

MATH AND SCIENCE ACADEMY COACH/ADVISOR HANDBOOK 2022/2023

Steve Hoemann
Activities Director

Coaches and advisors:

- 1) Please sign and date below that you have received the Coach/Advisor Handbook. This also acknowledges that you have had access to the staff handbook and have had an opportunity to ask any questions.
- 2) Give a copy of this signed statement to the Activities Director. The copy will be filed in the Activities Director's office.

Coach's/Advisor's Name

Date

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Introduction

The Math and Science Academy (MSA) is a Minnesota Public Charter School in which any student who lives in the State of Minnesota may enroll.

Vision: To be an innovative, sustainable model of academic excellence that creates well-rounded, lifelong learners and global citizens.

Mission: We provide accelerated curricula in all subjects, with an emphasis on math and science.

Core Values

- Honesty: MSA's community exhibits fairness, cooperation, integrity, and honesty. MSA students and staff take responsibility for their actions.
- Community: MSA maintains small class sizes and a small school feel.
- Respect: MSA's community respects others and their views, while fostering a safe environment where every voice is heard, and individuals are free to take risks.
- Teamwork: MSA encourages networking, collaboration, and open communication between all members of our community. MSA encourages students, their families, and staff to invest their time and resources to serve the MSA community.
- Excellence: MSA continuously evaluates and improves programs to ensure the highest quality in teaching and learning. MSA empowers students to develop independence through organization, time management, and self-discipline.

COACH AND ADVISOR RESPONSIBILITIES AND EXPECTATIONS

1. Weekly Updates -

- a. Coaches will send out **weekly** updates to participants and families before practice on Monday to let families know of upcoming events, practice times or schedule changes.
- b. The weekly update will also be sent to the Activities Director and the Building B Office Manager.

- c. Coaches will send the results of competitions to the Activities Director and the Building B Office Manager within 24 hours of event completion.

2. Announcements -

- a. Coaches and advisors will send announcements to the Building B Office Manager, by 4:00pm the day prior to the announcement being sent out.
- b. Announcements should include:
 - i. Upcoming Events
 - ii. Event Results
 - iii. Participation Recognition

3. Schedules -

- a. The competition schedule will be put on the team/activity web page by the Building B Office Manager.
- b. The meeting times/practice/rehearsal times will be updated on rSchool by the Building B Office Manager.
- c. Any changes to the schedule will be updated on rSchool by the Building B Office Manager. These changes will also be sent to the Activities Director.
- d. Coaches are expected to send out schedule change information to students/families via email/announcement.

4. Team Meeting -

- a. Coaches will **conduct a pre-season parent/participant meeting before the season begins.**
- b. Lettering criteria and expectations will be given out at this meeting. Lettering criteria needs to be approved by the Activities Director prior to this meeting.
 - i. Basic MSA Lettering Guidelines
 - 1. 80% attendance
 - 2. Participate in at least 50% of Varsity events
 - 3. Participant maintains eligibility all season
- c. The lettering criteria will be given to students at the preseason meeting.
- d. Contact information, MSA email, will be given to families and participants.
- e. Coaches will go through and discuss channels of communication with families at this meeting.
- f. Coaches/Advisors host an end of season banquet/celebration and invite the MSA administrators. Banquets may be run by parents.
- g. All room reservations will need to be done through the Activities Director at least 1 week prior to the event.
- h. Coaches/Advisors will provide a list of participants who have lettered to the Activities Director one week prior to the end of season banquet/celebration.

5. Equipment And Uniforms -

- a. Coaches/Advisors will inventory all equipment at the beginning and end of the season.
- b. Coaches will collect all uniforms at the end of the season and inform the Activities Director of any uniforms not returned or damaged.
- c. Coaches/Advisors will give the inventory list to the Activities Director before the final paycheck will be issued.

6. MSHSL -

- a. Coaches will maintain all data on the MSHSL site on a weekly basis.
- b. Coaches will complete all classes mandated by the MSHSL.

