

HLWW ACTIVITIES HANDBOOK

2026-27



CONTENTS

Introduction.....	1
MSHSL Mission Statement.....	1
HLWW Activities Philosophy.....	2
Activities Offered at HLWW.....	3
Coach/Advisor List.....	3
Activity Fees.....	4
Student Eligibility Checklist.....	4
Team Participation Conditions.....	5
Elevation of Levels.....	5
Holidays/Vacations.....	5
Student Absences from School.....	6
Riding To/From School Activities.....	6
Medical Policy.....	6
Accident Insurance.....	6
Parent/Coach/Advisor Communication Plan.....	6
Problem/Conflict Resolution.....	7
Spectator Expectations at Extracurricular Events.....	7
HLWW Academic Eligibility.....	8
Athletic Awards.....	10
Student/Activity Conduct Policy.....	10
Initiations/Hazing.....	10
Social Media Use.....	11
MSHSL Category I, Category II and Non-HSL Activities Policies...	11
Activities Participation Prerequisite.....	13
MSHSCA Code of Ethics.....	19
Coaches Responsibilities.....	19
Parent's Commitment.....	19

Dear Students and Parents,

Welcome to another exciting year at Howard Lake-Waverly-Winsted Public Schools! At HLWW, we are committed to providing positive, meaningful experiences that help students grow, succeed, and thrive—both in the classroom and through our activities programs.

Our mission centers on opportunity and support. When students, parents, coaches, and staff work together, we create an environment where success is shared and each experience contributes to personal and collective growth.

As Activities Director, I value open communication and collaboration. My goal is to foster a program that is responsive, inclusive, and always striving to improve—recognizing that while resources may be limited, our commitment to students is not.

This handbook is designed to answer frequently asked questions and outline important policies related to HLWW activities. We encourage you to review the information carefully. Strong communication between families and our activities program is key to a successful experience for all.

If you have any questions or concerns, please don't hesitate to reach out to the Activities Office at 320-543-4600.

Let's make it a great year!

Joe Puncochar

Activities Director

MINNESOTA STATE HIGH SCHOOL LEAGUE MISSION STATEMENT

The MSHSL provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for the member school.

MSHSL League Values:

- Equity, fairness and justice
- Activities which support the academic mission of member schools
- Fair play and honorable competition
- Activities which support "chemical free" and healthy lifestyles
- Treating all people with dignity and respect

HLWW ACTIVITIES PHILOSOPHY

Statement of Philosophy: The HLWW High School Activity Program shall provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The interscholastic activity program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at all costs.” At all times the activity program must be conducted in such a way as to justify it as an educational activity.

Activity goals and objectives:

- Students will become more effective citizens in a democratic society.
- Students will learn that a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- Students will learn how to be successful. Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. One can learn to accept defeat only by striving to win by earnest dedication. Develop a desire to excel.
- Students will develop sportsmanship. Accept any defeat like a true sportsman knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- Students will improve. Continual improvement is essential to good citizenship. As participants you must establish a goal, and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- Students will enjoy activities. It is necessary for students to enjoy participation, to acknowledge all of the personal rewards to be derived from activities, and to give sufficiently of themselves in order to preserve and improve the program.

Through activities our students will learn:

MORAL CHARACTER

LOVE of the activity and people you are involved with

APPRECIATION of the opportunities to challenge yourself to improve

KINDNESS towards yourself and all people you interact with

EMPATHY for the effort of your teammates, coaches, officials and opponents

RESPECT for the game and all involved

PERFORMANCE CHARACTER

LEGACY recognizing that your actions have important and lasting impacts on people

ADVOCATE taking responsibility for self and speaking up

KNOWLEDGE effectively implementing strategies and understanding tendencies of your team and opponents

ENTHUSIASM bringing intense focus and passion to the process of self-improvement to make your team better

RESILIENT acknowledging setbacks and responding with your best effort to learn and improve

ACTIVITIES OFFERED AT HLWW HIGH SCHOOL

Fall Season:	Football Volleyball (girls) Cross Country (boys and girls) Soccer (boys and girls) Cheerleading
Winter Season:	Basketball (boys and girls) Wrestling Gymnastics (girls)
Spring Season:	Baseball Golf (boys and girls) Softball Track & Field (boys and girls)

ACTIVITIES CONTINUED

Band (grades 7-12) Choir (grades 7-12) Fall Musical (grades 5-12) One-Act Play (grades 7-12) – MSHSL Spring Play (grades 9-12) Speech (grades 7-12) Knowledge Bowl (grades 7-12) - Winter Clay Target (grades 7-12) - Fall & Spring DECA (grades 9-12) Minnesota Honor Society (grades 9-12) Art Club (grades 7-12) Visual Arts (grades 7-12) FFA (grades 7-12)

