 shows and do one hundred (100) hours of training during the season starting June 1<sup>st</sup> to October 1<sup>st</sup>.

### **Supermileage**

A student may earn a Varsity letter in Supermileage by documenting the participation in both of the following requirements:

- At least 15 hours of out-of-school effort towards their Supermileage project.
- Compete in at least 1 of the 2 yearly Supermileage competitions.
  - MTEEA Supermileage Challenge
  - Shell Eco-Marathon

### **Speed & Strength**

- Student must attend 80% of the days during the summer session.
- Student must be entering the 9th - 12th grade.
- Student must complete all of the core lifts for each day present.
- Student must complete all of the required auxiliary lifts for the day.
- Student must also participate in the speed and/or agility training for the day.
- Student must record the results for all required lifts.

### **Manager**

The head coach/director will determine the criteria for lettering.



## FFA Lettering Score Sheet

Name	Possible Pts.	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Total
<b>Membership</b>														
Meeting Attendance	2													
Special FFA Appearance	5													
Paid Dues	3													
Own FFA Jacket	5													
Fund Raising	1pt per \$50													
Discovery Degree	8													
Greenhand Degree	10													
Chapter Degree	15													
State Degree	25													
Leadership Capm/Conference	3pts/day													
<b>CDE</b>														
Regional CDE Comp.	3 each													
1st Team or Individual	8													
2nd-5th Team or Individual	5													
6th-10th Team/Individual	3													
<b>State CDE</b>														
State Delegate	5													
Compete at State	8													
1st Team or Individual	100													
2nd-5th Team or Individual	15													
6th-10th Team or Individual	10													
<b>Leadership</b>														
Chapter officer	10													
Regional President	20													
Regional Officer	15													
Committee Chair	7													
Committee Member	4													
Committee Attendance	2/meeting													
<b>SAE</b>														
Time Cards/Expense Records	15													
State Degree Application	5													
Proficiency Application	5													

Region Proficiency Finalist	12
State Proficiency Finalist	15
<b>Community Service</b>	
Verified by signed logs	3/hr.
<b>Livestock Showing</b>	
County Fair	10
State Fair	15
Showmanship Winner	10
Herdsmanship Winner	10
Supreme Overall Animal	10
Premier Species Winner	10
Premier Chapter Winner	15

**To Letter 100 Points Are Required  
Total Points**

## **Student Council**

All members must sign a MSHSL Eligibility Form

Members must earn 25 points per quarter and 110 points per year to earn a letter:

Weekly meetings (punctual, prepared, organized)+1

Unexcused Absences (failure to notify advisor) -5

Tardiness (failure to notify advisor) -.5

Committee Chairperson (organized, prepared, leads, communicates) +10

Committee Member (voices opinion, assists with various tasks) +1.5

Completed Officer Duties (according to the Constitution)+10

Non-Committee Work (determined by the Advisor) +1.5

Examples of jobs and/or tasks members can earn points by doing: selling Homecoming buttons, making posters, setting up for Coronation and/or dances, assisting with voting, making crowns/flags/sashes for Coronation, organizing Pep Fest activities, assisting with good drives, donating bake sale items, selling fund raising items (including school store and clothing at games), and assisting with recycling and/or announcements.

## **Academic Bowl Lettering**

9 – 12 grade students can earn a letter in Academic Bowl if they miss no more than two of the meets during the season.

\*In the 3<sup>rd</sup> & 4<sup>th</sup> years of participation, students can earn a letter by missing, at most, one meet per year.

## **Speech Lettering**

Students must commit to 2 years or more with the speech program and attend 80% of the Invitational meets. Students must also attend the GRC and Subsection meets and all scheduled practices.

Unexcused absences of practice could result in loss of lettering.

\*In rare cases, students may be eligible for a letter after only 1 year in Speech. This could be achieved by exhibiting extraordinary contributions to speech (going far above and beyond what is asked of you). This will be awarded at the director's discretion.

## **Jazz Lettering**

A student may earn a Varsity Letter in Jazz by earning at least 10 points in one year.

