



**SIBLEY EAST**  
**WOLVERINES**



2025-2026  
Activity Handbook

Dear Parents and Students,

Thank you for reviewing this 2025-26 Activity Handbook.

This Handbook includes participation conditions, try-out procedures, problem/conflict resolution, board policy, sportsmanship, scholastic eligibility, MSHSL eligibility, fees, behavior expectations, transportation, coaching expectations and much more.

For up-to-the-minute changes, please visit our website at [www.sibleyeast.org](http://www.sibleyeast.org). The school announcements will have updated activity scheduled for the week and the website will note any changes that occur due to weather. Another website you may want to visit is the Minnesota State High School League: [www.mshsl.org](http://www.mshsl.org).

Sincerely,

Randy Walsh  
Activities Director

## Helpful Websites. Addresses & Phone Numbers

Sibley East Public Schools Website - [www.sibleyeast.org](http://www.sibleyeast.org)

Minnesota State High School League Website - [www.mshsl.org](http://www.mshsl.org)

Activities Director -Randy Walsh (W) 507-964-8241

Athletic Trainer – TBD - Ridgeview Sports Medicine

Middle/High School Principal - Jeremy Wagner (W) 507-964-8247

Superintendent – Lonnie Seifert (W) 507-964-8224

Sibley East Middle/High School 507-964-2292 Fax: 507-964-8245

Minnesota State High School League 763-560-2262

Sibley East High School

208 West Douglas St.

PO Box 1000

Arlington, MN 55307

Minnesota State High School League

2100 Freeway Boulevard

Brooklyn Center, MN 55430-1735

## **2025-2026 CO-CURRICULAR COACHES AND ADVISORS**

Football – Head Coach Alan Halverson

Girls Tennis - Head Coach Annie Meuleners

Volleyball- Head Coach Chip Wolverton

Cross Country Boys/Girls - Head Coach Tricia Westphal

Boys Soccer – Head Coach TBD

Girls Soccer – Head Coach Joseph Perez

Girls Basketball – Head Coach Ryan Kahle

Boys Basketball – Head Coach Dave Halquist

Wrestling – Head Coach Chris Koob

Baseball – Head Coach Alex Reichenbach

Softball – Head Coach Pat Nienaber

Track Boys/Girls - Head Coach TBD

Fall Play - Director TBD

One Act Play – GFW Director

Spring Play - Director Maria Shinabarger

Visual Arts - Director Annie Meuleners

Knowledge Bowl - Advisor Vikki Louwagie

Band Director – James Callahan

Choir Director – Lenore Strouth

Student Council Advisor — Ingrid Al Sattam

Student Guide Advisor - Vikki Louwagie

Yearbook Advisor — Tricia Westphal

FFA – Stephanie Brandt

**This handbook pertains to Category I activities which include Athletics and Speech. Category II activities that include FFA, Plays or Musicals, Knowledge Bowl, Music, DECA, Visual Arts and all Sibley East sponsored club activities.**

## **STATEMENT OF PHILOSOPHY**

Sibley East Athletics/Activities believe that extracurricular activities are an integral part of a well rounded system of public education. At all levels of extracurricular activity goals shall include the development of the child's self-worth and self-esteem, teamwork, and a desire to excel. However, the development of the child's self-worth and self-esteem shall always be the primary consideration.

It is the philosophy of Sibley East Athletics that through the eighth grade level, participation by all athletes shall be the primary goal and consideration. At the ninth grade level, competition and winning may take on a level of greater importance with participation continuing to be the primary goal. At the "B" team or junior varsity level, competition and winning may become the primary goal, but never to the exclusion of overall participation throughout the season. At the varsity level, there is an understanding of the need and value of promoting competition and a desire to win. This must be consistent with the primary goal of fostering self-worth and self-esteem and mental and physical well being.

Issues come up from time to time in athletics and activities. These issues should be addressed in a timely manner by all parties. Concerns should first be discussed directly with the coach or advisor. If there are still concerns after that meeting, the athletic director or principal should be contacted to set up a meeting with administration. After meeting with the activities director and principal, there can be a request to meet with the superintendent. There is a form included in this handbook, available at the high school office, and on the Sibley East website under the Activities and the Athletics tabs to file an official complaint about the actions of a coach or advisor. It is the hope of the Sibley East Schools that student activities will be a positive experience.