ACTIVITY COACHES/ADVISORS

ART CLUB	Kristi Main (kmain@hlww.k12.mn.us)
BAND	Laura Bolliat (lbolliat@hlww.k12.mn.us)
BASEBALL	Tyler Maher (tmaher@hlww.k12.mn.us)
BOYS BASKETBALL	James Carr (jcarr@hlww.k12.mn.us)
GIRLS BASKETBALL	Drew Waldbillig (dwaldbillig@hlww.k12.mn.us)
CHEERLEADING	Angie Eull (aeull@hlww.k12.mn.us)
CHOIR	Peter Neuman (pneuman@hlww.k12.mn.us)
CLAY TARGET	Gary Schmidt (gschmidt@hlww.k12.mn.us)
CROSS COUNTRY	Madison Shea (mshea@hlww.k12.mn.us)
DECA	Neil Schlagel (Nschlagel@hlww.k12.mn.us)
DRAMA	Belinda Larson (blarson@hlww.k12.mn.us)
FFA	Seena Glessing (sglessing@hlww.k12.mn.us), Ella Feldman (efeldman@hlww.k12.mn.us),
FOOTBALL	Adam Birkholz (abirkholz@hlww.k12.mn.us)
BOYS GOLF	Jeff Goudy (jgoudy@hlww.k12.mn.us)
GIRLS GOLF	Morgan Johnson (morgan.johnson@hlww.k12.mn.us)
GYMNASTICS	Mindy Loge (mloge@hlww.k12.mn.us)
KNOWLEDGE BOWL	Kevin Riemenscheider (kriemenscheider@hlww.k12.mn.us)
MHS	Kevin Weems (kweems@hlww.k12.mn.us)
PROM	Danielle Kuznia (dkuznia@hlww.k12.mn.us)
SOFTBALL	Garrett Elg (gelg@hlww.k12.mn.us)
SPEECH	Annette Hystad (ahystad@hlww.k12.mn.us)
STUDENT COUNCIL	Emily Holm (eholm@hlww.k12.mn.us) and Noel Huggett (nhuggett@hlww.k12.mn.us)
TRACK & FIELD	Andy Hertwig (ahertwig@hlww.k12.mn.us)
VOLLEYBALL	Hailey Krueger (hkrueger@hlww.k12.mn.us)
WRESTLING	Joe Puncochar (jpuncochar@hlww.k12.mn.us)

ACTIVITY FEES

High School: \$165 per activity with a \$330 yearly student max

Junior High: \$135 per activity with a \$270 yearly student max

***Family Yearly Max - \$750*

Early Registration Discount - Students who register at least one week in advance of the start of their activity will receive \$15 off registration for each activity.

Fee Waiver: District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. Please reach out to the Activities Director if you need assistance in setting up a payment plan or other payment related questions. Students who qualify for "free lunch" will have their fee waived and "reduced lunch" will pay ½ the required fee. Please notify the activities director if you qualify for free/reduced lunches or have other circumstances that warrant a waiver. Even though school lunches are free, families must still complete the paperwork to receive free and reduced activities' fees.

All fees MUST be paid prior to participation in a practice or contest!

All activity participants must turn in all paperwork (physicals and forms) and fees to Danielle Kuznia in the HLWW High School office. You will not be allowed to participate in practice or games until everything is turned in.

Any reimbursement for fees paid must be initiated by a request from the participant to the coach/advisor. The advisor will then notify the activities director in writing that said participant is entitled to the requested refund. Refunds will be given if the participant quits within the first two weeks of their practice or if he/she is injured within three weeks of the start of play and no longer able to participate.

STUDENT ELIGIBILITY CHECKLIST

- ____ 1. Making academic progress toward graduation by having obtained the required number of credits toward graduation for my grade.
- ____ 2. Will not have turned 20 before the start of the season in which I plan to participate.
- ____ 3. Physical exam within the last three (3) years on file in the activities office.
- ____ 4. Have not changed schools without a corresponding move by my parents.
- ____ 5. Will not play more than six (6) seasons in any sport in grades 9-12 or participated after twelve (12) semesters in grades 9-12. (All twelve semesters of attendance shall be consecutive).
- ____ 6. Have never dropped out of school or repeated a grade (9-12).
- ____ 7. Have not accepted cash or merchandise for participating in a sport.
- ____ 8. Will not compete in non-school events in my sport during the high school season once reporting for the school team.
- ____ 9. Have not participated in an all-star game or contest.
- ____ 10. Will not use tobacco or alcoholic beverages and will not use, consume, have possession, buy, sell or give away any other controlled substance, including steroids. Will not verbally, physically or sexually harass others.

TEAM PARTICIPATION CONDITIONS

7th & 8th grade teams: At this level players will be given sufficient playing time according to practice merit and capabilities. Players should have opportunities to play various positions and experience some success in their chosen position. Absences from practices will affect a student's playing time. **Learning skills is the priority.** There is no guarantee that playing time will be equal.

9th grade/C-squad teams: Every effort will be made to get everyone into each game at this level, but playing time is not guaranteed. The coach will decide what position a player will have the greatest chance for success or which position will best benefit the team. Playing time is no longer distributed on an equal basis. Again, absences from practices will have a negative effect on an athlete's playing time or cause dismissal from the team. Winning is now considered when distributing playing time.