7. Supervision -

- a. Coaches/Advisors will remain at events/practices until all students are picked up.
- b. Coaches/Advisors will take attendance at events and inform the Activities Director and the Middle School Office Manager of the attendance roster.
- c. Coaches/Advisors will maintain CPR certification and will provide MSA with a copy of the certification.
- d. Coaches/Advisors will inform the Activities Director of any injuries or events that involve discipline or safety as soon as possible. The Activities Director will create proper accommodations for that student to participate.
 - i. Injury Procedure -
 - 1. If a serious injury occurs during practice or game, a coach will make an effort to contact the parent/guardian. If it is an emergency, we will call 911 and contact the parent or guardian as soon as possible. All injured players will dress for practice and games unless your doctor or head coach decides it is not practical.
 - ii. Discipline Procedure -
 - 1. Violations of eligibility rules are subject to minimum penalty guidelines specified by MSA and MSHSL.
- e. Head coaches are responsible for all levels of teams in their sport. C teams may be coached by captains of the varsity team with an adult supervising. Gym time needs to be approved by the Activities Director prior to practice.

8. Finance -

- a. Coaches/Advisors will fill out a purchase order and have approval prior to purchasing if a reimbursement is needed. All receipts will need to be turned in to the Business Assistant after the purchase has been made.
- b. Coaches/Advisors will maintain a positive budget.
- c. All fundraising must have prior approval by the Directors of MSA. Fundraisers can not overlap or interfere with the AFC.

9. Ethics -

- a. Coaches and Advisors will uphold the Vision, Mission, and Core Values of MSA.
- b. Coaches/Advisors will maintain Data Privacy at all times.
- c. Coaches/Advisors will complete a background check through MSA every 3 years.

10. Student Participation -

- a. All students who qualify have the privilege to participate in extracurricular activities and shall not be denied the opportunity to participate on the basis of sex, race, religion, or ethnic background.
- b. Only those students properly enrolled in MSA or in a member of an MSA cooperative agreement may represent MSA in extracurricular activities as direct student participants.
- c. In order to participate in extracurricular activities, the following forms (if applicable) must be completed and on file with the activities office:
 - i. Fees: \$175 per sport per participant; \$350 cap per family per season for non-coop sports.
 - ii. All MSHSL Forms if applicable
 - iii. Hold Harmless & Waiver of Liability Form
 - iv. Coach's Emergency Form
 - v. A Physical Form from the doctor's office within the last 3 years.
 - vi. Transportation Waiver
- d. If a student decides to stop participating in an extracurricular activity, the registration fee is forfeited. A reimbursement will only be given if practices have not started and equipment has not been ordered for them.

11. Eligibility -

- a. Coaches and advisors will receive an email every week, starting after the 5th week of the school year, with a list of student grades. Students must have all grades at or above a C- in order to participate without an academic improvement plan. Coaches are responsible for checking student grades weekly.
- b. If a student has a grade lower than a C- in any class at the checkpoint, a letter will be sent to the student's guardians. The student must then meet with the teacher of said class along with the Activities Director to create an academic improvement plan before they can participate.
- c. Once the plan is created and signed by the teacher of the class or classes the student is not earning a C- or higher; the student can participate on a weekly basis. The academic improvement plan will be signed weekly by the student's teacher. The plan will continue until the grade is C- or higher.

12. Transportation -

- a. Whenever finances and availability allows, MSA students will transfer via bus to the sporting competition. The coaches/advisor will ride the bus unless approved by the Activities Director.

- b. When a bus is provided Coaches/Advisors will take attendance before leaving MSA for the event and before leaving the event.
- c. If buses are not provided then the participants will be responsible for their own transportation to the event.
- d. Coaches/Advisors will have no part of organizing transportation unless a bus is provided.

13. Spiritwear -

- a. A team may create team apparel for the team members, families, and staff to purchase. This can be done by the captains, coach or a parent volunteer.
- b. All spirit wear must be approved by the Activities Director, as well as the coach or advisor.

14. Documentation -

- a. Coaches/Advisors will keep accurate records of attendance and participation in events.
- b. Coaches/Advisors will complete and turn in to building B office incident reports of injuries.
- c. Coaches/Advisors will complete an end of season/year google form documenting participation, lettering, and special awards.
- d. Activity Rosters will be updated in skyward at the beginning of the season/year with all participants. This roster will be updated at the end of the season/year using the google form information by MSA.

