**HCPA Club and Student Athlete Manual**

**Explanation of Handbook:**

The purpose of this handbook is to provide the mission of participating in afterschool activities at Hmong College Prep Academy (HCPA), as well as the expectations and structure surrounding the athletics and clubs of our school. This handbook is a collection of the procedures, requirements and policies that govern the student-athletes, coaches, fans, and administration that make up the after school programs of HCPA. Our school has now and always will work to maintain the opportunity for any student in the school to be a part of any activity that they wish to join, as long as they maintain the grades, behavior, and sportsmanship standards that will help our students grow into well-rounded adults and members of their community. Athletics and extracurricular activities have the unique ability to teach the values of teamwork, gamesmanship, and perseverance to our students, and HCPA pledges to keep the rights of our students to engage in these pursuits as a priority for our school.

**Mission Statement:**

Hmong College Prep Academy’s mission statement is as follows:

Hmong College Prep Academy’s mission is to provide the best integrated, challenging, and well-rounded educational experience to students in grades K-12. HCPA will accomplish its mission at all grade levels via adhering to its core values:

Warrior Way:

Warriors at Hmong College Prep Academy embody a growth mindset that fosters the development of discovery and perseverance throughout their lives. Warriors follow the Warrior Code to demonstrate how they Respect Self, Respect Others, and Respect their Community.

Relationships and Connections:

Hmong College Prep Academy provides a safe learning environment where relationships are fostered to build connections based on mutual trust between students, staff, and the community.

Commitment to Excellence:

Through a student-centered mindset, Hmong College Prep Academy welcomes challenging opportunities that promote investigation, hands on learning, and independence to grow a community of learners.

College and Career:

Hmong College Prep Academy Warriors consistently engage with college and career exploration that focuses on the social and emotional development of the whole child. The moral development and academic rigor of the college and career focus prepares the Warriors to look beyond the K-12 environment.

Global Perspective:

Warriors embark on a mission to discover the world around them. Through curiosity and exploration Warriors become aware of the global impact of their decisions, taking on new information with an open and engaged mind, instilling lifelong learning.

The result: HCPA graduates will be rich in experiences, culture, knowledge & pride and ready for the challenges of college and beyond.

**MSHSL:**

Hmong College Prep Academy is a K-12 charter school in St. Paul, MN, who is a member in good standing with the Minnesota State High School League (MSHSL), the governing body of high school sports for the state of Minnesota.

Their mission is as follows:

The mission of the Minnesota State High School League (MSHSL) is to provide educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools. The MSHSL is a voluntary, nonprofit association of public and private schools with a history of service to Minnesota's high school youth since 1916. Today, nearly 500 schools are members of the League. The League exists to provide competitive, equitable and uniform opportunities for high school students to learn valuable lessons through participation in athletics and fine arts. The MSHSL also provides support for member schools with programs that address sportsmanship, chemical health, and scholarship recognition. It also oversees more than 4,500-registered contest officials and judges. The League provides educational programs for coaches. The MSHSL neither solicits nor receives any state funding.

For more information about the League, go to [www.mshsl.org](http://www.mshsl.org).

**Participation Requirements**:

All student wishing to join after school activities must adhere to the standards of the MSHSL as well as standards put in place by HCPA. 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 race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual or affectional orientation, gender identity or expression, or disability. All students at HCPA must be below the age of 20 to compete in athletics, and must be a full-time student in the school or be attending PSEO classes outside the school. All relevant permission and medical forms must be signed and returned before the student is permitted to join practice or games.

**Expectations of Players**:

Academics:

Students who compete in extracurricular activities are expected to maintain the high academic standards expected of all students at HCPA, with an emphasis on exhibiting the leadership and teamwork in the classroom as well as on their team. HCPA requires that all students achieve a 70% or higher in all classes during the season in which they compete. Any student with a failing grade in one or more classes will immediately be ineligible to play until the grade is above a 70%. A student can ask for permission from their teacher in the class that is below a 70%, which can be written or emailed to the athletic director in order to play. Any student who has consistent academic issues can be removed from the team, and any serious academic patterns are to be reported to the counselor’s office by the athletic director. Grade reports will be run the day before each game, and a copy of the report will be sent to the coach of the team as well as to the individual student.