Varsity and Junior Varsity teams: Participation will be based on the most skilled athletes who will maximize the possibilities for individual and team success. **In some instances, it may be necessary to limit the size of the varsity and JV squads to a manageable number.**

Individual sports: In sports such as gymnastics, cross country, track or wrestling, teams are selected based on individual trials & performances through direct competitions with fellow participants (ie: wrestle-offs, runoffs, etc.) Team members can be any grade level (7-12) and the team numbers are set by the MSHSL and at the coaching staff's discretion.

All coaches would like to be able to play every player on their team every contest, but unfortunately not all games allow this to happen. We ask parents or players to please continue to communicate with the coaches and support their decisions as the season progresses.

Playing Time Concerns

If and when a player has a concern about their playing time, the player should first address the situation with his/her coach. If the player has met with the coach and is still unable to understand the coach's decision, then a parent may reach out for a joint meeting between the coach, player and parent. The Activities Director will support the coach's decision in conversations regarding playing time. Especially so when the coach has already met with the player and shared some insight into providing transparency of the situation.

ELEVATION OF LEVELS

The philosophy of HLWW activities is not to advance younger players to levels that do not assist the team in becoming more competitive. Conversations between coaches and the Activities Director are had prior to the promotion of any 7-9 grade student that is being elevated to JV or varsity level teams.

HOLIDAYS/VACATIONS

Practices will not be held on Thanksgiving Day, Christmas Day or New Year's Day. Coaches will avoid practices on other holidays whenever possible. Practice or games may be held during holiday and vacation periods but

separate practice schedules for these periods shall be made and distributed to the athletes involved well in advance of the holiday/vacation period.

STUDENT ABSENCES FROM SCHOOL

Students who participate in extracurricular activities at HLWW Schools are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:

- Students who miss class on the day of an activity due to an appointment must provide notification to the school prior to the event in order to participate in the activity. Upon return, a formal note stating the date and time of appointment will be required for medical appointments.
- Students who are absent for more than half a day due to illness will not be allowed to participate in games or practices.
- Students going on school-sponsored trips or other excused absences will be allowed to participate.
- Other circumstances can be reviewed by the activities director to participate.

RIDING TO/FROM SCHOOL ACTIVITIES

The district is responsible for all members of the travel party from the time of departure until the time of return. Students in grades 9-12 are to ride to/home from a game or contest in school vehicles. Under *extenuating circumstances*, with permission of the activities director and approval of the parent and coach/advisor, it would be possible to travel to *or* from a game or contest other than in a school vehicle. Students must ride home with their own parent(s). A travel request form should be filled out and on file at school with the activities director. Please send all travel request forms to Danielle Kuznia and the student's advisor/coach. Parents are asked to pick up students within 20 minutes of the end of practices or events.

MEDICAL POLICY

Physical examinations are required at least once every three years and medical forms must be on file in the high school athletic office before participation can be allowed. Participants shall be responsible for their own physical examinations at their own expense. The MSHSL Parents' Permit and Health Questionnaire must also be completed and received by the school before participation can be allowed. After major surgery or serious illness or injury, the attending physician must verify in writing the student's readiness for participation. The general rule is that seventh and tenth grade students, as well as transfer students, will need physical examinations.

ACCIDENT INSURANCE

We wish to emphasize that the school district does not provide any type of health or accident insurance for injuries incurred by your child at school. HLWW Public Schools are not responsible for any injuries incurred while participating in athletic programs or training. We encourage parents to review their present policies to determine if coverage is adequate. Accident insurance is available. For more information, go to the website: www.k12specialmarkets.com .

PARENT/COACH/ADVISOR COMMUNICATION PLAN

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what

expectations are placed on your child. In order for our programs to be successful, we must all work together in the best possible way – participant, parent, and coach/advisor. As teachers and coaches/advisors, we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way. We cannot promise that all of your concerns can be resolved to your liking, but we can promise that we will listen to your concerns and address them. This begins with clear communication with the coach of your child's program.

Communication You Should Expect from Your Child's Coach/Advisor:

- Philosophy of the coach/advisor
- Coach's/advisor's expectations (i.e. discipline)
- Locations and times of all practices and contests well in advance
- Team/activity requirements (i.e. practices, special equipment)
- Procedure followed should your child be injured during participation
- Periodic Updates to the schedule via email

Communication Coaches/Advisors Expect from Parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns with regard to a coach's philosophy and/or expectations

PROBLEM/CONFLICT RESOLUTION

To allow for an appropriate exchange of opinions when the need arises, a procedure has been developed to create an open line of communication between the school, parent/guardian, student athlete and coach. The following procedure will allow for an exchange of opinion in a professional manner.