15. Chain of Communication for Participants -

- a. Player contact Assistant Coach and Coach
- b. Parents contact Assistant Coach and Coach
- c. Student contact Activities Director
- d. Parents contact Activities Director
- e. Parents contact Executive Director
- f. Parents contact Board of Directors

16. Other duties as assigned

POLICIES APPLICABLE TO EXTRACURRICULAR ACTIVITIES

The following MSA policies must be adhered to at all times when a student is engaged in an extracurricular activity:

EXTRACURRICULAR ELIGIBILITY POLICY (MSA Policy 510.1)

I. PURPOSE

The Math and Science Academy (MSA) recognizes that extracurricular and athletic activities enrich the educational experience and social development of students. Participation in extracurricular activities is a privilege. Care must be taken to ensure that these activities do not take precedence over subject matter areas, but remain supplemental to the basic courses. It is desirable that students participate in such activities to the extent that they further their educational and social development. It is important that such participation not jeopardize student academic achievement. The purpose of this policy is to assist MSA in maintaining its educational goals.

II. GENERAL STATEMENT OF POLICY

A. This policy relates to all extracurricular activities, including competitive activities, lettering activities, and student clubs.

B. This policy applies to students in grades 6 through 12. This policy will be in effect throughout the school year.

C. Student grades will be checked:

Oct 1st

Mid-semester (for Semester 1)

Dec 1st

End of semester 1

March 1

Mid-semester (for Semester 2)

May 1

D. Students who have lost eligibility will not be able to participate in any extracurricular activities; including practices, planning, and events unless they create an academic improvement plan with the MSA Activities Director. Students will remain on the Academic Improvement Plan until the next grade check that is run by the Activities Director, and will be removed from the Academic Improvement Plan only if the student is showing academic improvement to a grade of C- or better in each of the probationary classes.

1. The academic improvement plan will allow the students to participate in extracurricular activities by completing the Academic Improvement Plan and by showing progress (academic improvement) for four or five consecutive weeks (based on the weeks that grades are checked listed in Section II) and by obtaining signatures from teachers involved in the applicable classes requiring improvement.

2. The plan should be completed every week, by appointment, with the teachers involved in the applicable classes requiring improvement. This is mandatory in order to participate in an extracurricular activity or activities the following week.

3. Special education students will work with their case manager and the Activities Director to create an academic improvement plan. Special education students will have their academic improvement plans signed by their case manager.

E. Grades used to run reports to determine eligibility will be based on the current semester's grades.

F. Once a student is on Academic Ineligibility, they will remain on it until the next grade report is run or the grade reaches C- or higher. If a student enrolled in a semester-long class is on Academic Ineligibility for that class at the end of semester one, they will not be on Academic Ineligibility at the beginning of semester two (for that course) because they would be unable to complete the above plan requirements.

III. DEFINITIONS

A. Extracurricular activities are defined as having the following characteristics:

1. The activity is sponsored, supervised, or financed by MSA.

2. Students participating in the activity represent MSA.

3. The activity is not part of the regular school curriculum and does not take place during the regular school day.

4. The activity is not graded or offered for credit.

B. Extracurricular activities include competitive activities, lettering activities and student clubs.

IV. APPEALS

Appeals will be addressed according to MSA policy 103.

V. NOTICE

This policy shall appear in the student handbook.

BULLYING PROHIBITION POLICY (MSA Policy 514)

Please refer to the complete policy on the MSA website.

REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate MSA official

designated by this policy. A person may report bullying anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. MSA encourages the reporting party or complainant to use the report form available from the MSA Director (Director) but oral reports shall be considered complaints as well.

C. The Director or the MSA Activities Director (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at MSA. Any person may report bullying or other prohibited conduct directly to the Director or Assistant Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the MSA Board of Directors (BOD) by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by MSA shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. MSA personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.

G. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

HAZING PROHIBITION POLICY (MSA Policy 526)

Please refer to the complete policy on the MSA website

REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate MSA official designated by this policy. A person may report hazing anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. MSA encourages the reporting party to use the report form available from the director of each building or available from MSA office, but oral reports shall be considered complaints as well. The director is the person responsible for receiving reports of hazing. Any adult MSA personnel who receives a report of hazing prohibited by this policy shall inform the director immediately. If the complaint involves the director, the complaint shall be made or filed directly with the board of directors.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the director. MSA personnel who fail to inform the director of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MSA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

EXTRACURRICULAR TRANSPORTATION POLICY (MSA Policy 710)

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff Math and Science Academy's (MSA) policy regarding transportation for extracurricular activities.

II. GENERAL STATEMENT OF POLICY

Transportation to and from all extracurricular activities is the full responsibility of the MSA student and their family. MSA will not be held liable for incidents that occur while a student is being transported to an event, if that student is not using MSA provided transportation. Annually, all MSA families must fill out a Student Extracurricular Transportation Waiver Form for each student enrolled at MSA.