## TEAM PARTICIPATION CONDITIONS

**7th and 8th Grade Athletics:** The primary focus of this program is to allow each student athlete optimal participation regardless of his/her skill level. The following guidelines will apply to help assure that the program is for the benefit of the student athletes: *(There is no guarantee that playing time will be equal.)*

- All student athletes who meet the attendance and academic standard will be given practice time and game time.
- No team shall cut any student athlete desiring to participate (unless the student participant does not meet attendance and conduct requirements).
- All team participants will have a uniform or will be dressed alike for competition.

Each middle school coach shall adhere to the guideline of assuring participation in both practice and competition. This is not always easy for coaches. The desire to win will not come before the requirement to include every student athlete in the practice/competition. Certain games or meet alternatives may be needed and may be implemented by the coaches to assure optimal participation.

Each coach must plan and organize his/her practices to make sure that all students will participate. Practices must be planned and organized to accommodate a wide spectrum of skill levels.

**9th Grade Teams:** 9th grade teams are considered teams in transition. Participation in practice and in competition will continue to be a strong emphasis and no squad members will be cut on the basis of ability. Coaches will make every effort to give significant playing time to all players throughout the overall season. Teams, however, will strive to be competitive.

**"B" or Junior Varsity Teams:** Competition and winning may be the primary goal but never to overall participation in practice and games throughout the season. Coaches will provide quality practice time for all athletes. Coaches will make every effort to give some playing time to all players throughout the overall season.

**Varsity Teams:** Competition and winning will be the main focus throughout the season. Coaches will make an effort to keep all team members active in all practices. Coaches will work to give playing time to all players at appropriate times throughout the season. There is no guarantee on playing time in games.

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Facilities will be used to their greatest advantage. Cooperation will occur between boys' and girls' coaches to make the most effective use of available facilities.

Coaches will remember that these guidelines and procedures are the result of coaches focusing on the "total development" of each participant. Each student who participates has many human needs: physical, emotional, and social. The coach must coach the student athlete as well as the sport. Each coach will consider the following student/athlete characteristics in working with these students: (ISD 2310 believes that.)

- A. Students have a need to belong to a group.
- B. Students have a need to be accepted by their peers.
- C. Students have the need to explore a variety of experiences.
- D. Students need a chance to channel their energies in physical activity.

- E. Students need opportunities to express their feelings.
- F. Students need a place and/or situations to be with friends in social settings.
- G. Students require a means of achieving self-satisfaction. (feeling successful)
- H. Students need a time in every day for fun and enjoyment.
- I. Students need a means of receiving approval from their parents, teachers, and adults they come in contact with.

The School Board expects every coach to work with all athletes who are interested and have a need to belong and not to work only with gifted, highly skilled student athletes. Each student participant is an important individual whose experiences shape attitudes and actions for the future. Therefore, every coach will adhere to these guidelines as established by the local School Board.

**In some instances, it may be necessary to limit the size of the varsity and "B" squads to a manageable number.**

**Selection Guidelines for Varsity and "B" Team Participation:**

**Responsibility for Selection:**

- Choosing the members of varsity and "B" teams shall be the sole responsibility of the coaching staff.
- Prior to try-outs, the coach shall provide the following information to all eligible candidates for the team(s):
  - Length of try-out period;
  - Written criteria used to select the team members;
  - Number of team members to be selected;
  - Practice commitment for team members who make the team; and
  - Game commitments.

**Procedures Used for Team Selections:**

- When a squad selection number is limited, the process will include three important elements:(each candidate will)
  - have an opportunity to participate in a minimum of five (5) practices;
  - have performed in at least one intrasquad/scrimmage game/session; and
  - be personally informed of the reason(s) why the candidate was not chosen.
- **No posting of candidates.** The coach will meet one-on-one with all candidates who have tried out for the team. Everyone will be notified individually by the coach as to his or her selection status.
- Coaches will discuss alternative possibilities for participation in the sport or other areas the student athlete might participate in the activities program.
- If a coach foresees difficulties as a result of squad selections, he/she will discuss the situation with the activities director.