Most conflicts are better resolved with an appropriate cooling down period. **No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker rooms are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following workday after the incident/practice/game.** Many of our coaches teach in the district and therefore they have voicemail in the building where they teach. Leave a message and the coach will return your call. **A phone call to the coach/advisor may be the most appropriate way to initiate a dialogue. Please do not use email as a form of communication as it can be misinterpreted.**

Every organization has and needs an orderly process to use when problems/issues arise. If your concern has not been addressed to your satisfaction, then refer to the chain of communication below:

- Step One: Player makes a direct contact with the Coach/Advisor
- Step Two: Parent makes a direct contact with the Coach/Advisor
- Step Three: Parents make a direct contact with the Activities Director
- Step Four: Parents make a direct contact with the Superintendent
- Step Five: Superintendent contacts the School Board

SPECTATOR EXPECTATIONS AT EXTRACURRICULAR EVENTS

- If you behave inappropriately (e.g. swearing, chanting tasteless cheers, taunting, bringing a noise maker, throwing items), you will be **warned or removed based on the situation at hand**. Examples of

inappropriate cheers are: singling out a team member by name or number, “you can’t make it”, “nuts and bolts”, “BS”, “air ball” – when continuing to taunt the player, etc.

- 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.
- Alcohol, tobacco, and nicotine delivery systems 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. *Offensive language has no place at HLWW activities.*
- Signs are to be designed to promote HLWW and positive enthusiastic support.
- Use of noisemakers, horns, whistles, or any other artificial attention-getter is not permitted at any MSHSL sponsored event.

HLWW ACADEMIC ELIGIBILITY

Student eligibility is based on academic success as well as a commitment of the participants to follow the high school league behavior rules. To be eligible to participate **students must receive passing grades in all classes and must be making satisfactory progress towards an on-time graduation.** 4 official grade checks will be done per year, quarter one, quarter two, quarter three, and quarter four.

I. Academic Eligibility for Students in Grades 9-12

- A. Any student receiving one or more failing grades at the end of the quarter is ineligible for a minimum of one week. In that week the student cannot participate in contests. The student is expected to attend practices and events unless directed otherwise by their coach/advisor.
- B. After the initial first week, grades are checked weekly placing the emphasis on sustaining academic improvement. If the student is not passing for the week, he/she becomes ineligible for that week until an “all passing” eligibility slip is submitted.
 - i. At the end of the first week the student will submit an "eligibility slip" and every week thereafter, until the end of the marking period verifying eligibility. Eligibility slips are due by the end of lunch the last day of the academic week in order to be able to compete/perform the following week. Eligibility slips will be turned in to the activities director.
 - ii. Students that submit slips with passing grades from all teachers are allowed to play the next week (beginning Saturday through Friday).
 - iii. Students still failing, continue to be ineligible. Students who do not submit slips on time are also ineligible.
 - iv. Students can move from eligible to ineligible on a weekly basis between grading periods depending upon their weekly grade progress.
- C. Students will start each school year based on their last quarter grades. There is a carryover of failing grades from one school year to the next. If a student does credit recovery (Summer School) they can avoid week to week eligibility for the start of the fall season. However, their penalty of 1 event will still be served at the beginning of the season. If they do not complete credit recovery, they will start the year on week to week eligibility.

- D. Coaches/Advisors have the right to establish academic eligibility policies for their activity that exceed the above policy.

Note: Cross Country & Volleyball can have MSHSL competitions starting at the end of the 1st week. Football can't have a MSHSL game until the end of the 3rd week.

II. Weekly Grade Checks

- A. Each Monday, Advisors/Coaches receive their students updated grades. If a student is failing, they will be notified.
- B. After 3 consecutive Mondays failing the same course, the student becomes academically ineligible for a minimum of one week or until the grade improves to passing. Once the grade moves to passing, the process restarts.

III. Incompletes

- A. Students receiving an incomplete at the end of the marking period will remain eligible.
- B. Students have ten school days after the end of the marking period to convert their incomplete to a letter grade.
- C. After the 10 day period of time if the student does not complete the course, the incomplete is changed to an "F" and the student is ineligible as set forth in item I.

IV. Exceptions

- A. Any student enrolled in the Special Education program will be considered on an individual basis. Students must be making progress towards graduation.
- B. A committee formed of the activities director, principal, guidance counselor, case manager and instructors will decide if the student is working up to his or her ability and making progress.
- C. This committee will determine eligibility status.

V. Participation

- A. A student who is declared ineligible will be expected to participate in all practice sessions during the period of ineligibility unless excused by the coach/advisor.
- B. A student who is declared ineligible will not participate in any competition during the period of ineligibility.

VI. Academic Eligibility for Students in Grades 7-8

- A. Any student receiving one or more failing grades at **mid quarter or end of quarter is ineligible until ALL grades are passing.** While the student is ineligible they cannot participate in contests. The student is expected to attend practices and events unless directed otherwise by their coach/advisor.
- B. After a student fails at mid quarter or end of quarter, they will be required to turn in an eligibility slip to the Activities Director showing they are passing all of their classes. Once a student has turned in their eligibility slip, their eligibility is restored until the next grading period.
- C. Coaches are informed of students' academic progress through weekly grade checks that are sent to them on Mondays. There is no week to week eligibility for middle school students.
- D. Students who fail at the end of quarter 4, will be assessed a one event suspension at the start of the next academic year.