### **Ways to earn points**

3 – All-state Audition (+3 if you make in into an ensemble)

2 – Participation in Jazz Band (+2 after 3 years participation)

2 – Participation in Honor Jazz Bands (each, max. 4)

1 – Private Lessons on your instrument (outside of school – 1 per quarter)

1 - Work as Officer/Student Conductor/Librarian

2 - Write or arrange a piece of music for the band to play

- 2– Attendance at rehearsals (on time to rehearsals AND 3 or less unexcused absences)
- 3 – Attendance at all performances
- 1 – Play at 1 solo in a song at a concert
- 2 - Play 2 - 5 more solos in different songs at a concert(s) during the year
- 3 - Play 6 or more solos in different songs at a concert(s) during the year
- 1 - Help with setup/teardown before or after performances
- 1 - Play accompaniment for Echelon

Seniors who have had limited participation, but have remained a loyal member may be awarded a varsity letter during their senior year at the director’s discretion.

In rare cases, students may be eligible for a letter after only 1 year in Jazz. This could be achieved by exhibiting extraordinary contributions to Jazz (going far above and beyond what is asked of you). This will be awarded at the director’s discretion.

### **Echelon Lettering**

A student may earn a Varsity Letter in Echelon by earning at least 9 points in one year.

#### **Ways to earn points**

- 2 – Participation in Echelon (+2 after 3 years participation)
- 1 – Private Lessons (outside of school – 1 per quarter)
- 2 – Attendance at all rehearsals (on time to rehearsals AND 3 or less unexcused absences)
- 2 – Attendance at all performances
- 1 – Sing a solo in one song at a concert
- 2 - Sing 2 solos in different songs at a concert(s) during the year
- 3 - Sing 3 solos in different songs at a concert(s) during the year
- 1 - Play accompaniment for Echelon
- 2 - Write or arrange a piece of music for Echelon to perform
- 1 - Help choreograph a dance for Echelon
- 3 - Choreograph an entire dance for Echelon
- 1 - Sing a solo with Jazz Band accompaniment

Seniors who have had limited participation, but have remained a loyal member may be awarded a varsity letter during their senior year at the director’s discretion.

In rare cases, students may be eligible for a letter after only 1 year in the Echelon. This could be achieved by exhibiting extraordinary contributions to the Echelon (going far above and beyond what is asked of you). This will be awarded at the director’s discretion.

### **Pep Band Lettering**

A student may earn a Varsity letter in Pep Band by attending 75% or more of the Pep Band performances during the year.

Student’s will not be penalized for missing pep band due to another school activity (i.e. Football, Volleyball, Cross Country, Musical, Basketball, Wrestling, etc...). However, activities like work, that are not related to the school will count against the student’s attendance.

Post season events will not be counted as part of the percentage. However, attendance at post season events will earn some credit to those who are just under the cutoff and to those who missed too many regular season events for understandable reasons.

## Musical Lettering

A student may earn a Varsity letter in the Fall Musical may by earning at least 6 points in one year.

### Ways to earn letter:

1. Attendance at rehearsals and performances
  - a) Zero unexcused absences = 5 points
  - b) 1-3 unexcused absences = 3 points
  - c) 4-6 unexcused absences = 1 point
2. Following the guidelines set in the student contract = 1 point
3. Student growth during the performance season = 1 point
  - a) Example: Huge improvement in acting, singing, knowledge of tech, etc...
4. Involvement in more than one aspect of the production = 1 point
  - a) Example: Stage role and play in Pit Band **OR** Stage role and work in Tech at least one day per week **OR** Play in Pit Band and work in Tech at least one day per week, etc...
5. Showing leadership during the performance season = 1 point
  - a) Example: **Regularly** leading warm ups, helping others with lines/choreography, helping with costumes or makeup, etc...
6. Participation in Strike (until everything is done) after the last show = 1 point.
  - a) Required to letter.

## Spring Play Lettering

A student may earn a Varsity letter in the Spring Play may by earning at least 6 points in one year.

