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PURPOSE

Hawley's education-based activities exist to provide opportunities for all students where the core ethical values of integrity, commitment, character, thoughtfulness and respect can be developed.

PHILOSOPHY

Mutual respect and cooperation are vital components of extra-curricular programs at Hawley High School. As individuals gain self-esteem and confidence in themselves and one another, they then become a group or team. Students, coaches, directors, parents, officials, and spectators will have this philosophy in mind and work for the acquisition of such.

Winning is not the only goal of our extra-curricular programs. These programs provide enrichment to our students, the school and the community. It is acknowledged that other aspects of the students' lives are also important and will be a consideration in creating a balance in their lives without creating undue pressure to perform and excel.

I. OBJECTIVES

- A. Provides a means of teaching certain concepts.
- B. Participation in extra-curricular activities.
- C. Enjoyment as a participant in extra-curricular activities.
- D. Win as a team or as an individual at each level with the following considerations:

Varsity Level

- Attempt to win with best coaches and players available.
1. C-squad, B-squad, and Junior Varsity Levels (9th, 10th, 11th Grade)
 - The transition is made from junior high development to high school maturity.
 2. Junior High Level (7th & 8th Grade)
 - Play and develop all players.
 - Emphasis at this level is the development of all players.

- (Exception: Year-end tournaments).
- E. Teach self-discipline and commitment by being a member of a team or organization.
- F. Teach extensively about the activity in which a student participates.
- G. Encourage all participants to make proper choices and to be committed to those choices.

II. STUDENT PARTICIPANTS

- A. The best participants in school shall make up the varsity group irrespective of grade level.
- B. Each activity will be promoted by all coaches/directors to give the greatest number of students variety of exposure and to ensure adequate numbers of participants.
- C. Athletes not able to contribute at a varsity level may be cut after tryouts to control the number of participants.
- D. Attend all practices, scrimmages, performances, and games for the assigned team/group. Be punctual.

III. RESPONSIBILITIES OF HEAD COACHES AND/OR DIRECTORS

- A. Attend all practices, scrimmages, performances, and games for the assigned team/group. Be punctual.
- B. Organize practice sessions/times.
 - 1. Work within the school policies related to practice sessions.
 - 2. Use good judgment and common sense in amount of time allotted for practice. Practice for all teams/organizations is recommended not to exceed two (2) hours whenever possible. Attempts should be made to notify parents when longer practice sessions are planned.
 - 3. Utilize sensitivity, thoughtfulness, and set an example for participants and colleagues.
 - 4. Saturday activities must be kept to a minimum.
- C. Select students to participate on varsity levels.
- D. Work with colleagues at lower levels or assistant directors.
 - 1. Encourage uniformity within the program.
 - 2. Provide background information for other coaches/directors.
 - 3. Promote cooperation among all coaches/directors of other sports/activities.
 - 4. Cooperate with activities director and/or principal in making recommendations/requests in area of schedule.
 - 5. Demonstrate respect and understanding of students and colleagues.
- E. Chaperone student participants in your event at all times.
- F. Activity personnel needs shall be made known to administration, who will procure personnel and make recommendations to the School Board.

G. Prepare job descriptions for assistant coaches/directors as needed.

H. Coaches are not expected to coach their athletes outside the regular season. Coaches are not expected to attend summer camps, summer activities, or any other activity that might involve their athletes outside their respective regular seasons.

IV. RESPONSIBILITIES OF ASSISTANT COACHES AND/OR DIRECTORS

A. Attend all practices, scrimmages, performances, and games for the assigned team/group. Be punctual.

B. Demonstrate loyalty and respect to student participants and colleagues, as well as to the activity.

C. Promote participation and involvement of students to the best of one's ability in all activities.

D. Select players for participation at assigned activity in accordance with the objectives.

E. Adhere to the job description as prepared by the head coach/director.

F. Chaperone student participants in your event at all times.

G. Coaches are not expected to coach their athletes outside the regular season. Coaches are not expected to attend summer camps, summer activities, or any other activity that might involve their athletes outside their respective regular seasons.

V. PERSONAL AND PROFESSIONAL BEHAVIORS FOR COACHES AND/OR DIRECTORS

A. Interact with young participants in a positive manner. Minimize and attempt to eliminate negative comments directed at the participants.

B. Promote positive attitudes among all staff in the program.

1. Increase participants' self-worth and self-confidence through positive reinforcement.

2. Be sensitive and responsive to individual needs of students.

C. Promote positive relations with parents of athletes. Be open to discussion of individual student needs. Keep parents informed of team goals and expectations.

D. Promote positive relationships among officiating crews and judges who work athletic events at Hawley and elsewhere.

E. Promote public relations within the community.

F. Promote public relations among schools with whom we compete.

G. When the event is completed, leave it on the floor, field, etc. Eliminate needless narrative "after the fact". Control one's person, realizing that coaches/directors are an example to youth at all times.

H. Keep administration informed of particulars of the activity.

1. Problems with students and/or parents from within the district should be brought to the attention of the administration.

2. Problems with students and/or parents from the opposing schools should be brought to the attention of the administration.

I. Remain under control at all times. Competitive events create emotional reactions from participants, fans, coaches, and directors. To allow ourselves to get out of control undermines the entire program.