ACTIVITY/ATHLETIC AWARDS

Athletes must complete the season in “good standing” in order to either be eligible for any award or to earn special awards. An athlete who has to serve a MSHSL violation during his/her season is not eligible for all-conference or post-season awards besides team awards in that season. Athletes are not eligible to be a captain if they have had a violation in the past year (12 months). If either a hardship case or special situation arises that warrant consideration of whether or not an athlete should or should not receive an award, the head coach and/or staff will make a recommendation to the activities director for a final decision.

STUDENT/ACTIVITY CONDUCT POLICY

HLWW Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any HLWW student who exhibits conduct that is unbecoming of a representative of the HLWW Public Schools will receive disciplinary action as determined by school officials.

A HLWW student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by HLWW High School and the Minnesota State High School League eligibility rules.

INITIATIONS/HAZING

Hazing is doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a school organization. Minnesota Statute 127.46 prohibits hazing of students. The statute states the following:

- No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on and off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, initiation events are NOT allowed. *Students who violate this rule are subject to the same High School League consequences as those who violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.*

SOCIAL MEDIA USE

Students in activities at HLWW are required to follow student handbook guidelines and MSHSL policies, even though an event may happen off school property or after school hours. Participation in social media sites like Facebook, Twitter, Snapchat, Instagram, Tik Tok, etc. have both positive appeal and potentially negative

consequences. It is important that HLWW activities students are aware of these consequences and exercise appropriate caution if they choose to participate.

Students at HLWW are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, state of Minnesota, HLWW, and MSHSL rules and regulations. As an HLWW Activities student you must be aware of Student Handbook and MSHSL regulations. Ignorance of these regulations does not excuse students in activities from adhering to them.

Behaviors Activities Students should avoid:

- Derogatory language or remarks about teammates or coaches, other HLWW Activities students, teachers, or coaches, athletic administrators or representatives of other schools.
- Demeaning statements about or threats to any third party.
- Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking, selling-possessing or using controlled substances, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of an unreported felony theft or felony criminal damage to property.
- Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.
- Conduct unbecoming of an activities participant. Students demonstrating undesirable behavior in school or out of school may be suspended from participation in extracurricular activities or have other action taken against them.

MSHSL CATEGORY I, CATEGORY II AND NON-HSL ACTIVITIES POLICIES

HLWW Activities:	<u>MSHSL CATEGORY I</u>	<u>MSHSL CATEGORY II</u>	<u>non-HSL ACTIVITIES</u>
	Football	One Act Play	FFA
	Volleyball	Visual Arts	Musical
	Cross Country	Speech	Student Council
	Boys Basketball	Clay Target Shooting	DECA
	Girls Basketball	Large Group Band	Minnesota Honor Society
	Wrestling	Large Group Choir	Concert Choir
	Baseball	Knowledge Bowl	Band
	Softball	Robotics	Spring Play
	Track & Field		Art Club
	Golf		
	Gymnastics		
	Cheerleading		

Category I Policy:

Category I activities are those League-Sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments. This includes athletic activities and fine arts activities like speech and one-act, but only when a school schedules a season of interscholastic contests.

- I. A student shall not at any time, regardless of the quantity:
 - i. Use or consume, have in possession a beverage containing alcohol;
 - ii. Use or consume, have in possession tobacco; or,
 - iii. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
- II. Penalties and Recommendations for Category I Activities:
 - A. First Violation: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
 - B. Second Violation: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
 - C. Third or Subsequent Violation:
 1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 2. 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:
 - i. The student is assessed as chemically dependent, and
 - ii. Enters treatment voluntarily, and
 - iii. 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.

Category II and Non-HSL Activity Policy:

These activities include fine arts (when a school schedules no interscholastic contests and participates only in the League sponsored tournament series), visual arts, music and drama, clubs and organizations.

- I. The guidelines in this policy are in regard to Chemical Eligibility.
- II. The guidelines in this policy are minimum standards and will cover students in activities during participation in Grades 9-12.
- III. Upon confirmation of violation, the following action will take place:
 - A. Student will meet with Activities Director and will be informed of the violation.
 - B. Student will be recalled to meet with the AD and other high school administrator and/or advisor to have final confirmation.
- IV. Penalties for Violations for Category II and non-HSL Activities:
 - A. First Violation: Student will miss the next public performance. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's public performance. If not a performance-oriented activity, student will not participate in any activity of the group for two weeks.

- B. Second Violation: Student will miss the next two public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next two public performances. If not a performance-oriented activity, student will not participate in any activity of the group for six weeks.
- C. Third or Subsequent Violation: Student will miss the next three public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next three public performances. If not a performance-oriented activity, student will not participate in any activity of the group for twelve weeks.

*If after the third or subsequent violations the student on her/his own volition becomes a participant in a chemical dependency or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL and HLWW activities after a minimum of missing two public performances or six weeks of an activity. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Activities Participation Prerequisite Information

Howard Lake-Waverly-Winsted School District has a long tradition of successful activities programs. We are proud to offer a variety of activities through our activities programs. These activities help provide opportunities for our students to learn important life skills, including teamwork, discipline, dedication, and time management, to mention a few.