# Sibley East Athletics General Information

## Forms and Fees

**Registration (forms and fees) will be completed on the rschooltoday website.**

All students wishing to participate in activities will need to do the following:

*All items must be completed and on file in the Sibley East High School Activities Department PRIOR to participation -practice and playing contests.*

1. The student and his/her parents will need to read and complete the Minnesota State High School League (MSHSL) Eligibility Form once for each year of participation.
2. All students that are involved in athletics need a physical once every three years. The MSHSL physical form must be completed by the doctor and turned in to the coach of the athlete or the athletic director.
3. A participation fee needs to be paid for each activity a student is in.  
See the fee form for more information on the amounts for each activity.
4. Fee Return Policy - There will be refunds given to those students who terminate participation in an activity prior to the first competition.

## Practice Before Participation

To ensure that an athlete is properly prepared and risk of injury is minimized, an athlete must participate in a minimum of five (5) scheduled team practices before participating in a game, match, or meet. This pertains to athletes who join a team after the official start date and for those who do not have medical clearance to participate or practice on the official start date. Any athlete must be cleared by a physician before he/she can practice with a team. A scrimmage does count as a practice.

## Last Day To Join A Team

The last day to join a team will be the fourth Monday of that sport's season. The exceptions to this would include transfer students that become eligible after the season has started or students who were under the care of a physician and were medically unable to join the team by the specified date. There will not be a reduction in fees if a student joins later than the official start of the season.

## School Attendance

If a student is not in school all day, he/she will not practice or play in an activity after school or that evening. If a student comes late to school (more than 10 minutes), that same policy will be followed. If it is over 10 minutes and it is a first time offender, the principal may use his discretion. If a first offender misses most of first hour without calling in beforehand, they will not participate. **Extra-curricular students who miss school because of an appointment (medical, dental, etc.) must bring a note from the appointment verifying the time and location of the appointment.** A student dismissed out of a class due to behavioral issues, for any length of time, will not practice or play that evening. Students acquiring three unexcused tardiness will serve detention before going to practice. Detention time or suspensions supersede all extra-curricular activities and work. Students are expected to attend regular school hours the day following a late night activity the evening before unless specifically excused by the building principal. A student who has advance approval by the principal may be exempted by this rule.

## Addressing Concerns

Concerns that a student and/or parent would like addressed with a coach or advisor need to follow the following procedure. If there are still concerns after step one, process will continue.

1. Student and/or parent will meet with the coach to discuss the issue. The activities director may be asked by the student/parent or the coach to sit in to monitor the meeting.
2. Student and/or parent can request a meeting with the activities director and/or principal.
3. Student and/or parent can request a meeting with the superintendent, activities director, and principal.

## **Uniforms and Equipment**

Uniforms will be issued by the school for most activities. It is the responsibility of the athlete to keep the uniform safe and in as good of condition as possible. Athletes need to turn in the uniform to their coach in a timely manner at the conclusion of the season. Athletes that have lost or damaged a uniform (beyond normal wear and tear) will be responsible to pay for replacement cost of the uniform. Athletes will not receive uniforms or equipment for another sport until all of their equipment has been handed in or paid for.

*Most equipment that is needed for an activity will be provided by the school. Please check with your coach before you purchase your own equipment to make sure that can be used in MSHSL activities.*

## **Transportation Procedures**

1. Bus time can be found in the daily announcements.
2. Students must ride the bus to and from an event unless the proper form has been filled out prior to the event. A coach may require a student to ride the bus back to school as part of their team rules.
3. Students must have prior approval from the principal or athletic director if they are riding home from an event with anyone other than their parent.
4. A student that misses the bus and arrives at the event later shall not be permitted to participate unless approved by the principal or activities director
5. No food or drink is allowed on the bus unless the driver has given permission.
6. The emergency door shall only be used in emergencies or with the driver's permission.