The determination as to whether to provide school transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by MSA's administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by MSA's administration as to the transportation arrangements made, if any.

Rules of conduct, discipline, and all other MSA policies applicable to students and employees apply to students and employees while engaged in extracurricular activities, as well as all state and federal laws.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by an MSA Director or Assistant Director. All transportation arrangements made by a MSA employee must be approved by an MSA Director.

If MSA makes no arrangements for extracurricular transportation, the families of MSA students who wish to participate in extracurricular activities are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An MSA employee must not use a personal vehicle to transport one or more students except as provided herein. Employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance but are not required to do so (See Section VI).

In a nonemergency situation, an employee must get prior, written approval from an MSA Director or Assistant Director before transporting a student in a personal vehicle. An MSA Director or Assistant Director has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students. All vehicles used to transport students shall be properly registered and insured.

V. TRANSPORTATION BY STUDENT DRIVERS

Students driving to extracurricular activities should be discouraged. MSA will not be held liable for incidents that occur while driving if a student drives to an activity or event.

VI. EMERGENCY SITUATIONS

In the event of an emergency situation during an extracurricular activity, an MSA employee or activity leader will do the following:

- A. Call 911, if necessary. The student's parent/guardian is responsible for any expenses incurred (i.e. ambulance, hospital, doctor, etc.)
- B. Contact the student's parent/guardian if they are not present at the phone number on file for the student.
 - 1. The parent/guardian is responsible for providing transportation if the student must leave the activity early due to the emergency incident.
 - 2. If the parent/guardian is unavailable to provide transportation themselves, the parent/guardian must make any necessary arrangements to secure transportation for their student.
 - 3. MSA is not required to make any transportation arrangements for the student.
- C. If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the MSA Activities Director as soon thereafter as practicable.

VII. FEES

In its discretion, MSA may charge fees for transportation of students to and from extracurricular activities conducted at locations other than MSA, where attendance is optional.

ACTIVITY STIPEND

Staff may be compensated for completing additional roles based on the stipend rates as listed below:

- 1) Advisors for activities break down into two main categories
 - a) Supervisor: this individual is there for the meetings and to help facilitate, but are able to grade or complete other tasks. This individual is there as an adult presence, but someone else is running the meeting. Supervisors will not be paid a stipend.
 - i) EX: chess club, film club
 - b) Advisor: this individual is there for the meetings, helps facilitate, and is actively involved in the events/activities/projects and is in general organizing and running the activity/club.
 - i) EX: yearbook, National Honor Society

2) Please refer to your activity contract for payment dates for stipends.

3) To determine the pay rate, MSA utilizes the following scale of significant components of clubs/activities.

Students	Events	# meetings
0-10 = 1pt	0= 0 pts	0-15 = 1 pts
11-20 = 2 pts	1-2 = 1 pts	16-25 = 2 pts
> 20 = 3 pts	3 = 2 pts	26-30 = 3 pts
	>4 = 3 pts	>30 = 4 pts
Total points = 10		
0-4 points = \$0		
5-6 points = \$750		
7-8 points = \$1000		
9-10 points = \$1250		

Examples of what would be categorized as events

Events- Has outside of school hours
commitment
Dorkathalon
Dance (sponsored by the group)

Blood Drive
Dodgeball Tournament
Skelograms

Roses
Art at Sounds of Hope
Trick or Canning

Weekend events (fun runs, garage sales,
art crawls ...)

4) An annual survey will be completed by the end of the fiscal year to assess the activity stipend for the upcoming year. This survey will be sent out and assessed by the Activities Director. Any change to the stipend will be reviewed with the activity advisor.

Contact Information 2022-2023

Name	Position	Office Phone	Cell Phone
Randy Vetsch	Executive Director	651-578-7507 ext 3506	
Kate Hinton	High School Principal	651-578-7507 ext 3503	952-297-2960
Steve Hoemann	Middle School Principal, Activities Director	651-578-7507 ext 3507	651-353-2324
LyTou Lee	Assistant Principal	651-578-7507	
Caitlin Bond	High School Office Manager	651-578-7507 ext 3501	
Amanda Stout	Middle School Office Manager	651-578-7507 ext 3500	
Shauni Holt	Business Assistant	651-578-7507 ext 3502	