### Ways to earn letter:

7. Attendance at rehearsals and performances
  - a) Zero unexcused absences = 5 points
  - b) 1-3 unexcused absences = 3 points
  - c) 4-6 unexcused absences = 1 point
8. Following the guidelines set in the student contract = 1 point
9. Student growth during the performance season = 1 point
  - a) Example: Huge improvement in acting, singing, knowledge of tech, etc...
10. Involvement in more than one aspect of the production = 1 point
  - a) Example: Stage role and play in Pit Band **OR** Stage role and work in Tech at least one day per week **OR** Play in Pit Band and work in Tech at least one day per week, etc...
11. Showing leadership during the performance season = 1 point
  - a) Example: **Regularly** leading warm ups, helping others with lines/choreography, helping with costumes or makeup, etc...
12. Participation in Strike (until everything is done) after the last show = 1 point.
  - a) Required to letter.

## One Act Play Lettering

Varsity lettering in the One Act Play may be achieved by meeting the following criteria.

### Ways to earn letter:

1. Attendance at rehearsals and performances
  - a) Zero unexcused absences = 5 points
  - b) 1-3 unexcused absences = 3 points
  - c) 4-6 unexcused absences = 1 point
2. Following the guidelines set in the student contract = 1 point
3. Student growth during the performance season = 1 point
  - a) Example: Huge improvement in acting, singing, knowledge of tech, etc...
4. Involvement in more than one aspect of the production = 1 point
  - a) Example: Stage role and play in Pit Band **OR** Stage role and work in Tech at least one day per week **OR** Play in Pit Band and work in Tech at least one day per week, etc...
5. Showing leadership during the performance season = 1 point
  - a) Example: **Regularly** leading warm ups, helping others with lines/choreography, helping with costumes or makeup, etc...
6. Participation in Strike (until everything is done) after the last show = 1 point.
  - a) Required to letter.

## Band Lettering

The BAHS band program is structured around the premise that all of our activities grow out of classroom band experience. Earning a letter for band is a privilege, but a goal for which all members should strive. Lettering is reserved for those students who go over and above the standard requirements of band participation.

Therefore, few points toward lettering are awarded for simply participating in concert band. To earn a letter, a student must earn a total of 12 points in a year. Points do NOT carry over from year to year. The Band Letter Award encourages students to continually participate in co-curricular band programs and rewards students for selected elements of their performance grade. This program is also designed to encourage students to support successful bands at BAHS through elements of service and leadership.

### Ways to earn points

- 2 – Participation in Jazz Band (+2 after 3 years participation)
- 2 – (per event) Participation in Solo/Ensemble Contest (+2 if superior at state/section)
- 2 – Participation in Musical Pit Band
- 3 – All-state Audition (+3 if you make in into an ensemble)
- 2 – Participation in the High School Band (+2 after 3 years participation)
- 2 – Participation in Honor Bands (each, max. 4)
- 2 - Write or arrange a piece of music for the band to play
- 1 – Work as Officer/TA/Librarian/Student Conductor/Section Leader
- 1 – Accompanist for Solo/Ensemble (max. 2)
- 1 – Perform in Church (max. 2)
- 1 – Private Lessons on your instrument (outside of school – 1 per quarter)
- ½ – Each Pep Band Performance (max. 4)

Seniors who have limited participation in band co-curricular activities, but have remained a loyal band member may be awarded a varsity letter during their senior year at the director's discretion.

In rare cases, students may be eligible for a letter after only 1 year in the Band. This could be achieved by exhibiting extraordinary contributions to the Band (going far above and beyond what is asked of you). This will be awarded at the director's discretion.

## **Choir Lettering**

The BAHS choir program is structured around the premise that all of our activities grow out of classroom choir experience. Earning a letter for choir is a privilege, but a goal for which all members should strive. Lettering is reserved for those students who go over and above the standard requirements of choir participation.

Therefore, few points toward lettering are awarded for simply participating in concert choir. To earn a letter, a student must earn a total of 10 points in a year. Points do NOT carry over from year to year. The Choir Letter Award encourages students to continually participate in co-curricular choir programs and rewards students for selected elements of their performance grade. This program is also designed to encourage students to support successful choirs at BAHS through elements of service and leadership.