Disruptions on the bus will be reported to the principal and dealt with according to the Transportation Policy 517.

## **Tournament Participation**

Athletes are expected to participate in all conference, subsection, section, and state tournaments that they qualify for in both team and individual events. If an athlete chooses to not participate, they will not be eligible for any end of the season awards. Family emergencies or an athlete that is injured would be an exception.

## **State Tournaments: Policy 530**

Only students participating in an activity may be excused from school to go to that particular tournament unless Sibley East has a participant. A student will be given excused absence to attend state tournaments in which a Sibley East has a participant only if the student gets prior excuse before attending the tournament.

## **Acceleration of Athletes**

Occasionally a desire to accelerate an athlete to a higher level of play is felt to be in the best interest of a student athlete and a program. This is usually based on a team's need or a particular athlete's skill level. The safety and best interest of the athlete will always come first. If a coach feels that acceleration should be considered, the process that is listed below will be unilaterally followed.

For grades 7-8, coaches must use the acceleration form that is found at the end of this handbook. The original form should be turned in to the activities director when it has been completed. Coaches should not do a blanket handout of the forms to team members; the execution of the form will only commence with those student athletes under serious consideration for acceleration. Coaches who are considering acceleration of multiple 7-8 graders at the beginning of a season must meet with the Activities Director within the first week of practice.

For grade 9, the following process will be followed for students who may be considered for acceleration to the B-squad, JV, or Varsity level. Each head coach must communicate with the Activities Director, his/her respective coaching staff, and the athlete's parent(s) about the potential acceleration.

1. The head coach should have the support of his/her coaching staff for the acceleration.
2. The coach will meet and discuss the acceleration with the Activities Director. The discussion will focus on the student's progress in school and how this acceleration will/may impact the Sibley East teams and program
3. The coach will discuss the acceleration with the parent(s). This must be done prior to any discussion with the athlete about the acceleration.

When steps 1-3 are met with approval, the athlete is then informed. If the athlete is in favor of the move, the acceleration takes place. If the parent(s) disapprove, the process stops and the athlete will stay at the current level without the coach providing knowledge of the potential acceleration to the student.

## **Training Rules**

The Minnesota State High School League form is a promise to yourself, your teammates, your coaches and your school that you will abide by the rules. Your signature tells us that you agree. Please read the form carefully with your parents. There are rules on conduct, harassment, hazing, participation, and the use of mood altering chemicals. Do note that possession of alcohol, tobacco, and mood altering drugs is treated the same as use. Penalties are accumulative beginning with the participation in a league activity and continuing through your high school career. These training rules cover all students in activities, grades 7-12. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. A student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun and serve the penalty. (MSHSL 205.00 D 3d)

## **BOARD ACTION ON LAWS RELATING TO THE USE OF TOBACCO, ALCOHOL, AND DRUGS: MSHSL POLICY 205**

### **A. First Offense**

State High School League Rules apply for those participating in league activities. Loss of eligibility for the next two weeks, 14 calendar days, or two (2) consecutive contests, whichever is greater for Category I and one week, 7 days, or one event for Category II activities.

### **B. Second Offense**

State High School League Rules apply for those participating in League activities. Loss of eligibility will follow the Category I and II activities. Three weeks, 21 calendar days, or six events for Cat. I, and Three events or three weeks, 21 calendar days for Cat. II whichever is greater.

### **C. Third Offense**

State High School Rules apply; loss of eligibility according to Category I and II activities. 12 events or four weeks, 28 calendar days for Cat. I, and six events or four weeks, 28 calendar days for Cat. II whichever is greater.

A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

- The student is assessed as chemically dependent, and enters treatment voluntarily.
- The director of the treatment center certifies that the student has successfully completed the treatment program.

*Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.*

**\*\*Note: Above rules apply to all students whether or not they are 18 years old.**

- C. Public performance** is considered an extracurricular event that is normally attended by adults. Contests are also considered public. Club (except FFA) activities or field trips are not considered public performance.
- D. Summer violations of the alcohol, tobacco, or drug rules**, by students in extracurricular activities such as FFA, Fine Arts, and Athletics will be penalized the same using the State High School League Rules which are followed during the school year. Violations during the school year will also follow the Sibley East Discipline Policy.
- E. Students placing themselves voluntarily in a non publicized situation** where alcohol or other drugs are available will be dealt with on an individual basis. Students must refrain from using alcohol, tobacco, or drugs. Coaches of extra curricular activities still have the right to make certain places off limits to their team members. Coaches may also establish stricter rules for their teams.
- F. Students violating rules of the Minnesota State High School League, such as hazing or chemical use**, will not be eligible to hold the position of captain of any sport if the violation occurs during grades 10 -12. This would be in effect from the time of violation through the student's senior year. Students may also lose their position of officer if violation occurs during an activity of that organization. If students are caught in violation of MSHSL rules by law enforcement officials, they should notify the principal right away.
- G. Students who violate the drugs, alcohol, or tobacco rules may be withheld from attending any school sponsored activities** which include an overnight stay or class trip.
- H. Category I activities include all Sports and Speech. Category II includes FFA, One Act Play, Fall Play or Musical, Music Concerts, Pep Band, Knowledge Bowl, Visual Arts, and DECA.** Any of these activities performed for the general public are considered public performance. Matinees for the students are not considered public performances.
- I. Between Season Violation:** Participants who receive a violation between seasons and serve out the violation in the next season.
- J. Serving Out Violations:** In order to serve out a violation in an activity, the participant must have participated in that activity within the last 2 school years. No violation penalty is considered served unless the season is completed by the participant in good standing.

## **SCHOLASTIC ELIGIBILITY FOR EXTRA-CURRICULAR**

In order to participate students must:

- 1) Maintain at least a 1.75 grade point average at the end of each quarter with no failing grades. *(students with a quarter GPA lower than 1.75 will be ineligible for one week or one game/event (whichever is less) and must be passing all classes in order to return to competition).*
- 2) Have all passing grades (no F's) at mid-term or end of quarter. *(student with a F will be ineligible for one game/event and must be passing all classes in order to return to competition).*
- 3) Students on the end of quarter list at the conclusion of fourth quarter will miss the first game/event during their next season of competition.

## **SPORTSMANSHIP**

Sibley East students will demonstrate good sportsmanship at all activities. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for other students, it is extremely important that all of our students demonstrate proper conduct and abide by school rules, Minnesota State High School League rules, local and state laws.

Student athletes, coaches, and fans representing Sibley East Schools are expected to conduct themselves in a manner that would not cause the school, parents, or community any embarrassment. This applies whenever the student or coach is part of any activity, either athletic or non-athletic; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity.

Any acts of misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline students for violation of League, State, Federal, and/or school rules.

*In addition, coaches/advisors may establish their own additional specific rules. These rules should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.*

## **SPECTATOR EXPECTATIONS at CO-CURRICULAR EVENTS**

- It is recommended that elementary age students be accompanied by an adult at all activities and performances for their safety and the safety of others.
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. ***Good sportsmanship is our goal.***
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing objects, or horseplay, such as grabbing hats or playing catch in crowded areas are both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be removed from the event.
- Alcohol, tobacco and tobacco products are not allowed on any of the school grounds. (This includes outdoor venues like football, baseball, softball, and track)
- We expect spectators to address volunteers, supervisors and each other respectfully.
- Signs are to be designed to promote local and positive enthusiastic support.
- Use of noisemakers, horns, whistles, or other artificial attention-getter is not permitted at any MSHSL sponsored event.

## **PARENTS RESPONSIBILITIES**

Parents are expected to encourage their sons/daughters to perform to the best of their abilities both athletically and academically. They should be a source of support for the student athlete and the program in which they are participating.

We would like all of our parents to be role models for our student athletes and set a good example for all of our students at Sibley East. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that athletes abide by rules established by the coach, the school district, Region 2A, and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate. Parents should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Any acts of misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline spectators for violation of MSHSL, Region 2A, and/or local school rules. Disciplinary action may include removal from a contest and/or permanent removal from MSHSL and/or Sibley East sponsored events.