Behavior:

Participation in sports and clubs is contingent on displaying the same values of respect and development of trust that all students at HCPA are expected to fulfill, and any departure from those values can result in a student missing time with their team or being asked to leave the team permanently. To make the determination of the time that will be missed by the student will be made between the dean of the student’s school, the athletic director, and the player’s coach. Other administration may weigh in as well, but the primary decision makers are to be consulted first. All expectations that are in place for student behavior in the school and on their team are also relevant to activities on social media. Players should not be speaking with referees unless spoken to by the referee first. Players not following this rule are to be removed from the game and not allowed to return until a coach and athletic director has spoken with them and determined the athlete understands the importance of this rule. Players should never speak to opposing coaches or players unless given permission to do so by a coach or athletic director, and should be accompanied when doing so. Any players who are not respectful of the opposing team, referees, fans of either team, or the physical grounds and equipment of the field or court can be suspended or removed from the team. This determination will be made by their coach and the athletic director. HCPA has a strict no hazing policy, making sure that all students feel comfortable being a part of a team and being at home in school. Any student found hazing a teammate or student in the school will be immediately dismissed from their team and will face additional actions from the discipline team in the school.

Attendance:

To show their commitment to school and their team, all students who compete in extracurricular teams must attend all classes the week of a game, as well as not being excessively tardy to their classes. Additionally, on the day of a game, MSHSL dictates that student athletes must have perfect attendance and not be tardy to any classes. The only exception to this will be PSEO students. Any day that school is cancelled, all games are also cancelled. Coaches will be informed immediately once school is cancelled, and all athletes are to be in turn contacted to confirm the cancellation. The athletic director will work to reschedule the game if possible. Games on non-school days (Saturdays, Sundays, holidays) are to be avoided if possible due to transportation issues, but if they are to be played, the same rules apply to any other date. Students who are being bussed to the game from the school are expected to stay outside the school, as the school will not be open on weekends.

Fees/physicals/forms:

Players are not allowed to practice or play in a game until:

-Physical form is turned in.

-All athletic forms turned in.

-Jersey number and other equipment recorded by the athletic director and coach.

-Grades have been checked.

-No discipline issues from the student’s dean.

-Eligibility has been confirmed by the athletic director if the student is a transfer.

Uniforms/Equipment:

HCPA will provide all students with uniforms and equipment to compete in sports, with the expectation that students treat the items with the same respect that is expected of all HCPA property. Shirts and shorts given out will be inventoried by coaches and the athletic director before the season begins and will be removed from the inventory when the uniform is returned. If a student leaves the team before the season is over for any reason, the uniform is to be returned as soon as possible. No replacements are to be given out during the season, as showing the respect of keeping track of the uniform will reaffirm the importance of being a part of the team. If a student needs assistance keeping their uniform clean, bring the uniform to the athletic director and they will clean it with HCPA’s on-campus laundry facilities. There will be $50 per piece of equipment fee charged for the failure to return any uniform or equipment. This will be coordinated with the Business Office. The student will not be able to play other sports until the fee has been paid or the uniform returned.

Drugs/Alcohol:

Any instance that a student is found to be using alcohol or drugs (outside of prescription drugs with a prescription and permission from the Health Office), that student will be immediately removed from the team they are competing on. The removal from their team will not be a substitute for other punishment from the discipline team and administration.

Injuries:

Any injury larger than what can be covered by a Bandaid should go through the following steps: -Deliver first aid and determine the extent of the injury.

-If unable to determine how severe injury is, contact the Athletic Director and any medical personnel in the building.

-If the injury is beyond their ability to diagnose, contact medical services and have an assistant coach or parent accompany them to the nearest medical facility.

-Regardless of the extent of injury, coaches should call the Athletic Director as soon as they are free to do so. They also should email the Athletic Director with a description of the injury and care given to have it on file. The Athletic Director will pass this information along to the administration.

-After administration is contacted, contact parents or people at home to inform them of the injury, the location of their child, and give them the Athletic Director’s information along with their own in case they want to speak with anyone.

-If the injury occurs at a significant distance from campus, the coach should accompany the student to the medical facility, while sending the rest of the students home with an assistant. Administration will take care of transportation of the coach after a parent or administrator arrives at the medical facility.

-Coach will fill out an injury report and turn it in to the Health Office. The Health Office can assist in filling out this form.

-Student must produce a doctor’s note to return to play if injury is severe enough to warrant a visit to a medical facility.