### **Ways to earn points**

- 2 – Participation in Echelon (+2 after 3 years participation)
- 2 – (per event) Participation in Solo/Ensemble Contest (+2 if superior at state/section)
- 2 – Lead/Essential part in Musical
- 3 – All-state Audition (+3 if you make in into an ensemble)
- 2 – Each year of High School Choir participation (+2 after 3 years participation)
- 2 – Participation in Honor Choirs (each, max. 4)
- 2 – Work as Officer/TA/Librarian/Accompanist/Student Conductor
- 1 – Accompanist for Solo/Ensemble (max. 2)
- 1 – Perform in Church (max. 2)
- 1 – Private Lessons (outside of school – 1 per quarter)

Seniors who have limited participation in choir co-curricular activities, but have remained a loyal choir member may be awarded a varsity letter during their senior year at the director's discretion.

In rare cases, students may be eligible for a letter after only 1 year in the Choir. This could be achieved by exhibiting extraordinary contributions to the Choir (going far above and beyond what is asked of you). This will be awarded at the director's discretion.

# Great River Conference Sportsmanship Policy

**Aitkin - Braham - East Central – Hinckley Finlayson  
Isle – Ogilvie – Onamia – Rush City – Pine City**

**Met and conferred upon at Ogilvie High School on September 23, 2015. All schools are present.**

## **Policy Statement:**

Everyone involved in an athletic contest conducted at a Great River Conference event should be committed to the demonstration of good sportsmanship and ethical behavior. All contests should be conducted in a safe, fair and controlled atmosphere for all athletes, officials and fans. Good sportsmanship will be the standard. It is what is expected of our student athletes, coaches, spectators, cheerleaders, bands, school boards, administrators, officials, media, and community at contests both home and away.

## **Board of Education**

1. Adopted the Great River Conference Sportsmanship Policy
2. Provide support for crowd control
3. Attend activities and serve as a positive role model

## **School Administration**

1. Provide adequate supervision
2. Support the Great River Conference Sportsmanship Policy

## **Coaches**

1. Support the Great River Conference Sportsmanship Policy
2. Teach and recognize good sportsmanship
3. Recognize that you influence the tone of competitive events

## **Student Athletes**

1. Act as a role model for all peers and athletes
2. Follow the school's sportsmanship policy
3. Staying off playing area when not in uniform at games

## **Cheerleaders**

1. Lead positive cheers
2. Recognize your influence in promoting good sportsmanship



### **Spectators**

1. All cheering should be directed to the support of each team rather than against the opposition or officials
2. Accept the decision of the officials
3. Stay off the playing area
4. Mechanical noise makers (bells, buzzers, horns, etc.), megaphones, whistles and confetti are not to be used
5. Practices such as stomping or banging the bleachers and the use of musical instruments indiscriminately should be discouraged

### **Announcers**

1. Read a pre game sportsmanship announcement
2. Recognize how voice projection and biased behavior influences crowd behavior

### **Bands**

1. Choose appropriate music and play it at appropriate times
2. Respect officials, opponents and spectators

### **Athletic Administrators**

1. Recognize that you are important in the management of activities
2. Present the Great River Conference Sportsmanship Policy to every student in grades 7 - 12 in the student handbook
3. Distribute guidelines and expectations for event supervisors
4. Contact visiting schools regarding potential problems
5. Promote sportsmanship in your area
6. Assist senior high or varsity participants presenting the Great River Conference Sportsmanship Policy to students in grades k - 6
7. Provide necessary information to opponents and officials

### **Plan of Action**

During the course of each school year Great River Conference schools are required to evaluate the effectiveness of their sportsmanship. Items to evaluate include:

- Promotional activities
- Team and fan behavior
- School procedures to handle conflicts
- Recognize programs to reward good behavior
- Crowd control plans
- Codes of conduct
- Contingency plans

## **BRAHAM ACCELERATION PROCESS**

It shall generally be the policy of Braham Area School not to accelerate students from middle school (grades 7-8) athletic programs to senior high (grades 11 -12) athletic programs.

However, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her team and compete at a higher level.

Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well being and what is/will be in the best interest of the student's total development.