J. Never make a threat/promise which cannot be kept. Overreaction to people and concerns can also undermine the program.

VI. RESPONSIBILITIES OF ADMINISTRATORS

A. Encourage uniformity within programs.

1. Make decisions based on professional knowledge and what is best for the program.

2. Be consistent when dealing with school philosophy.

B. Cooperate with activities director in making recommendations and/or requests in areas of practices, scheduling, clinics, and state events.

C. Demonstrate loyalty, respect, and understanding of coaches, directors, students, and colleagues.

D. Problems with students and/or parents from opposing districts will be dealt with by administrators, not just recognized as a problem.

E. When problems arise within programs the activities director and/or administrator will confer with the head coaches/directors to ascertain relevant information.

Problem Solving Procedures *Procedures for Handling Activity Complaints*

To allow for an expression of differences that may occur within the district's activities, the following process should be followed:

1. No conflict between a parent, student, official, or coach (director) should be addressed during or immediately following a contest or production. The contest site, practice area, lobby, or locker room is not an appropriate place to handle questions and conflict. Coaches (directors) are not to meet or deal with questions or conflicts at these times or in these places.

2. We welcome parents to contact coaches (directors) by calling them at school during school hours. Parents should not contact coaches (directors) at home, except in cases of emergency (e.g. athletic injury or unexpected absences from scheduled events).

3. Any discussion regarding playing time decisions or performance opportunities with any coach, advisor, or administrator by anyone other than the student involved, will affect the student's participation in games or fine arts performances, or their removal from the program. Students only are encouraged to discuss playing time or performance opportunities with their coach or advisor.

4. Our objective for junior high athletes (7th and 8th grades) is to provide equal playing time. For all levels above junior high, coaches shall have the sole discretion to determine playing time. Coaches, participants, and parents at these levels are expected to agree that the primary values of participation are in learning skills and teamwork. The amount of time played in games is not the sole measurement of a participant's value to the team.

5. Practices are closed to non-staff personnel 15 minutes after the start of practice until 15 minutes before the end of practice.
6. If a parent/guardian or student has a concern, a meeting should be established following the procedures outlined below. Your cooperation is expected and appreciated.

Steps for Conflict Resolution

Step 1 - Participant Concerns

A meeting between the student and the coach (director) should be held and may be initiated by the coach (director) or the student. When a meeting is held, the student involved is required to attend.

OR

Step 1 - Parent Concerns

A meeting involving the coach (director) can be requested by the parent directly by calling the coach (director), or the activities director may be utilized as a point of contact for activities and requested to set up the meeting. If so desired, the activities director may also facilitate the meeting. When a meeting is held, the student involved is required to attend.

Step 2 - Concerns

If a resolution is not achieved and a parent and/or student desires further intervention or discussion of the issue, a meeting with the activities director and principal may be held to handle an activities-related issue. When a meeting is held, the student involved is required to attend.

Step 3 - Concerns

If the conflict still has not been resolved, it may be referred directly to the superintendent, and if he/she so chooses, to the School Board. When a meeting is held, the student involved is required to attend.

Determining Composition of Teams, Squads, Casts, Groups, and Coaching Staff

General Information

Whenever feasible, as many students as are interested should be given an opportunity to participate in school activities, and it is the responsibility of those coaching, directing, and administering to provide reasonable means for accommodating interested student participants. Many activities, by established guidelines, practical circumstances, and competitive nature do not always allow for unlimited participation. In these cases, determining who will comprise a team, squad, cast, or group should be done as objectively as possible following pre-established criteria with special consideration given to communication before, during, and following the tryout period. The tryout period and criteria will be clearly defined to the student by the coach/director.

It may also be necessary, by number of interested and active participants, to hire a second or assistant coach. When a team, squad, cast, or group reaches twenty (20) active participants the activities director will ask the School Board to consider the hiring of a second or assistant coach.

Selection Criteria

Athletics: Reduction in Numbers

Most athletics in Hawley High School allow for an unlimited number of participants, and it is consistent with our philosophy to provide uniforms, coaches, transportation, and equipment commensurate with demand caused by the participation rate. When a coach determines that

excessive numbers at the varsity level could inhibit competitiveness or create an inefficient situation, the following steps must be taken before a reduction in numbers takes place:

1. The tryout period must be announced prior to practice beginning or at the first practice. A minimum of three practices will constitute a tryout period.
2. Selection should be based on current ability to perform and/or potential to contribute to the program during the current season. Summer team camps, traveling teams, or any program run outside of the school district will not be used to predetermine squads for the following sports season.
3. Selection by the varsity coach should be done in consultation with assistant coaches.
4. The varsity coach should consult with the activities director and the principal to determine if a reduction is necessary or if a more favorable solution can be found.
5. A conference with the coach and the student(s) affected will take place to serve notice and explain how the decision was made. The coach should also make the decision known to the parents.

Athletics: Moving Up Squad Members

Advancing students to a level of play commensurate with their abilities may be of benefit to individuals and teams but must not be done without adhering to the following established procedures:

1. Selection should be based on current ability to perform and/or potential to contribute to the program during the current season. Summer team camps, traveling teams, or any program run outside of the school district will not be used to predetermine squads for the following sports season.
2. A tryout period of not less than one week will be made available to all participants of the same grade. **Example:** No member of the B-squad will be advanced to varsity until after the first week of practice. All members of the B- squad will be given equal opportunity to perform during the first week.