Communication:

Before, during, and after games, student athletes are instructed to not speak to opposing coaches, teams or fans unless they have asked for and given permission by the athletic director. The reason for this is to make sure that any issues that tend to arise during the course of athletic events should be dealt with by adults who can be more responsible. Any issues that are being experienced by students should be relayed to their coaches and the athletic director. In the same mindset, coaches who are experiencing issues with coaches, players or fans from the other school should inform the athletic director and the athletic director should be the one to speak with those causing issues. Coaches should also make sure that if any media companies reach out to them to speak about their school, that HCPA administration is informed and that the athletic director is present during the media interview. The athletic director will make a report to the other school’s athletic director and to HCPA administration about any incidents, and if it escalates, to the MSHSL. Any issues a parent or fan has during the game should be brought to the athletic director’s attention as soon as possible, and should not be addressed by the parent on their own.

Fundraising:

Teams, student groups, and staff are encouraged to use athletics and the fans that it draws in for fundraising. Any groups interested in selling concessions at games must fill out a permission form with Jenee and have it approved by administration. Any fundraising opportunity must be supervised by a coach from the team.

School profile:

Mascot: Chi-you

Team name: Warriors

Colors: Red or black (dominant) and white (secondary).

Middle school colors are white and red.

Section: 4A of the MSHSL

Conference: Eastern Minnesota Athletic Conference

Teams we play: Twin Cities Academy, Lakes International Language Academy, Community of Peace Academy, Avail Academy, Hiawatha Collegiate Academy, Groves Academy, Math and Science Academy, Liberty Classical Academy, Academy for Science & Agriculture

High school athletic teams offered:

Fall MSHSL teams:

Boys varsity soccer

Girls varsity soccer

Girls varsity volleyball

Girls JV volleyball

Girls C-squad volleyball

Football (co-op with Columbia Heights High School)

Cross Country (co-op with Community of Peace Academy)

Winter MSHSL teams:

Boys varsity basketball

Girls varsity basketball

Boys JV basketball

Wrestling (co-op with Roseville High School)

Spring MSHSL teams:

Badminton

Club teams offered

Fall club teams:

Middle school soccer team (6-8th grades)

Winter club teams:

Middle school basketball team (6-8th grades)

Spring club teams:

High school boys varsity volleyball

High school boys JV volleyball

High school boys C-squad volleyball

Middle school volleyball

Eligibility:

According to the MSHSL, any student athlete who is or will turn 20 during the athletic season is ineligible to compete in high school sports. Any student who transferred from another school during the academic year will not be eligible for varsity sports. They may join junior varsity teams and practice with varsity teams, but cannot play in any games. Non-eligible students are allowed to compete in scrimmages and non-MSHSL games, but must have all permission forms turned in.

Ejections:

Any student who is ejected by a referee or official before, during, or after a game is suspended from competing until they have met with their coach and the athletic director. A coach may impose further suspensions or other punishments if they feel it is appropriate. The athletic director will inform members of the administration of the ejection and subsequent suspensions. MSHSL also may impose further sanctions on the player according to the nature of the ejection. Coaches who are suspended are immediately suspended from their teams and cannot return to games or practices until they have met with the athletic director and members of the administration. The results of this meeting may result in the termination of the coach’s contract. The MSHSL clearing the coach to resume coaching does not mean HCPA does as well. In the event of a dismissal, an assistant coach will take over, with the athletic director either finding a replacement for the assistant or taking that role themselves until the end of the season. Actions with athletic teams will not have any recourse on the coach’s standing within the school if they are a faculty or staff member. Any home fan ejected from a HCPA sporting event by referees or the athletic director are no longer allowed to attend any HCPA home games for the remainder of the athletic season.

Suspensions:

Students who are being suspended for academic reasons are to be informed by the athletic director, who will have informed their coach ahead of time. Students will have to achieve the academic standards in order to become eligible to play once again, and repeat instances of academic suspensions may result in being removed from the team. This decision will be made by the athletic director and coach of the sport. Players suspended for their actions on the court, either by a referee, MSHSL or their coach, are expected to remain eligible academically during their suspension. All suspensions for behavior are to be reported to the athletic director, the dean of either middle school or high school, and to Mr Yang. They are not allowed to practice or play until given approval by administration and the athletic director.

Spectator Conduct:

All fans are expected to maintain the same values and behavior that we expect of the student athletes. Inappropriate behavior such as booing, jeering other teams, coaches or fans, interrupting the gameplay or destruction of opposing team’s property will be subject to not only action from HCPA such as ejection from the arena, but also possibly legal action. Fans ejected from HCPA home games are not allowed to return for the rest of the athletic season. Any issues that arise at home games will be addressed by the athletic director at the time, with either the fan being taken aside to be spoken to or being asked to leave in order to make sure the game may proceed. At games away from HCPA, fans will be addressed by administration from the other school and/or coaches from HCPA. Any instance of inappropriate behavior by HCPA fans at away games will be reported by the coach to the athletic director.

