

# HAYFIELD HIGH SCHOOL



## Activities Handbook 2015-2016 School Year

Chris Pack  
Activities Director  
(507) 477-3235 x 261 or 274  
packch@hayfield.k12.mn.us

Jeanne Klocke  
Activities Assistant  
(507) 477-3235 x 311  
klockje@hayfield.k12.mn.us

9 Sixth Avenue SE  
Hayfield, MN 55940  
[www.hayfield.k12.mn.us](http://www.hayfield.k12.mn.us)

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

## TABLE OF CONTENTS

I.	Clubs and Activities Offered at Hayfield High School	3
II.	Hayfield High School Directors and Coaches	3
III.	The Extra Curricular Philosophy of Hayfield High School	5
IV.	Cuts and Moving Up From Other Teams	5
V.	Ladder of Communication	5
VI.	Do's and Don'ts for Parents	6
VII.	Sign-Up Nights	7
VIII.	Sports Physicals/Eligibility Papers	7
IX.	Fees	7
X.	Playing Two Sports During the Same Season	8
XI.	Managers/Volunteer Coaches	8
XII.	Senior Night	8
XIII.	Parent's Night	8
XIV.	Awards Banquets	8
XV.	Violations	9
XVI.	Academic Eligibility	10
XVII.	Academic Dishonesty	10
XVIII.	Procedures for Removal of a Student From a Class	10
XIX.	Attendance Eligibility	10
XX.	Unexcused Absences from Practices/Games/Performances	11
XXI.	Player Bus Policy	11
XXII.	Practices	11
XXIII.	Game Schedules	11
XXIV.	Equipment and Uniforms	11
XXV.	Late Bus	12
XXVI.	Admission Prices/Season Passes	12
XXVII.	Hayfield High School Social Media Guidelines for Student-Participants	12

**I. Clubs and Activities Offered at Hayfield High School**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Year Round</u>
Football	Boys Basketball	Baseball	Jazz Band
Volleyball	Girls Basketball	Softball	Folk Group
Cross Country	Wrestling	Boys Track	FFA
Fall Play	Boys Hockey	Girls Track	Student Council
	Girls Hockey	Girls Golf	Target Team
	Dance Team	Boys Golf	Pep Band
	Robotics	Spring Play	Yearbook
	Speech		SADD

**II. Hayfield High School Directors and Coaches**

Superintendent		Belinda Selfors
Principal		John Howe
Activities Director		Chris Pack
Cross-Country	Head	Kellie Baker
Football	Head	Andrew Weiers
	Asst.	Jeff Snider
	JV	Tom Dublin
	C	John Howe
	8th	Adam Schroeder
	7th	Josh O'Malley
Volleyball	Head	Jeremy Struck
	JV	Sarah Gunderson
	C	Courtney Schroeder
	8th	Samantha McCamy
	7th	Kim Heins
Boys Basketball	Head	Chris Pack

	JV	David Johnson
	C	Adam Schroeder
	8th	Josh O'Malley
	7th	Tom Dublin
Girls Basketball	Head	Fred Kindschy
	JV	Kasey Krekling
	8th	Hannah Spitzack
	7th	Samantha McCamy
Dance Team	Head	Cathy Domino
Wrestling	Head	Brad Heydt
	Asst.	Shane Masching
Baseball	Head	Kasey Krekling
	JV	Tom Dublin
	JH	Jamie Beck
Boys/Girls Track	Head Girls	Kellie Baker
	Head Boys	Vince Reynolds
	Asst.	Molly Heydt
	Asst.	Jeremy Tebay
Boys/Girls Golf	Head	TBA
Softball	Head	Jana Wagner
	Asst.	Fred Kindschy
	JH	TBA
Fall/Spring Play Dir.		Dori Sparks
Band/Jazz Band Dir.		Dennis Conroy
Choir Dir./Folk Group		Megan Lynch
Robotics		Jessica Buecler
Speech		Brandon Greenfield and Laura Kuisle
FFA		Nathan Thompson

### **III. THE EXTRA CURRICULAR PHILOSOPHY OF HAYFIELD HIGH SCHOOL**

**The 7th & 8th Grade Philosophy** is to allow students to participate in as many activities as possible. No cuts are made at the 7th & 8th grade level but not all students will necessarily play the same amount of time. Coaches are expected to play all eligible players. The only exception would be during tournament play. We would hope that students who participate in our extra-curricular programs enjoy their experience, regardless of their skill level. Most of our programs allow the students to compete against opponents with similar skills. Winning is important, but it is not our major objective. We would hope that the 7th and 8th grade student learns social and athletic skills through the winning and losing process. Many of our students continue their extra-curricular activities at the 9-12th grade level.