Participation in extracurricular activities carries added expectations and responsibilities. Each activity has a basic set of prerequisite skills. Students are free to pursue participation in any of our extracurricular activities as long as they meet the basic eligibility requirements and possess the skills needed for a safe and successful experience.

In the pages that follow, the individual coaches/directors have indicated their thoughts on the social, physical, and cognitive skills that students must possess for a successful experience in their activity.

Overall Requirements:

In addition to the prerequisite skills identified below for each individual activity, all students participating in extracurricular activities must abide by the following requirements:

1. Participants in team sports and activities governed by Minnesota High School League are required to meet the prerequisite and conduct standards established by the League and set forth in the Minnesota State High School League Rules.
2. In order to participate in any extracurricular activity established by the School District, a student must possess the ability to follow the rules established by the coach, the team, the game, the supervisor for that game/activity.
3. Moreover, while accommodations for disabled students will be made, when appropriate, in order to enable disabled students to participate in extracurricular activities; however, the provisions of such accommodations: a) are limited by the rules and regulations of the Minnesota High School League; and b) cannot change the basic nature of the activity.
4. Finally, in order to participate in the District's extracurricular activities, all students must possess an understanding of what behaviors are acceptable and unacceptable in the individual activity or team sport and be able to conduct themselves in a manner which ensures a spirit of good sportsmanship and the safety of the participants and spectators.

Individual Requirements for each Activity/ Program:

Girls Softball

1. Participants in this activity must attend a tryout at which they demonstrate the skills or capacity to develop the physical ability and eye hand coordination to run, catch, hit, and throw a softball in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of how to play the sport of softball, including an understanding of the rules, how to apply them, and how each position is played. In addition, participants must be able to have physical contact with other students.
3. Participants must be able to and agree to follow the instructions of coaches, team captains, and umpires.
4. Participants in this activity must be able and willing to attend practices and engage in physical training to prepare for scrimmages and games.
5. Participants must attend all mandatory practices and scheduled scrimmages and games.
6. Participants must be able to learn, memorize, and perform assigned maneuvers.

Boys and Girls Golf

1. Participants in this activity must attend a tryout at which they demonstrate that they either possess or have the capacity to develop the physical ability and eye hand coordination necessary to swing a golf club, hit a golf ball, hold a golf ball and golf clubs in a manner satisfactory to coaching staff
2. Participants must be able to demonstrate: an understanding of the rules of golf; the ability to comply with the etiquette requirements of the game; the ability to maintain the speed of play and interact cooperatively within a foursome of golfers from his/her own school and/or from other schools.
3. Participants must be able to follow the directions of coaching staff and team captains.
4. Participants must be able to attend all mandatory practices and tournaments.
5. Participants must be able to play and walk an 18-hole golf round while carrying golf clubs.

Wrestling

1. Participants in this activity must have a basic understanding of how to wrestle, including an understanding of the rules governing the sport of wrestling and how to apply them.
2. Participants must have the ability to learn, memorize, and perform assigned maneuvers.
3. Participants in this activity must attend a tryout at which they demonstrate that they either possess or have the capacity to develop the physical ability to:
 - a. demonstrate a full range of motion in all joints;
 - b. engage in and be subjected to close physical contact with another student, specifically including physical holds,
 - c. be pinned, tackled or pushed to the ground;
 - d. be exposed to another's bodily fluids

- e. maintain balance, endurance and mental focus in a manner satisfactory to coaching staff.
4. Participants must be able to follow the directions of coaching staff, referees, and team captains.
5. Participants must attend all mandatory practices in preparation for scheduled scrimmages and games.

Boys and Girls Track and Field

1. Participants in this activity must attend a tryout at which they demonstrate that they either possess or have the capacity to develop the physical ability and skills to run, jump, throw, and/or perform other track and field activities in which they wish to participate in a manner deemed satisfactory to coaching staff.
2. Participants must have a basic understanding of how to play the event in which he/she wishes to participate, including an understanding of the rules of the sport and how to apply them.
3. Participants must demonstrate the ability to function independently, move, and handle sporting equipment in a manner consistent with the requirements of the event in which they wish to participate.
4. Participants must be able to follow the directions of coaching staff and team captains.
5. Participants must be able to attend all mandatory practices and scheduled scrimmages or meets in order to prepare for scrimmages and meets.

Girls Basketball

1. Participants in this activity must attend a tryout at which they demonstrate the physical strength, ability and/or skills or the capacity to develop the strength, physical ability and skills to run quickly while holding or dribbling a ball, jump; aim, handle a basketball; and exhibit physical endurance in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the rules of the game of basketball and possess the ability to apply those rules to the game.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for games.
5. Participants must attend all mandatory practices, scrimmages and scheduled games.
6. Participants must be able to work cooperatively with their teammates, learn, memorize, and perform assigned maneuvers.