Exception: Because junior high boys basketball begins well after the start of the regular boys season, the decision to start some students earlier will be determined by the junior high coach (if available), the varsity coach, and the activities director. Opportunity may be made available for junior high students to practice with upper level squads before the junior high season begins.

3. The varsity coach will be involved in the decision regardless of the levels involved. The varsity coach should consult with all coaches affected before making a decision.
4. Before notification of the student or parents, the activities director/designee will be notified and a determination will be made as to if the move up is warranted.
5. Parents will be consulted before the move up is made. Parental discretion will preclude a move from taking place. The coach will discuss with the parent(s) the amount of playing time and experience the child will gain if a move to the next level should occur.
6. It is assumed all participants may not at any time become members of the varsity squad or be moved to another level of participation without following the procedures described above, unless there are extenuating circumstances which require approval of the activities director/designee.

Fine Arts: Vocal Music

Pop Singers Information will be made available to all vocal music students (9-12) regarding tryouts for pop choir. All interested students will be given an audition opportunity by the choir teacher. Selection will be made by the choir teacher. Students must be registered in the choir class to be eligible for pop singers.

All State Choir Students must be enrolled in the choir class. Students who are interested in auditioning must gain recommendation of the choir teacher. (Policy 625.10 deals specifically with this process.)

Fine Arts: Instrumental Music

Jazz Band Information will be made available to all instrumental music students regarding tryouts for jazz band. All interested students may be given an audition by the senior high band instructor. Selection will be made based upon the selection of the band instructor. Students must be registered in band class in order to be eligible for jazz band.

All State Band And Middle Level Honors Band Students must be enrolled in band class. Students who are interested in auditioning must gain the recommendation of the senior high band teacher. All students shall be made aware of the opportunity to participate in honors band. The band teacher responsible for the age group shall assist students in completing the required audition tapes. (Policy 6153.4 deals specifically with this process.)

Junior High Honors Band All junior high students shall be made aware of the opportunity to participate in the honors band. Recommendations for student participation shall come from both the senior high band teacher and the junior high band teacher.

Fine Arts: Plays

One-Act Play and Three-Act Play information shall be made available to all students regarding tryouts for the plays. The play director and the assistant play director of Hawley High School will conduct auditions. All students who are interested will be given an opportunity to audition.

Musical Information shall be made available to all students regarding tryouts for the school musical. The musical directors shall conduct auditions. All students who are interested in participating will be given an opportunity to audition. The audition period and the criteria for the audition will be clearly defined to the student by the director.

Variety Shows It shall be up to the music teachers involved to determine acts for variety shows. All students in the music program shall be given notice of upcoming shows and informed about audition procedures. A minimum of two members of the music department may conduct auditions and post the acts selected to perform.

Pep Band The following number of performances shall be adhered to regarding the performance of the Hawley Pep Band:

Football	3 performances*
Volleyball	3 performances
Boys Basketball	3 performances
Girls Basketball	3 performances
Tournaments	All basketball tournament games played at home or at neutral sites and all state tournament games. All football home play-off games, games played in the Fargodome, and games played at state tournaments.

** Factors that could limit the number of games for football are games that are played before school begins, inclement weather, or a limited number of home games.*

Citizenship Rules

It is expected of all Hawley High School athletes and extra-curricular participants to follow an established code of citizenship, which reflects positively on the school and the team or group the student is representing. All Hawley High School students need to remember it is a privilege and not a right to participate in extra-curricular programs.

Inappropriate conduct or disciplinary problems by Hawley High School student athletes and student organization members will be handled by the respective coaching staff and activities director or the organization director and the principal. If the conduct or infraction rises to the level of seriousness that it warrants possible removal from the team or organization, that removal shall be determined by the principal, activities director, and the current coach/director involved where applicable. Parents may request a hearing on the matter with those staff members involved in making the decision.

Student Eligibility

Good Standing and General Eligibility Requirements

1. Good Standing:

In order to be eligible for regular season and MSHSL tournament competition a student must be in good standing.

Definition: The term “good standing” shall mean that the student is eligible under all the conditions of eligibility requirements of the Minnesota State High School League and local school policies.

2. Student Code of Responsibilities:

Participation in interscholastic activities is a privilege, which is accompanied by responsibility. As a student participating in league sponsored activities, I understand and accept the following responsibilities.

- A. I respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

3. Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the high school principal acting on the authority of the local school board. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

Category I Activities

This category includes athletics, speech, one-act play, and dance team.

General Information

The Minnesota State High School League Manual states: A students who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the high school principal, acting on the authority of the local school

board. The MSHSL specifically recognizes by this policy certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

To help provide for clear consistent application of this clause, the following guidelines have been established to determine penalties for incidents relating to the citizenship rule:

<u>Violation</u>	<u>Penalty</u>	<u>May be reduced to*</u>
petty misdemeanor	3 events	2 events
misdemeanor	5 events	3 events
gross misdemeanor	8 events	6 events
felony	1 calendar year	

In addition, the principal, in consultation with the activities director and the coach(es) affected, may impose a one-game penalty for violation of school rules (skipping classes, etc.)

The penalties described above will not be imposed until the case is adjudicated unless the student chooses to begin the penalty sooner. (See note below as well)

Note: Driving violations that are not of the misdemeanor or felony variety are not under consideration in this category. Those who have chemical-related involvement are covered elsewhere.