**The 9th - 12th Grade Philosophy** is to participate at a higher level which, therefore, requires a greater amount of dedication on the part of the students. There are still no cuts made at the C and JV levels but no playing time is guaranteed. The Varsity levels may find it necessary to cut some students because of skill level or because of restrictions put on official varsity squad sizes. At the C-JV-Varsity levels, winning will not be sacrificed so that everyone has a chance to play. We hope that many of our students would continue at the college level in their extra-curricular field.

### **IV. CUTS AND MOVING UP FROM OTHER TEAMS**

As was stated in the philosophy, no cuts are made at grades 7-10. Coaches for various reasons may choose to move players up to play at different levels. If a coach moves a player up, that player should show unique talent and his/her participation should clearly exhibit an obvious advantage to the team.

### **V. LADDER OF COMMUNICATION**

In any athletic program, no matter how well organized and no matter how well meaning the intentions of the staff and administration, problems can still arise. In many cases these problems are simply due to poor communication. In other situations the problem may be more serious. For these reasons, it is necessary to have a well-defined ladder of communication. This ladder must be made known to students and to parents so that the proper connections can be made and problems taken care of as efficiently and quickly as possible. For Hayfield High School the ladder of communication will be as follows:

1. Player to Coach
2. Parent to Coach w/ Player
3. Parent to Activities Director w/ Player
4. Parent to Building Principal w/ Player
5. Parent to Superintendent of Schools w/ Player
6. Parent to Board of Education w/ Player

In case of any grievance, callers should be referred to the first people in the Ladder of Communication for satisfaction and then proceed from there. It is essential that the people who are working directly with the student be informed of the problem as soon as possible so that corrections can be made. This must be done in person or by telephone. Parents are asked

to not confront a coach before or after a practice or contest. No discussion topics include: Playing Time, Team Strategy and other Student Athletes.

## **VI. DO'S AND DON'TS FOR PARENTS**

As a parent of a young athlete, it's your job to foster a positive environment for your child – and that take discipline no your part. Here's a quick checklist to help you do just that:

1. Avoid the P.G.A. (Post Game Analysis). Within minutes following the end of the game, players are usually in the family car heading home. It's during the ride home that some well-meaning parents provide a postgame analysis of what the youngster did well, or not so well, during the game.
  - “Why didn't you shoot more when you were open?”
  - “You need to move more on offense so your teammates will pass the ball to you.”
  - “You need to adjust your stance...”
  - “It looked like the other team's defense had you flustered a bit.”
  - “Your time at the split was slow... what happened?”
  - “You didn't hustle on defense much today: were you tired?”
  - “Didn't you see that so-and-so was open all the time?”

From the parent's perspective, these observations seem like very valid points to discuss. “Besides”, says the concerned parent, “it's important to go over what my child did in the game while the game is still fresh in his or her mind.” The problem is that these P.G.A.'s can quickly ruin the fun for your athlete. After all, who wants to be analyzed or criticized moments after leaving the court (and if friends are in the car, it can be even more demoralizing)? That's the coach's job. Mom and Dad, give your youngster a break – save your “constructive criticism” for later on in the evening or the next day and bring them up in a two-way conversation about the game – or better yet, not at all. After the game is the time to be positive and brief.

2. Don't position yourself as the “perfect example.” “Here, let me show you how I used to play the game.” Have you ever said something like that to your child? Did you notice them roll their eyes, as in “oh-uh” here we go again”. Relax. If you're like most parents, you want to help teach your child the basics through the benefit of your own experiences. But how do you do that without sounding like a know-it-all old-timer? In the mind of most children, there's a fine line between teaching them the basic skills and trying to show off. Always remember that you're supposed to be there for your son or daughter – not the other way around. Next time, wait until your child comes to you and asks for guidance. That's the most effective approach for you and the child.
3. Avoid screaming or yelling inappropriately from the sidelines or stands at games. If you have to make noise, make sure you are offering praise and support. There's not a young player on the playing surface who wants to hear their parent yelling at the officials, the coach, other players, or worse yet, themselves. Set a good example for other adults by praising good plays on the opposing team as well. In other words, somebody has to be the grown-up at these games – it might as well be you!
4. No need to provide “play by play” broadcast from the stands. Ever hear a parent literally directing every play on the court? Okay, Johnny, bring the ball up...now, find the open

man...that's right, pass it to Mark...Mark, take the shot! Max, be sure to get in position for the rebound!" You get the idea. Drop the play-by-play. Just let the kids play. They really don't need your instruction while they're playing and enjoying the game. And, it can make it difficult for your child's coach to direct the game. After all that is the coach's job, right?