Also, a thoughtful and critical look at the effect on the middle school and senior high programs must be considered. However, the total welfare of the student must be the focus of all recommendations and decisions.

### **PROCEDURE FOR ACCELERATION:**

- The head varsity coach will notify the Activities Director and contact the player and parents to discuss the proposed move and will make the final decision.
- This process will not affect students participating in individual sports such as Cross Country, Track and Wrestling. Athletes may participate on varsity and junior high as these sports consider grades 7-12 as one team. Coaches are advised to follow MSHSL rules for individual participation limitations.

Date:

To: Directors/Coaches

From Athletic Director

Re: CAPITAL OUTLAY REQUEST

Please give me a list of equipment needs for your activity that qualifies under capital outlay. Capital outlay items are described as follows:

“Amounts paid for the acquisition of fixed assets or additions to fixed assets.”

The life of the item must be one year or longer.

The cost will exceed \$400.00.

The item purchased is not a repair part.

An improvement must increase the value or extend the life of the item improved

Items that qualify ate helmets, portable ball cage, mat dolly, repair on baseball field and fencing, mitts, basketball, uniforms, seating, curtains:

Please list the items in order of your priorities:

INCLUDE your UNIFORM ROTATION NEEDS

INCLUDE your JR. HIGH NEEDS

---

PLEASE RETURN BY: \_\_\_\_\_

CAPITAL OUTLAY REQUESTS FOR \_\_\_\_\_ACTIVITY

GRADES 7<sup>TH</sup> & 8<sup>TH</sup>  
GRADES 9<sup>TH</sup> – 12<sup>TH</sup>

**ITEM**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**NOTICE OF ASSIGNMENT**

**DATE:**

**TO:**

**FROM:** Shawn Kuhnke  
Activities Director

**SUBJECT:** NOTICE OF EXTRA-CURRICULAR ASSIGNMENTS FOR THE 2015-2016 SCHOOL YEAR

You have been assigned the following extra-curricular assignment(s) at the specific compensation shown:

**POSITION**

**STEP**

**SALARY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director/Coach



**BRAHAM SCHOOL DISTRICT**  
**531 Elmhurst Ave S**  
**BRAHAM, MN 55006**

**COMBINED CLAIM AND CLAIM VERIFICATION FORM**

**CHECK PAYABLE TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT ATTENDED:** \_\_\_\_\_

DATE	Description (Lodging, Meals, Mileage, etc)	\$ Amount

TOTAL \$ \_\_\_\_\_

I declare under penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

\_\_\_\_\_  
Date

Signed: \_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Program Charged To

## STAFF TRAVEL AND RELATED EXPENSES

### DLC

- I. Overall Philosophy -- It shall be the policy of the Braham School District 314 that limited staff travel will result in a dual benefit to the school district: (1) To the school district through increased staff expertise, and (2) to the staff member as an individual. Therefore in budgeting for and reimbursing staff travel and expenses, it is not anticipated that the reimbursement will always cover all if the staff member's expense.
- II. Out-of-District Travel -- Staff members traveling outside of the Braham School District will request authority to do so and have approval in advance.
  - A. Travel Guidelines -- Under any mode of travel the reimbursement allowance will be for actual expenditures up to a maximum of "tourist" air travel. The employee must provide a copy of the "paid" ticket.
  - B. Taxi or Limousine Service -- Taxi or limousine service is allowable from the airport or station to the principal point of destination, (e.g. the headquarters hotel) and return. Travel expenses within the city are only reimbursed when the individual is carrying out a specific assignment for the school district.
  - C. Lodging -- Lodging will be reimbursed based on expenses incurred. Employees are encouraged to share accommodations whenever possible. The employee must provide a copy of the bills marked "paid". When a person stays in a double room with their spouse, the staff member should only request reimbursement for the value of single occupancy.
  - D. Meals -- All meals must be itemized daily as to the number of meals and total amount. Receipts are required for meal payments. The actual cost of meals and mileage will be reimbursed at the rate set by the School Board. Banquet or special luncheons in connection with a convention or school activity will be reimbursed at actual expense.
  - E. Registration -- Reimbursement for registration fees will be allowed when authorized and a receipt is submitted.
  - F. Tips -- There is no allowance for this item.
  - G. Car pooling should be used when two or more persons attend the same activity.
- III. In-District Travel -- Staff members that are authorized to travel within the school district for performance of their responsibilities will be reimbursed at the district-approved rate per mile and for meals charged while in the performance of job related responsibilities and pre-approved by the superintendent or his designee.
- IV. Purpose of the expense is to be clearly stated under description.