* The penalty may be reduced if the student successfully completes an intervention program conducted by the student assistance counselor and if the student voluntarily provides the school with information concerning his or her arrest prior to the adjudication of the case.

*****NOTE: A student who is participating on a team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the athlete does not complete the season the penalty starts over again.**

Citizenship Rules--Category II Activities

This category includes all music activities, FFA, FLA, school plays, musicals, and other activities sponsored by Hawley High School.

General Information

<u>Violation</u>	<u>Penalty</u>	<u>May be reduced to*</u>
petty misdemeanor	2 events (When applicable, at least 1 event must include a MSHSL activity or advancement competition.)	no reduction
misdemeanor	3 events (When applicable, at least 1 event must include a MSHSL activity or advancement competition.)	2 events
gross misdemeanor	5 events (When applicable, at least 2 events must include a MSHSL activity or advancement competition.)	4 events
felony	1 calendar year	

The penalties described above will not be imposed until the case is adjudicated unless the student chooses to begin the penalty sooner. (See note below as well)

Note: Driving violations that are not of the misdemeanor or felony variety are not under consideration in this category. Those who have chemical-related involvement are covered elsewhere.

* The penalty may be reduced if the student successfully completes an intervention program conducted by the student assistance counselor and if the student voluntarily provides the school with information concerning his or her arrest prior to the adjudication of the case.

*****NOTE: A student who is participating on a team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the athlete does not complete the season the penalty starts over again.**

Wednesday Practices

Hawley High School recognizes the need to provide opportunities for families to share time together and for churches to provide instruction for their youth. To help promote this, Wednesday evening is designated as an activity-free time at school. All students should be out of the school by 6:30 PM. If students have religious instructional time, it will be necessary to ensure they are out of the school thirty (30) minutes prior to the start of the instruction.

School Closings/Early Dismissal

In the event of a school closing or early dismissal all facilities will be closed for the remainder of the day.

Academic Eligibility Policy

Any student who receives one failing (F) or incomplete (I) grade and at least one other grade of D, D-, F, or I at the time regular progress reports are issued (every three weeks) or at the end of a quarter or semester grading period shall lose eligibility to compete for a minimum of one week. The ineligibility period runs from Wednesday morning to the following Wednesday morning following the grade submission. After the one-week ineligibility period, students may regain their eligibility status if the student's grades satisfy the academic eligibility policy. The status change will not take effect until after a 24-hour grading and research period. This 24-hour period begins when the student submits the work to the teacher and contacts the activities director as to their possible eligibility change. This time is to allow coaches/directors time to plan, for the teachers to have time to grade the work, and for the activities director to research the student's eligibility. If the student's grades do not satisfy the academic eligibility policy the ineligibility continues.

The student is responsible to make up all incomplete assignments in order to become eligible for activities again. The student may or may not get credit for the incomplete work. It will be the student's responsibility to secure evidence of passing from the teacher(s). After regaining eligibility, the student shall remain eligible until the next progress report or grading period. Incompletes will carry the same status as a failing grade.

A student who is receiving a failing grade (F) or incomplete (I) in any class can not be dismissed from class during the school day for a co-curricular or extra-curricular activity if he/she will be missing the class he/she is failing or incomplete.

During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed to participate in a contest or activity.

End of quarter grades for the fourth quarter will be applied to current spring activities. The ineligibility will start the first Wednesday following the last student contact day and will last for one (1) week only. Final grades for semester two and end of year grades will be used for eligibility status for the following fall activities. Only cross-country, football, and volleyball will be affected and the ineligibility will be for one contest provided the student meets the criteria for being ineligible. This policy shall include the final grades of the sixth grade class.

Teachers have the right and authority to pull a student from a scheduled practice to provide extra help when a failing grade is involved. This may be done as many times as necessary.

Students who owe time for tardies or absences (per the “Student Handbook”) at the three-week or six-week progress reports or end of quarter will be ineligible to participate in any activities covered by the academic eligibility policy. Students will become eligible as soon as they have completed their make-up time requirements.

Special Enrollment Students

Home-schooled students and those enrolled in an eligible online high school, but wishing to participate in Hawley High School activities, must present current grades to the Activities Director at each 3-week grading period.

For those students enrolled in PSEO or online college courses through HHS, and participating in Hawley High School activities, eligibility will be determined at the end of *each* semester. If deemed ineligible, students will be ineligible for 3 weeks from the time HHS receives the final course grade(s) from the college.

These guidelines apply to both students who are enrolled full-time in non-HHS-taught classes and those who are enrolled part-time in non-HHS-taught classes.

Individual Category II activities that are included in the Academic Eligibility policy are listed below. Students who are academically ineligible according to policy will not be allowed to participate in the activities listed.

FFA

MFE/ALD	Fall Rally	FFA Invitational
Poultry	Forestry	Soils
National Convention	Ag Activity at UMC	Little International
National FFA Week	FFA Day at the Capitol	Dairy Foods
Wildlife	Horse	Talent Contest
General Livestock	Small Animal CDE	Farm Management
Job Interview	Meats	Salesmanship
State Agri-Science Fair	Spring Awards	Floriculture, Nursery, Landscape
Dairy	Crops Contest	Ski Trip
Crops	Ag Mechanics	Parliamentary Procedure
State FFA Convention	Secretary, Treasurer, Newsletter, and Scrapbook Contests	

Band and Choir

Jazz Band Trips	West Acres Jazz Band	Pop Singer Performances
Solo Ensemble Contest	Large Group Contest	Music Department Trip
Fall Festival	Variety Show	Honor Choirs

Miscellaneous

Festival of Nations	Knowledge Bowl	Tech Ed Trip
Speech Meets	River Keepers	

Special Rules Regarding the Musical, Three-Act Play, Junior High Play, and School Trips

Musical: All student participants must meet all eligibility policies to participate

Three-Act Play: All student participants must meet all eligibility policies to participate.