5. Don't take the game more seriously than your child. Your job, as the parent, is to provide positive support for your child; regardless of how well they play or who wins. Whether they score the winning basket, goal or touchdown; or they end up on the wrong end of a lopsided score; give them a sincere pat on the back. Your child is going to monitor your reactions to their performances. If they see your mood go sour after a bad game, they're going to pick up on that and react in a similar fashion. Teach them to maintain an even balance in the face of victory or defeat and both of you will benefit.

## **VII. SIGN-UP NIGHTS**

There will be three sign-up nights during the year when eligibility papers can be filled out online and activity fees can be collected. One will be in August before fall sports begin, another one will be in late October/early November before the winter season begins, and one will be in March before the spring season begins. Parents and student-athletes are encouraged to attend as coaches will be meeting with them after sign-up. Sign-up will go from 5:00 pm-6:00 pm with meeting with the coaches at 6:00 pm.

## **VIII. SPORTS PHYSICALS/ELIGIBILITY PAPERS**

Any student competing in sports needs to have a physical on file with the activities director before being able to participate. Sports physicals are good for three years from the date of the physical. Typically student-athletes get physicals before the start of their 7<sup>th</sup> and 10<sup>th</sup> grade years.

Eligibility papers need to be filled out online each school year. In addition to the MSHSL eligibility papers, HHS requires athletes and their parents to sign off on the schools activities handbook, which includes the social media guidelines, each school year.

## **IX. FEES**

The extra-curricular fee system for all students in grade 7-12 will be as follows:

Grade 9-12 Sports	\$80
Grade 7-8 Sports	\$55
Co-Curricular Activity	\$30
3 <sup>rd</sup> or more Sport	\$55
Family Maximum	\$325/Year

1. Fees must be paid and paperwork signed before participation.
2. Managers do not pay fees.
3. Refund will be given until the 1st contest or for medical reasons or family moves, but will be pro-rated.
4. No refund for violation of training rules, or quitting the team after the 1st contest.
5. Anyone cut from a team will have their fees returned.

The fee for low income families may be waived or reduced according to acceptance with the Minnesota Department of Education. Forms are available in the District Office.

**X. PLAYING TWO SPORTS DURING THE SAME SEASON**

Any HHS student-athletes willing to compete in two sports during the same season can as long as the following occur:

1. They must pay the activity fee for both sports.
2. There will be a meeting with the student-athlete, the parents, and the head coaches of the two sports before the season begins to make sure expectations are clearly defined.
3. They must declare which of the two sports will be the primary sport and which one will be the secondary sport. If both sports have practice or a game/meet on the same day, the student-athlete will go to the primary sport, unless worked out by the two coaches ahead of time. If the primary sport has practice and the secondary sport has a game/meet, then he/she will go to the game/meet. There may be some occasions where he/she can practice or play a game/meet in both sports on the same day.
4. The student-athlete may change the primary and secondary sport once during the season, as long as it occurs before half the regular season games/meets are done for both sports (date will be set during the pre-season meeting with the coaches).
5. If a student-athlete quits one of the two sports, they must go to all practices and games/meets for the remaining sport.
6. The student-athlete still needs to meet lettering requirements in order to letter in each sport, though absences to go to the other sports practices or games/meets will not be counted as unexcused.
7. Student-athletes will be encouraged to practice their skills in both sports outside of scheduled practices whenever possible to make up for missed practice time in each sport.

**XI. MANAGERS/VOLUNTEER COACHES**

Student managers, ball boys/girls, etc. are to be students from grades 7-12. Graduates helping within the program will be listed as volunteer assistants, graduate assistants, etc. All volunteers must be approved by the Activities Director and have a background check completed.

**XII. SENIOR NIGHT**

The “senior night” is optional and if held is to be decided by the head coach/director with coordination of the activities director. Any expenses like flowers, etc. shall be paid by the players/parents or sponsoring group or club.

**XIII. PARENT’S NIGHT**

Coaches will recognize parents at one home event of their choice. The student-athletes and their parents will be introduced at a time determined by the coach/activities director. Parents of the student-athletes will not be charged admission on parent’s night.