Shutdown Procedure:

In the event of a medical or governmental shutdown by MSHSL, all students on teams will be informed by the Athletic Director as well as their coaches. A timeline will be established by the Athletic Director of what practices and games will be affected and given to administration. If shutdown will take the rest of the season, all efforts will be made to have uniforms and equipment returned, catalogued, and stored. The Athletic Director will contact opposing teams, Eastern Minnesota Athletic Conference personnel and Minnesota State High School League officials, informing them of the shutdown. The Athletic Director will keep coaches and administration informed of any changes that occur during the shutdown, relaying information as soon as they receive it.

Team Selection:

All teams at HCPA have a cut policy, which means that a student who is deemed to not be a good teammate, not fitting in with the team, struggling academically or cannot participate fully on the team can be either not allowed to make the final roster or can be removed from the team at any time. All efforts should be made to accommodate all students, and cuts based discrimination of any time are not to be allowed. Skill level will be taken into consideration with teams that have cuts, and skill will be determined by coaches and athletic director. Playing time on the team will be dictated by the coach and assistant coach. All attempts will be made to give time to all athletes, but playing time is not a given upon making a team. Any issues with playing time or lack thereof can be addressed with the coach of the team or with the athletic director. The athletic director will work with the athlete and their coach to come to a conclusion.

Transportation:

HCPA athletes and coaches are expected to maintain the same high levels of respect and sportsmanship while using transportation provided by the school. Not following these rules can result in the student or coach not being allowed to use provided transportation for a time to be determined by the athletic director. Any concerns from the transportation will be communicated by the transportation company to the HCPA transportation office or to the athletic director directly.

Volunteer Hours:

Students and staff looking to complete volunteer hours should reach out to the athletic director to sign up for various tasks during sporting events. Sporting events start around 4pm at HCPA and will last 90 minutes to 2 hours. Volunteers are expected to stay the entire duration of the event.

Starting a New Club:

All students and staff who wish to start a new club within the school are encouraged to do so, as bringing the opportunity for new experiences and chances to try new things is the foundation to HCPA’s mission. In order to do so, please reach out to Jenee for a form to lay out the goals of the club. That form will be reviewed by administration and, if approved, then the next steps will be discussed with the proposed club.

Public Relations/Marketing:

Any media requests or public relations concerns should be discussed with the athletic director.

Preseason Meeting:

Before the start of every season, all coaches in that season’s sports must meet with the athletic director and members of the administration to go over expectations of them and of their athletes during the upcoming season. At these meetings, procedures for injuries, making sure all students get home safe, expectations of coaches and players, as well as any further questions are to be addressed.

Tickets:

In order to give all students, parents, and fans a chance to be a part of the athletic environment of the school, HCPA will not charge admission to any sporting event on campus. This rule does not apply to playoff games or tournaments, as these fall under MSHSL and not HCPA regulations.

Removing A Player From The Team:

If a player is not performing or acting in a manner that suits the image of our school, coaches have the right to remove a player from their team. This discussion will be made with the athletic director before the player is informed. If a player is to be removed, the coach will inform the athletic director, who will remove the player from the roster and inform administration. Further steps can be taken by the athletic director or administration if the actions of the student are excessive.

Purchasing:

If a coach needs any piece of equipment, they are to research the item(s) and send the description to the athletic director. The athletic director will then get administrative approval then set up the procurement form with the Business Office.

Athletic Director Expectations:

The role of the athletic director is to be the point of contact between competing schools, the MSHSL, and the HCPA administration. Any issues from coaches, parents, or students are to be referred to the athletic director and they will take care of it. If appropriate, they will involve the administration with matters that require their attention. The athletic director will also be in charge of all aspects of uniforms, permission forms, facilities, equipment and referees in relation to sports at HCPA.

Summer Sports Programs:

Any activities during off-season and the summer must be cleared with athletic director to make sure that they are in compliance with MSHSL as well as HCPA. These programs are encouraged but must be supervised by at least one adult at all times. That adult cannot be a coach, but coaches can provide that adult with workouts and practice plans.

Officials/Referees:

The rules of the game are to be enforced by officials and referees. Coaches, players, parents, and fans do not need to agree with the decisions but you should not try to intimidate, insult, or undermine them. Decisions made by the officials/referees are final and will not be changed. Any conduct that involves a coach, player, parent, or fan from being expelled from the competition will be subject to a meeting with the athletic director and all parties involved.