Junior High Play: All student participants must meet all eligibility policies to participate.

School Trip: School-sponsored trips scheduled during times when school is in session. A school trip may be approved by the School Board under the coordination of the high school principal. These trips are subject to eligibility policies. If the student does not participate in the trip, the student-raised money will either go to a household member who is attending a trip for which money was raised under the same auspices or be forfeited to the student auxiliary fund at the discretion of the principal

Non-School Time Trips: To qualify for attendance on school-sponsored trips scheduled during times when school is not in session (spring break or summer periods), students must be academically eligible at the time the last payment is made. For students who are not, they may gain academic eligibility in the period between the final payment and the start of the trip by meeting all academic requirements at least one time. Since no classes will be missed, a single “F” will not preclude a student from traveling as it does when a school activity is scheduled during the academic day.

Students who have a MSHSL violation (involving drugs, alcohol, and or/tobacco or citizenship violations) on the first day of the school year in which the trip is scheduled or thereafter will have to satisfy the penalties for Category I and/or Category II violations. If student does not participate in any co-curricular activities, they may only regain eligibility by joining an activity and satisfying the requirements for re-instatement as found in local policy. For students who are determined to not be eligible for any of the trips, refunds may be made for expenses not yet incurred. This may be limited to meals and tickets not yet purchased.

The High School MEEP team will serve as a jury of appeals for any students who wish to have their individual cases considered if they are precluded from the trip for academic, substance abuse, or citizenship violation situations.

Category I: Chemical and Tobacco Eligibility Rules

As per Minnesota State High School League Bylaw 205.00:

1. At any time during the calendar year, a student shall not, regardless of the quantity:
 - A. Use or consume, have in possession a beverage containing alcohol;
 - B. Use or consume, have in possession tobacco; or,
 - C. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - D. Use or consume, have in possession, buy, sell or give away products containing or product used to deliver nicotine, tobacco products and other chemicals.

“Tobacco products” means any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product.
 - E. Use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

Category I Rules

This category includes all Athletics, Speech, and Congressional Debate.

First violation: After confirmation of the first violation, the student shall lose eligibility for the next five (5) consecutive interscholastic contests or five (5) weeks of a season in which the student is a participant, whichever is greater.

Second violation: After confirmation of the second violation, the student shall lose eligibility for the next ten (10) weeks or the next ten (10) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Third Violation: After confirmation of the violation, the student shall lose eligibility for eighteen (18) weeks or eighteen (18) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Fourth Violation: After confirmation of the fourth and subsequent violations, the student shall lose eligibility for thirty-six (36) weeks or thirty-six (36) consecutive interscholastic contests in which the student is a participant, whichever is greater.

Accumulative Penalties: Penalties shall be accumulative, beginning when the student starts seventh grade and continuing through the student's senior year.

Reduction of Penalties: A student can reduce the penalty for the first offense by contacting the student assistance counselor to participate in the program offered. If successful participation results, the first violation can be reduced to three (3) consecutive interscholastic contests or three (3) weeks of the season in which the student is a participant, whichever is greater.

*****NOTE: A student who is participating on a team and begins a season with a violation or receives one during the season must complete that season to fulfill the penalty. If the student does not complete the season the penalty starts over again.**

Category II Rules

This category includes One Act Play, Knowledge Bowl, Solo/Ensemble Competitions, Visual Arts, Jazz Band, Pop Singers, Musical Performances and the Pep Band (when traveling out of town).

First Violation: After confirmation of the first violation, the student shall lose eligibility for one (1) public performance.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for two (2) public performances.

Third and Subsequent Violations: After confirmation of the third and subsequent violations, the student shall lose eligibility for three (3) public performances each time.

Category III Rules

This category includes all Hawley High School sponsored Clubs & Activities (including but not limited to RiverWatch Fishing League, Trapshooting, ESports, FFA, Science Olympiad, Student Council, MHS, PaY, Close Up).

First Violation: After confirmation of the first violation, the student shall lose eligibility for the next three (3) weeks of a season in which the student is a participant. This is inclusive of all meetings, events, trips, competitions and social activities.

Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) weeks of a season in which the student is a participant. This is inclusive of all meetings, events, trips, competitions and social activities.

Third and Subsequent Violations: After confirmation of the third and subsequent violations, the student shall lose eligibility for the next nine (9) weeks of a season in which the student is a participant. This is inclusive of all meetings, events, trips, competitions and social activities.

****Some Category III activities have penalties that go above and beyond those listed. Please refer to the bylaws of your organization for more information.****

Additional Rules/Guidelines:

- A student involved in activities in more than one category, must serve the penalty for each category.
- Penalties shall be accumulative beginning with and throughout grades 7-12.
- Violations occurring during the summer will be served on the first day of school or the first day of the activity, whichever occurs first.
- Students in 11th and 12th grade who are in no other activities, will not be allowed to attend Prom in the year of the violation which starts after completion of the previous grade.