Boys Basketball

1. Participants in this activity must attend a tryout at which they demonstrate the physical strength, ability and/or skills or the capacity to develop the strength, physical ability and skills to run quickly while holding or dribbling a ball, jump; aim, handle a basketball; and exhibit physical endurance in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the rules of the game of basketball and possess the ability to apply those rules to the game.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for games.
5. Participants must attend all mandatory practices, scrimmages and scheduled games.
6. Participants must be able to work cooperatively with their teammates, learn, memorize, and perform assigned maneuvers.

Volleyball

1. Participants must attend a tryout to demonstrate the physical strength, skills and ability or the capacity to develop the strength, physical ability and skills to move quickly while holding a volleyball, serve, swing, jump; aim, hit and/or serve a volleyball and exhibit physical endurance in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the rules of the game of volleyball and possess the ability to apply those rules to the game.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for scrimmages and/or games.
5. Participants must attend all mandatory practices, scrimmages and scheduled games.
6. Participants must be able to work cooperatively with their teammates to learn, memorize, and perform team strategies, like rotations, during a game.

Football

1. Participants in this activity must attend a tryout at which they demonstrate the physical ability and/or skills or the capacity to develop the physical ability and skills necessary to play the game of Football. This includes, but is not limited to, the ability to run for long distances while carrying a football and wearing safety equipment; the ability to block other players and withstand blocks from other players; the ability and skills necessary to protect himself and his teammates; and the ability to maintain focus in stressful situations in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the game of football, an understanding of the rules applicable to the game and the ability to apply those rules in the course of a game. In addition, the athlete must understand the concepts of the game, from offense to defense to special teams.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains and to accept constructive criticism.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for scrimmages and games.
5. Participants must attend all mandatory practices and scheduled scrimmages and games.
6. Participants must be able to work cooperatively with their teammates; follow strategies and learn, memorize, and perform assigned maneuvers.

Speech

1. Participants must be able to communicate orally, either in spoken work or through artificial mechanisms;
2. Participants must be able to write, read, and comprehend information to which they are expected to respond in practices and competitions.
3. Participants must be able to respond to oral and written information received in a strategic and analytical way.
4. Participants must be able to memorize and recite assigned materials and to select criteria to perform based on their understanding of performance expectations in each category.
5. Participants must be able to communicate with coaches, teammates, judges, adversaries and teammates. They must be able to receive and apply constructive criticism to their performance.
6. Participants must be able to attend all mandatory practices and scheduled events.

Gymnastics

1. Participants in this activity must attend a tryout at which they demonstrate the physical ability and/or skills or the capacity to develop the physical ability, agility and skills necessary to perform gymnastics. This includes, but is not limited to, the ability to do a handstand and hold it without assistance; and to memorize and perform assigned maneuvers and/or a 90 second routine in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the sport of gymnastics, including an understanding of the rules of the sport and how to apply them.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains and to accept constructive criticism.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for scrimmages and games.
5. Participants must be able and willing to attend all mandatory practices, scheduled scrimmages and meets.
6. Participants must be able to accept and follow instruction and constructive criticism, act in a respectful manner towards coaches, staff, referees, team captains, team members and adversaries; and to express thoughts, concerns, and questions in a respectful, kind and appropriate manner.

Cross Country

1. Participants in this sport must attend a tryout at which they demonstrate the physical ability and/or skills or the capacity to develop the physical ability, agility and skills necessary to complete either a 4k (for females) or 5k (for males).
2. Participants must have a basic understanding of the sport of cross country, including an understanding of the rules of the sport and how to apply them.
3. Participants must be able to follow the directions of coaching staff, referees, and team captains and to accept constructive criticism.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for scrimmages and games.
5. Participants must be able and willing to attend all mandatory practices, scheduled scrimmages and meets.
6. Participants must be able to accept and follow instruction and constructive criticism, act in a respectful manner towards coaches, staff, referees, team captains, team members and adversaries; and to express thoughts, concerns, and questions in a respectful, kind and appropriate manner.

Baseball

1. Participants in this activity must attend a tryout at which they demonstrate the skills or capacity to develop the physical ability and eye hand coordination to run, catch, hit, move and handle and throw a baseball in a manner deemed satisfactory to coaching staff.
2. Participants must have a basic understanding of how to play the sport of baseball, including an understanding of the rules, how to apply them, and how each position is played. In addition, participants must be able to have physical contact with other students.
3. Participants must be able to control their temper; to interact appropriately with teammates, coaches, opponents, officials, fans, and media and to receive and apply constructive criticism in a positive manner.
4. Participants must be able to and agree to follow the instructions of coaches, team captains, and umpires.
5. Participants in this activity must be able and willing to attend practices and engage in physical training to prepare for scrimmages and games.

6. Participants must attend all mandatory practices and scheduled scrimmages and games.
7. Participants must be able to learn, memorize, and perform assigned maneuvers.
8. Participants must understand and practice good sportsmanship and respect their opponents and the game.