**XIV. AWARDS BANQUETS**

Each activity can have a banquet to honor their student-participants if the coach/advisor chooses to have one. It will be the coach/advisors responsibility to determine the date, location, and time of the event and to invite the appropriate student-participants and their parents.

Banquets need to take place somewhere within the boundaries of the school district unless getting administrative approval ahead of time.

## **XV. VIOLATIONS**

The penalty for a violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals would be loss of eligibility.

Each period of ineligibility would start after confirmation of the violation. Penalties shall be accumulative beginning with and continuing throughout the student's participation on a Varsity, Junior Varsity, "B" Squad, "C" Squad, Eighth, or Seventh Grade team or activity. If a student is involved in more than one category, the student must satisfy the violation in each category. If a student commits a violation and is not involved in an activity or team at the time, the violation stays on record and will be enforced during the next activity or team in which the student chooses to participate. A student must remain out for the activity if they are to receive credit for the contests missed. If a student is cut from the team or quits, the consequences remain until the next season of participation.

### **CATEGORY I: (ALL ATHLETICS)**

Violation 1: Two (2) contests or 14 consecutive calendar days, whichever is greater.

Violation 2: Next six (6) consecutive contests or 21 consecutive calendar days, whichever is greater.

Violation 3: Next twelve (12) consecutive contests or 28 consecutive days, whichever is greater.

### **CATEGORY II: (FINE ARTS: BAND, CHORUS, DRAMA, AND SPEECH)**

Violation 1: Next public performance

Violation 2: Next two public performances

Violation 3: Next three public performances

### **CATEGORY III: (FFA)**

Violation 1: Next three weeks

Violation 2: Next six weeks

Violation 3: Next nine weeks

Before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that he/she has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist or psychologist, unless the administration waives this requirement. When appropriate, the school may refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

After the third violation it is recommended that the student should be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or a professional. Students who receive an MSHSL violation will not be eligible for the remainder of that season for any All Conference, All State, or any other MSHSL awards/honors or selection to any all-star teams by coaches associations. Students would also forfeit their captaincy position for any sport they served their penalty during, as well as the ability to letter in that sport. Athletes may be eligible for team awards at the coach's discretion.

Student Code of Conduct violations also carry a loss of eligibility. The violations are the same as listed above for chemical violations.

#### **XVI. ACADEMIC ELIGIBILITY**

1. Grade 7-12 students who do not have a current GPA of at least 1.67 from the preceding quarter will be declared ineligible for 25% of remaining regular season extracurricular contests. Fourth quarter grades will be used to determine eligibility for the next school year's fall season. Fractional games will be rounded up.
2. After the ineligible period the student's progress will be monitored every two weeks until the end of the quarter and must be passing ALL classes to remain eligible for contests.
3. If at any time during the two week evaluation the student is not maintaining a passing grade, the student will remain ineligible.
4. Students receiving an incomplete will be declared ineligible for extracurricular activities until the incomplete is removed.
5. Students must practice during the ineligible period.
6. Grade 7 students are exempt from this policy during the first quarter (fall) of their academic career.

Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Exceptions to this policy may be granted on an individual basis for students with disabilities, based on consultation with the athletic director, coach, parents, and principal.

Note: Coaches and advisors are responsible to see that the ineligible lists are followed by the students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches.

#### **XVII. ACADEMIC DISHONESTY**

All documented incidents of academic dishonesty will be considered a violation of ISD#203 District Policy 534 (Student Code of Responsibilities). Violations are the same as listed above for chemical violations.

#### **XVIII. PROCEDURES FOR REMOVAL OF A STUDENT FROM A CLASS**

The school administration and teachers believe removal from class to be a serious consequence in regard to student behavior. Note: Students who are involved in extra-curricular activities and removed from a class are ineligible to participate in practice or an event that day.

#### **XIX. ATTENDANCE ELIGIBILITY**

Students who have an unexcused absence from any class during the day will not be allowed to participate in extracurricular activities for that day. The office must be notified and given reason for any absence prior to the absence occurring or students risk being ineligible for participation. Students who are absent for more than half the scheduled class periods, on a given day, will not be allowed to participate in practice, athletic events, contests, or performances for that day.

Note: Coaches and advisors are responsible to see that the ineligible lists are followed by students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches. Exceptions to this policy may be granted on an individual basis for students

with disabilities, based on consultation with the athletic director, coach, parents, and principal.