INDEPENDENT SCHOOL DISTRICT NO. 150

625.1

Fan Expectations

Originated: May 22, 2017
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March 23, 2020
March 28, 2022

The following additions are consequences for disorderly or unruly adult spectator/fan behavior at student events held in association with Hawley School District. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and referral to law enforcement. The assigned event site supervisor will make all determinations of unruly or unsportsmanlike behavior, after first issuing a warning to the individual.

Should an adult spectator's behavior violate current policy regarding coaches, contest officials, or advisors during or after events, or constitute participating in unsportsmanlike behavior from the stands, then that behavior will be deemed in violation of Hawley School District Policy and the violator will then be subject to the following:

First Offense:

The person in question will be suspended from attending the next three home events for that sport or activity, with the consequence to follow into the same sport's next season if need be. This consequence may be reduced to the next two events if the coach or advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to the School Board to remain on file.

Second Offense:

A person involved in a second offense over the course of the season will be suspended from all extra-curricular events for the remainder of the calendar year.

Third Offense:

A third offense will ban the offender from all home student events, indefinitely.

There is no appeal process to the Board of Education for policy violation.

Note: Laws regarding trespass on school grounds, trespass at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

INDEPENDENT SCHOOL DISTRICT NO. 150
Guidelines - Weekend Activity Practice

625.2

Originated: December 18, 1980
Revised: September 13, 1999
March 26, 2007
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

General Requirements:

1. There shall be no practice on weekends or school vacations for students below the ninth grade level.
2. There shall be no activity practice on Sundays.
3. Sunday events **MUST** be approved by the respective school principal and shall be reported to the superintendent.
4. Saturday activity practice sessions must be approved by the activities director.
5. Saturday events shall receive prior approval of the activities director.
6. Activity practice sessions for the ninth grade through varsity level during school vacations shall have prior approval of the activities director.
7. No participation or member status in the organization or team shall be jeopardized for not attending weekend or school vacation practice sessions if participant or member has given prior notice.

Any exceptions to the above policy shall be made by the Superintendent of Schools.

INDEPENDENT SCHOOL DISTRICT NO. 150
Medical Policy/Athletes

625.3

Originated: January 19, 1980
Revised: November 25, 1996
March 26, 2007
August 27, 2012
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

Coaches and activity directors are expected to adhere to the following guidelines involving students and medical conditions.

1. Provide students with the skills and knowledge to prevent and/or reduce the likelihood of an injury, discuss safety issues involved in an activity, and show students how to prevent those injuries.
2. Give appropriate first aid.
3. Call for an ambulance if needed and alert the doctor and the hospital.
4. Refer student to an athletic trainer serving the school district.
5. Keep the administration informed of serious injuries.
6. File accident report with the activities director.
7. Follow up with doctor or trainer on progress of all injured or seriously ill athletes.

Establish a chain of command so the coach and/or trainer may follow the doctor's orders and advice.

Make injury procedures available to all coaches, athletes, administrators, and parents.

The doctor or trainer must make all decisions as to whether the injured athlete may continue to participate or not. The doctor or trainer must also decide when an injured athlete may return to practice or participation.

Injury records should be maintained for all athletic injuries requiring medical attention. Reports should be filed in the activities director's office or in the principal's office.

Coaches are encouraged to do the following to reduce the possibility of athletic injuries:

1. Provide supervision at practice, in the locker rooms, and in training areas.
2. Be sure all athletes have completed forms necessary prior to participation.
3. Follow the instructions of the athlete's doctor.
4. Never prescribe drugs, medicines, or local anesthetics.
5. Check all equipment regularly and maintain all facilities to assure safety of participants.

INDEPENDENT SCHOOL DISTRICT NO. 150
Entertainment at Athletic Contests

625.4

Originated: January 19, 1980
March 26, 2007
August 27, 2012
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

All halftime entertainment and activities must be approved by the activities director at least one (1) week prior to the contest.

Some examples of entertainment include the following:

1. Parent's Night Activities
2. Acro Team Performances
3. Elementary School Activities
4. Scouts carrying the colors

INDEPENDENT SCHOOL DISTRICT NO. 150
Guidelines – Athletic/Activities Letters

625.5

Originated: August 12, 1991
Revised: September 13, 1999
March 26, 2007
July 23, 2007
August 27, 2012
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

First Letter:

1. A chenille “H” is awarded to each athlete when he/she earns his/her first letter at Hawley High School.
2. A certificate is presented for each sport in which a letter has been earned.
3. A metal emblem is awarded for the first letter in a particular sport.

Subsequent Letters:

1. Certificates are awarded each year to athletes for each sport in which they letter.
2. Metal bars are awarded for lettering each year after the first letter has been awarded.

Qualifications for lettering in each sport are listed below. Athletes being injured and not being able to complete the season will be considered individually.

Football

1. Play in nine (9) quarters of varsity football during the season.
2. Recommendations of the head coach.

Volleyball

1. Play in seventeen (17) games of varsity volleyball during the season.
2. Recommendations of the head coach.

Cross Country

1. Participants must participate in majority of meets.
2. Participants who qualify for state meet.
3. Recommendations of the head coach.