## **TEN TIPS FOR PARENTS OF STUDENT/ATHLETES**

- 1) **TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.
- 2) **BE SUPPORTIVE OF THE COACH.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly to the coach about it.
- 3) **GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy, and guidelines for the season.
- 4) **LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents.
- 5) **SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether you win or lose, whether they played in the game or not, and whether they played well or not.
- 6) **LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you have investigated the situation for yourself. Keep winning and losing in proper perspective!
- 7) **BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.
- 8) **INSIST ON GOOD GRADES.** Check on your child's grades frequently.
- 9) **INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all MSHSL, Region 2A, Sibley East, and team rules. It is your duty to hold them accountable and report any violations to the head coach.
- 10) **NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

# Sibley East Schools

## 2025-2026 Activity Fees

### **FEES FOR ACTIVITIES:**

Varsity Sports (Grades 9 – 12) - \$120

Jr. High Sports (Grades 7 and 8) - \$100

Plays – Fall Play \$70/Crew \$40 One Act \$50/Crew \$30 Spring Musical \$90/Crew \$50

Activities (DECA, Knowledge Bowl, Speech, Jazz Band, Swing Choir) - \$40

### **REDUCED FEES:**

All Activities/Plays - Free/Reduced Lunch = 50% of Fee

*Fees must be paid prior to the first day of practice.*

**Family Maximum for Athletics and Activities excluding FFA and Club Activities - \$475**

## Sibley East Athletics

To: \_\_\_\_\_  
(Coach's Name) (Date of Event)

Our daughter/son \_\_\_\_\_ has our permission to ride home from

\_\_\_\_\_ with \_\_\_\_\_  
(City of Event) (Parent Athlete is riding with)

\_\_\_\_\_  
(Signature of athlete's parent)

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## Sibley East Athletics

To: \_\_\_\_\_  
(Coach's Name) (Date of Event)

Our daughter/son \_\_\_\_\_ has our permission to ride home from

\_\_\_\_\_ with \_\_\_\_\_  
(City of Event) (Parent Athlete is riding with)

\_\_\_\_\_  
(Signature of athlete's parent)

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## Sibley East Athletics

To: \_\_\_\_\_  
(Coach's Name) (Date of Event)

Our daughter/son \_\_\_\_\_ has our permission to ride home from

\_\_\_\_\_ with \_\_\_\_\_  
(City of Event) (Parent Athlete is riding with)

\_\_\_\_\_  
(Signature of athlete's parent)

**Sibley East Athletic/Activity  
Complaint Form**

This complaint is being filed by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

This complaint is being brought against:

\_\_\_\_\_

Please briefly describe the nature of your complaint:

<b>Description of Complaint:</b>	<b>Date of incident:</b> _____
You may attach additional information	

**I accept full responsibility for filing this complaint. I have thoroughly researched the facts and feel the circumstances warrant this complaint. I also agree to be present at all necessary meetings to resolve this issue. Should this complaint concern a student, that student may be asked to attend all meetings. I am aware of the protocol that must be followed when filing a complaint against a Sibley East Coach/Advisor as stated below.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Protocol for filing a complaint against a Sibley East Coach/Advisor**

- Complaints must be completed, signed and returned within 14 days of the incident in question.
- This form should not be used for issues involving participation/playing time, practice times, practice formats, etc. These types of issues should be discussed directly with the coach/advisor.
- Once the Athletic/Activity Director has received a completed complaint, the issue will be discussed with the appropriate SE Administration.
- Following a meeting with SE Administration the coach/advisor in question will be provided with a written copy of the complaint and will be asked to respond to the complaint on the reverse side of this form. This meeting will take place within 5 school days of the receipt of the complaint. The claimant will be contacted following this meeting by SE Administration.
- The coach/advisor in question will be asked to respond in writing within 5 school days.
- If a resolution still cannot be reached, the documents will be forwarded to the superintendent's office.
- If a resolution still cannot be reached, all parties will present their case to the school board for final resolution.
- Completed complaint forms will be filed within the Athletic/Activity Director's files and with the Superintendent.