**XX. UNEXCUSED ABSENCES FROM PRACTICES/GAMES/PERFORMANCES**

All participants are expected to attend every practice, game, and performance. We realize there will be times students need to miss due to illness and other reasons. Please communicate with the coaches/advisors if you will miss a practice, game or performance. Unexcused absences will be handled by each coach/advisor with their own activity policy and could result in missing games or performance time.

**XXI. PLAYER BUS POLICY**

Coaches/directors are to make sure the bus is clean and not damaged after scrimmages or games/contests. Make sure at least one coach/director chaperones the bus to and from away scrimmages and games/contests. If food or pop is taken on the bus it should not be consumed on the bus unless all garbage is put in its proper place and not left on the floor or the seats. Coaches/directors must enforce this!!

Under no circumstance are any of the bus passengers under your supervision to drive to any away scrimmage or game/contest unless it has been cleared in writing by an administrator ahead of time. If they do so without prior approval, they are not to be allowed to participate.

Students riding the school bus to extra-curricular activities away from home must return to Hayfield on the same bus that they took to the activity. The only exception to this rule will permit the students to ride home with their parents. Riding home with anyone else needs prior approval or a written note signed by a parent/guardian. The bus will not be able to drop students off at any other location except the school.

**XXII. PRACTICES**

All HHS extra-curricular activities practice outside the regular school day. Practice times vary depending on the time of year and coach's schedule. Every attempt is made to have practices for junior high directly after school. Winter and early spring season will have early and late practices for 9<sup>th</sup>-12<sup>th</sup> grade due to shortage of gym space. On Wednesday (church night) practices are to be over by 6:00 p.m. The coaches/activities director will provide their team with practice times/schedules at the beginning of the season. Practice times may change at the discretion of the coach.

**XXIII. GAME SCHEDULES**

Stay current with all schedules at [www.hvlconference.org](http://www.hvlconference.org). Sign up for reminders and schedule changes by clicking on the "Notify Me" link on Hayfield's page. You can request email and/or text reminders for all games and all schedule changes made throughout the year for any level of any sport.

**XXIV. EQUIPMENT AND UNIFORMS**

Any equipment and uniforms that are property of the school district must be turned in at the end of each season. Any unforeseen damage to school-owned equipment or uniform will be paid for by the student-participant.

**XXV. LATE BUS**

The school district will offer a late bus to students needing transportation services after on-site extra-curricular practices conclude. The late bus route includes the communities of Oslo, Sargeant, Waltham, and Brownsdale. No cash will be taken on the bus. A punch card may be purchased for \$10.00 (10 rides) or \$20.00 (25 rides). Bus will leave from in front of the high school office at 5:30 pm.

**XXVI. ADMISSION PRICES/SEASON PASSES**

Admission to regular season football, volleyball, basketball, dance, and wrestling events are \$6 for adults and \$4 for students K-12 and senior citizens (ages 62 and older) not from our school district. Senior citizens (ages 62 and older) from the school district and children younger than kindergarten are free. Season passes can be purchased at games or from the high school office and are \$75 for adults and \$50 for children.

**XXVII. HAYFIELD HIGH SCHOOL SOCIAL MEDIA GUIDELINES FOR STUDENT-PARTICIPANTS**

- Playing and competing for Hayfield High School is a privilege. Student-participants are held in the highest regard and are seen as role models in our communities. As leaders you have the responsibility to portray your team, your group, your coaches, your directors, our school, and yourselves in a positive manner at all times. Facebook, Twitter, Instagram, and other social media sites have increased in popularity globally, and are used by the majority of student-participants in one form or another.
- Student-participants should be aware that third parties, including the media, faculty, future employers, and college officials, could easily access your profiles and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student-participant and our school. This can also be detrimental to a student-participant's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive:
  - Photos, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, and tobacco.
  - Photos, videos, tweets, retweets, comments, or posters that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
  - Photos, videos, tweets, retweets, comments, or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
  - Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student-participant, coach, or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Hayfield High School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family, or Hayfield High School.
- In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and does not equal freedom from consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

-----

By signing below you affirm that you understand the Hayfield High School Social Media Guidelines for student-participants and all other parts of the activities handbook and the requirements that you must adhere to as an HHS student-participant. Also, you affirm that failure to adhere to these social media guidelines and expectations outlined in the handbook will result in consequences that will follow those of our student code of conduct policy.

PRINTED NAME \_\_\_\_\_

STUDENT-PARTICIPANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_