Basketball

1. Play in twenty-five (25) halves of varsity competition.
(Junior varsity games DO NOT constitute varsity competition)
2. Recommendations of the head coach.

Track

1. Fifty (50) points must be earned in season meets.
2. Qualify for section meet.
3. Recommendations of the head coach.

Golf

1. Play in majority of scheduled matches.
2. Qualify for section competition.
3. Recommendation of the head coach.

Dance Team

1. Perform at three-fourths (75%) of the varsity performances.
2. Recommendation of the head coach.

Wrestling

1. Wrestle in three-fourths (75%) of the varsity matches
2. Recommendations of the head coach

Baseball

1. Play in three-fourths (75%) of the varsity games
2. Recommendations of the head coach

Softball

1. Play in three-fourths (75%) of the varsity games
2. Recommendations of the head coach

Managers

1. Student must be in grades 9-12.
2. Must manage a varsity sport.
3. Earliest grade to earn manager's letter is grade nine.
4. Other manager requirements:
 - a. maximum of two (2) managers/varsity sport
 - b. managers are covered by MSHSL rules
 - c. perform such duties as designated by the coach
 - d. attend all practices and games.
5. No manager awards will be earned in grades seven or eight.

Archery

1. Compete in Nugget Invitational Tournament.
2. Compete in at least three (3) additional NASP Archery Tournaments during season.

3. Compete in State Tournament.
4. Recommendations of the head coach.

Trap Shooting

1. Compete in all regular season shoots.
2. Register to compete at state competition.
3. Recommendations of the head coach.

Fishing

1. Attend 75% of HOL league events.
2. Attend 75% of local events/meetings.
3. Score 10 points or more in a HOL league event.
4. Recommendations from coaches.

Speech – A student must accumulate at least 10 practice points and at least 15 participation points (total of 25 points) in one season.

Practice: (10)

- One point per practice session;
- If a student does not show up for a scheduled practice & has not notified the coach in advance, the student will lose three points (students must practice at least once a week);
- If a student does not practice during a particular week, the student will lose three points.

Participation: (15)

Invitationals:

- One point for participating in a tournament. (We attend 8-10 tournaments per year.)
- One additional point for winning first or second in a round.
- Two additional points for being a medalist at a contest.
- One additional point for winning a ribbon at a contest.

Subsections:

- One point for participating in the tournament.
- One additional point for advancing to finals at the subsection contest.

Sections:

- Two points for participating.
- One point for advancing to semifinals.
- Two additional points for advancing to finals.

State:

- Any student who attends the state speech meet will automatically letter.

Note: If a student signs up for a contest and drops after the drop deadline, three points will be deducted from his/her score.

National Contest (NFL)

- Three points for attending the Individual Events contest in March
- One additional point for advancing to semifinals

- One additional point for advancing to finals
- Any student who qualifies for nationals will automatically letter in speech

Knowledge Bowl – Letter will be based on a point system; points are earned as follows:

- Each student will receive 0.5 points for each practice attended. (We hold approximately 11 practices total.)
- Each participant in any knowledge bowl meet will earn one point. (There are four regular season meets, plus sub-regions, possibly regions, and state.)
- The members of any team that places first in a meet will earn an additional five points.
- The members of any team that places second in a meet will earn an additional four points.
- The members of any team that places third in a meet will earn an additional three points.
- The members of any team that qualifies for regions will earn five points.
- The members of any team that qualifies for state will automatically earn a letter.

To earn a letter, students must accumulate 12 points in a year.

Concert Band – Attendance at all performances during the school year:

1. Fall Concert,
2. Spring Concert,
3. Large Group Contest,
4. Commencement Ceremony (10-12)/Memorial Day Ceremony (9),
5. Any special appearances that are scheduled by Oct. 1 of the school year, and
6. The minimum required pep band performances.

In addition to performance/attendance at these events, the student must participate in at least four (4) additional activities from the following list:

1. Participation in rehearsals and concert of an honor or select band.
2. Participation in an ensemble or solo that has received at least an excellent rating at the **sub-section level** of MSHSL contest. Membership and the excellent rating in two events at this contest count as two (2) activities, etc.
3. Participation in an ensemble or solo that has received at least an excellent rating at the **state level** of MSHSL contest. Membership and the excellent rating in two events at this contest count as two (2) activities, etc.
4. Membership in the Hawley High School Concert Choir.
5. Membership in Jazz Band. (Membership is defined as 90% rehearsal attendance and 100% performance attendance for the entire school year.)
6. Participation in any aspect of the musical.
7. Special assigned duty for the year. (Band Manager, Librarian, Roll Taker)
8. Attendance at all post season Pep Band Performances. (No credit is given if no performances are available.)
9. Completion of one semester of independent Music Theory with at least a “B” average.

Absences because of illness will be considered on an individual basis by the director of the Concert Band. Advance notice is required in all instances. Any student who is in violation of

the State High School League Rules and/or the Hawley chemical abuse rules during the current school year will not be eligible to letter in the Hawley High School Band.

Concert Choir – Attendance at all performances during the school year:

1. Fall Concert,
2. Christmas Concert,
3. Spring Concert,
4. Large Group Contest,
5. Commencement Ceremony, and
6. Any special appearances that are scheduled by Oct. 1 of the school year.