Theater (Musical/Three Act/One Act)

1. Participants in this activity must attend an audition where they demonstrate their abilities and skills or their capacity to develop the abilities and skills to follow directions, memorize and recite assigned lines, act, and interact appropriately with their coaches and/or supervisory staff.
2. Participants must be willing and able to follow direction from the coach/director, choreographer, and/or other supervisors.
3. Participants must be able to attend all mandatory practices and scheduled performances.
4. Participants must understand and practice good sportsmanship and respect their opponents and the activity. They must, at all times, adhere to the School District's Code of Student Conduct and the Rules of the Minnesota High School League.

Music

1. Participants must attend an audition at which they demonstrate an ability or capacity to develop the ability to read music, play an instrument of choice or vocalize music of choice in a manner deemed satisfactory to the director. In addition, participants must demonstrate an ability to play/perform additional music selected by the director.
2. Participants must be able to play or sing appropriately and at the right time with others playing or singing in the group. They must be able to memorize and play assigned music.
3. Participants must be willing and able to follow direction from the director.
4. Participants must be able to attend all mandatory practices and scheduled performances.
5. Participants must understand and practice good sportsmanship, work cooperatively in a group, and communicate in a positive and respectful manner with their colleagues, coaches, opponents and director. They must, at all times, adhere to the School District's Code of Student Conduct and the Rules of the Minnesota High School League.

Cheer

1. Participants in this activity must attend a tryout at which they demonstrate the physical ability and/or skills or the capacity to develop the physical ability, agility and skills necessary to perform cheer. This includes, but is not limited to, the ability to do a cheer jump and to memorize and perform assigned maneuvers and/or a 90 second routine in a manner satisfactory to coaching staff.
2. Participants must have a basic understanding of the cheer, including an understanding of the rules and how to apply them.
3. Participants must be able to follow the directions of coaching staff and team captains and to accept constructive criticism.
4. Participants must be able and willing to attend practices and engage in physical training to prepare for performances.
5. Participants must be able and willing to attend all mandatory practices and scheduled games.
6. Participants must be able to accept and follow instruction and constructive criticism, act in a respectful manner towards coaches, team captains, team members and adversaries; and to express thoughts, concerns, and questions in a respectful, kind and appropriate manner.

MINNESOTA STATE HIGH SCHOOL COACHES ASSOCIATION CODE OF ETHICS

As a professional educator, I will:

- Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
- Respect the integrity and personality of each individual athlete.
- Encourage the highest standards of conduct and scholastic achievement.
- Seek to inculcate good health habits including the establishment of sound training rules.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Exemplify the highest moral character, behavior and leadership.
- Provide ethical relationships among coaches.
- Encourage a respect for all athletics and their values.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sport officials.
- Display modesty in victory and graciousness in defeat.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

COACHES RESPONSIBILITIES

It is the responsibility of the coaches to:

- Assure that no athletes are in the locker room unattended.
- Assure the locker room is left picked up and clean at the conclusion of each practice or contest.
- Hold players accountable for the picking up of towels, closing locker room doors, shutting off showers, keeping the floor clean, etc.
- Approve of all materials that are written on a board or posted on a bulletin board.
- Assure that nobody is in a weight room, training room, field, or floor without supervision. This includes after school and directly before a contest.
- Assure that equipment rooms are locked, secured, and organized at all times. Players are not allowed in equipment rooms under any circumstances unless directly supervised by a member of the coaching staff.
- Assure that equipment isn't left out each day prior to leaving for practice or home.
- Not allow players into the coach's office. This area is off limits unless they are invited in.
- Lock all doors and gates to practice facilities and equipment storage areas prior to either leaving for the evening or for practice.
- Not give locker room keys or any other keys to personnel not on the coaching staff, including players or parents.

PARENT'S COMMITMENT

We understand and endorse the purpose of high school activities, which is to help our young men and women become people of integrity who will lead, be responsible, and serve our community as positive change-makers.

As parents, we will:

- support the coaches by affirming behavior in our child and his or her teammates that demonstrates the characteristics of integrity, empathy, sacrifice, and responsibility.
- acknowledge and appreciate ALL participants' growth as character-strong individuals and their efforts toward establishing stronger relationships with teammates, coaches, and themselves.
- affirm our son or daughter and their teammates, focusing on displays of healthy sportsmanship, rather than concentrating in athletic performances alone.

- serve as role models by treating visiting teams and coaches, officials and event workers, and visiting fans with respect.
- model good sportsmanship by acknowledging the efforts of your team and the opponents as well, accepting graciously the outcome of the contest.
- support the efforts of the team, regardless of the amount of playing time afforded your son or daughter, or the win-loss record.
- encourage not only your child, but their teammates, knowing that at every practice and in every game they are growing physically and emotionally, learning moral and ethical lessons, and developing strength of character.
- know that developing the concept of self-advocacy is an important step in growth. When problems or questions arise, we will encourage our son or daughter to present that concern to his or her coach. After this meeting, if the issue requires more clarity, we will then contact the head coach.

The undersigned parents or guardians also agree to abide by the policies and conduct guidelines contained in the handbook.

(This is signed electronically when students are registered online)