ADOPTED: August 17, 1992

AMENDED: June 19, 1995

Braham Ind. School District No. 314  
Braham, Minnesota 55006

## Fundraising Report

- Name of Group \_\_\_\_\_
- Item (s) to be sold \_\_\_\_\_
- Estimated Profit \_\_\_\_\_
- Actual Profit realized \_\_\_\_\_

Identify which Activity Account money was deposited \_\_\_\_\_

(Account Name)

All funds and payments are handled through the school Activity Account

Return this report to the Activities Director within 2 weeks of completion of Fundraiser.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**FUNDRAISER PLANNING SHEET & REQUEST FORM**

FOR YEAR \_\_\_\_\_

NAME OF ACTIVITY OR ORGANIZATION	WHAT KIND OF FUNDRAISER	DATES OF FUNDRAISER	SALES TAX?	ESTIMATED \$ RAISED	PURPOSE	IS THERE A CONTRACT NEEDED???

Request submitted by: \_\_\_\_\_

To help with planning for activities (fundraiser for next year)

**PLEASE SUBMIT TO ACTIVITIES DIRECTOR OR PRINCIPAL AT LEAST THREEE WEEKS IN ADVANCE OF THE EVENT**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ NEED MORE INFORMATION \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Activities Director

**Superintendent Signature is required if there is a contract**

Copy: Accounts Payable    Activities Director    Principal

## FACILITIES USE APPLICATION

Independent School District #314, 531 Elmhurst Ave S, Braham, MN 55006

Name of Organization or Person _____	
Address _____	Date: _____
_____	Phone: _____

Building Requested: _____
Day of Week: _____ Date/Dates: _____ No. of Meetings: _____
Exceptions: _____

Activity Supervisor/Instructor: _____	
Set-Up Begins: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	Clean-Up Ends: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Activity Begins: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	Activity Ends: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
Type of Activity _____	Purpose: _____
Approx. No. Attending _____	_____

<u>AREA OR AREAS TO BE USED</u>	
Classroom _____	Media Center _____
Multi-Purpose/Perform. Arts Rm. _____	East Gymnasium _____
Community Room _____	West Gymnasium _____
Commons Area _____	Building Kitchen _____
Other _____	Cafeteria _____

<u>EQUIPMENT NEEDED</u>				
Chairs <input type="checkbox"/>	Tables <input type="checkbox"/>	Lighting <input type="checkbox"/>	Audio Visual <input type="checkbox"/>	P.A. System <input type="checkbox"/>
Performing Arts Sound Equipment <input type="checkbox"/>		Other _____		

I hereby certify that I am an agent of the above named organization and am authorized to accept in their name the responsibility for observance of the rules and regulations of the Board of Education, School District No. 314, Braham, MN. **Presentation of this permit to the custodian on duty is necessary for admittance for the initial date.**

**YOU MUST PROVIDE DOCUMENTATION (CERTIFICATE OF INSURANCE) THAT LIABILITY INSURANCE IS PROVIDED THROUGH YOUR ORGANIZATION.**

Signed \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

FOR SCHOOL USE ONLY:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Date _____
Rental Fee _____	
Custodial Fee _____	
Cook's Fee _____	
Sound Tech. Fee _____	
Total Due _____	
Date Paid _____	_____ Community Ed Director or Superintendent

**PLEASE NOTE:** Qualified adult supervision must be provided at all times. Also, if arrangements must be changed or cancelled, please contact the appropriate office as follows: School Year – 320-396-4444 or Summer – 320-396-2677.

Original to Requestor. Copy to: Facilities Coordinator, Instructor, Principal, Custodians, Finance Department.  
 UPDATE: March 2016 District Policy #906