In addition to performance/attendance at these events, the student must participate in at least four (4) additional activities from the following list:

1. Participation in rehearsals and concert of an honor or select choir.
2. Participation in an ensemble or solo that has received at least an excellent rating at the **sub-section level** of MSHSL contest. Membership and the excellent rating in more than two events at this contest counts as two (2) activities, etc.
3. Participation in an ensemble or solo that has received at least an excellent rating at the **state level** of MSHSL contest. Membership and the excellent rating in more than two events at this contest counts as two (2) activities, etc.
4. Membership in the Hawley High School Concert Band.
5. Membership in Pop Singers. (Membership is defined as 90% rehearsal attendance for the entire school year.)
6. Participation in the musical.
7. Special assigned duty for the year. (Robe Coordinator, Riser Captain)

Absences because of illness will be considered on an individual basis by the director of the Concert Choir. Absences because of another activity will rarely be considered. Advance notice is required in these instances.

Any student that is in violation of the Hawley chemical abuse rules will not be eligible to letter in the Hawley High School Choir during the current school year.

INDEPENDENT SCHOOL DISTRICT NO. 150
National Competitions

625.6

Originated: May 22, 2017
Revised: August 26, 2019
March 23, 2020
March 28, 2022

Independent School District #150 will bear no housing, meal or transportation-related responsibility for students who participate in any national competition. Within one (1) week of qualifying for national competition, the advisor/coach, student(s), parent(s), and administration must meet to determine financial responsibilities. At this meeting, or subsequent meetings, a time frame will be established for all fund securements.

INDEPENDENT SCHOOL DISTRICT NO. 150
Special Instruction/Usage of School-Owned Musical Instruments

625.7

Originated: May 10, 1982
Revised: November 25, 1996
March 26, 2007
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

The School Board recognizes the value of music instruction and performances on school-owned instruments. Students may use school-owned instruments for performance or instruction as approved by the band director.

Students using school-owned instruments on an extended basis shall pay a rental fee determined by the School Board in August of each school year. The fee shall be paid prior to **OCTOBER 15th** of the year in question.

INDEPENDENT SCHOOL DISTRICT NO. 150
School “Musical” Productions

625.8

Originated: September 24, 1979
Revised: July 9, 1984
December 10, 1984
August 9, 1992
November 26, 1996
September 13, 1999
March 26, 2007
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

Introduction: For many years preceding the adoption of this policy, annual school musical productions of renowned professional Broadway musicals have been presented by Hawley High School students. In order to establish a set of guidelines for future productions the following policy has been adopted.

The School Board hereby established the following statements and guidelines to govern musical productions:

1. The board advocates and supports the continuation of musicals both as an appropriate student activity as well as a positive learning tool.
2. The School Board will financially subsidize, when necessary, student musical productions. The board will review the proposed revenues and expenditures prior to subsidizing the productions.
3. Dates for musical productions shall be established by the School Board upon recommendation of the high school principal.
4. Students shall be eliminated from participating for violating the regulations.

5. The high school principal shall cancel the musical in the event of multiple violations of rules that take place. The principal shall confer with the faculty musical advisor(s) and Superintendent of Schools prior to cancellation.

6. All interested parties, including the School Board, will be informed of any cancellation.

INDEPENDENT SCHOOL DISTRICT NO. 150

625.9

Admission/Passes

Individuals/Other School Affiliation

Originated: October 11, 1976
Revised: November 25, 1996
March 26, 2007
December 19, 2016
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

Passes and appropriate identification for individuals from outside the Hawley School District will be honored as follows:

1. Minnesota Coaches Association
2. Visiting School
 - a. Bus Drivers
 - b. Chaperones
6. College/University Coaches
4. News Media

INDEPENDENT SCHOOL DISTRICT NO. 150
All-State Band/Choir Participation

625.10

Originated: September 12, 1994
March 26, 2007
December 19, 2016
May 22, 2017
August 26, 2019
March 23, 2020
March 28, 2022

Students who participate in Minnesota Music Educators All-State Band or All-State Choir must audition to qualify, must participate in a week-long music clinic during the summer and must perform at the annual MMEA convention in February.

QUALIFICATIONS:

1. High school students must audition for a position on either the All-State band or All-State choir. Students auditioning for a position are recommended by their high school band or choir director.
2. Auditions are completed during the spring of the year prior to the student's participation in the All-State band or choir.
3. Local high school directors are informed of the All-State selections prior to the end of the school year.

PROGRAM COMPONENTS:

1. Students spend one week during the summer at a band or choir clinic during which time they practice with other members of the All-State band or choir.
2. They also receive instruction from qualified guest conductors during the summer session.

3. The practice during the summer is one part of the preparation for the performance in front of the MMEA convention in February.

PROGRAM COSTS:

1. The cost for the student attending the summer clinic for All-State band or choir will be paid for by the family of the student. Hawley High School will pay no fees for the summer clinic.

2. Each participant will be responsible for the remainder of the week-long summer clinic cost and costs in attending the MMEA Convention in February. Participants will be informed of his/her financial responsibilities prior to his/her audition.

INDEPENDENT SCHOOL DISTRICT NO. 150
Overnight Trips

625.11

Originated: May 22, 2017
Revised: August 26, 2019
March 23, 2020
March 28, 2022

Overnight trips require adult supervision by a person of the same gender as the participants. The building principal, coach, advisor, director, and/or activities director, will ensure that adequate representative supervision is arranged and available.