

# New Ulm Public Schools Activities Handbook 2024-2025



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## I. SCHOOL DISTRICT #88 ACTIVITY PROGRAM OVERVIEW

### Vision

The vision of the New Ulm Public Schools’ activities program is to provide opportunities in athletics, fine arts, community services and academic activities.

### Mission Statement

The mission of the New Ulm Public Schools’ activities program is to provide meaningful and rewarding activities that enable participants to develop a sense of belonging, to build character and holistic persons, teach life skills and to develop a healthy lifestyle.

### Goals

The activities department’s goals are to:

- Support the educational program of students.
- Offer a variety of activities for students.
- Teach students to respect the opponent and officials and exhibit positive sportsmanship.
- Offer activities that build the individual and team character
- Develop individual participants to the fullest extent of their capabilities.

### Activities Committee

The purpose of this committee is to enhance New Ulm Public Schools' activities. The committee consists of 12 members to include: two board members, three administrators and seven coaches and/or advisors.

Preference will be given to current coaches and advisors. Fine Arts are to be represented on the committee in a manner that reflects the percentage of fine arts activities within the activities department. It is also the responsibility of the committee to discuss activity related matters and make recommendations to the board of education. The committee will meet monthly unless determined otherwise.

### List of Activities

School District 88 believes that the extracurricular program of the school plays a substantial and important role in providing successful and meaningful experiences for students. Therefore, New Ulm Schools offer a wide variety of school activities to meet students' interests and needs. All students are encouraged to participate according to their interests and abilities.

#### Category I

Baseball	Basketball (boys and girls)	Gymnastics
Football	Golf (boys and girls)	Softball

Hockey (boys and girls)	Soccer (boys and girls)	Volleyball
Tennis (boys and girls)	Track (boys and girls)	
Winter Dance Team	Wrestling	
	<u>Category II</u>	
All musical competitions and performances	Cheer Team	Knowledge Bowl
Family, Career and Community Leaders of America (FCCLA)	Future Farmers of America (FFA)	National Honor Society (NHS)
Clubs & Groups	Clay Target	Speech
Plays	Musicals	Robotics
Yearbook	Student Council	

## II. MSHSL ORGANIZATIONAL STRUCTURE

### Region 2A

New Ulm Public Schools are a member of Region 2A composed of 41 area schools.

### The Big South Conference of Minnesota

New Ulm High School is a member of the The Big South Conference of Minnesota, which is composed of 15 schools. The following schools are members of the conference:

<i>School</i>	<i>School Color</i>	<i>Mascot</i>
Blue Earth Area	Maroon/Gold	Buccaneers
Belle Plaine	Red/White/Black	Tigers
Fairmont	Red/White	Cardinals
Jackson County Central	Navy/Silver	Huskies
Luverne	Red/White	Cardinals
Marshall	Black/Orange	Tigers
New Ulm	Purple/White	Eagles
Pipestone	Kelly Green/White	Arrows
Redwood Valley	Red/White	Cardinals

St. James	Black/Red	Saints
St. Peter	Navy Blue/White	Saints
Tri-City United	Blue/Gray/Black	Titans
Waseca	Blue/Gold	Blue Jays
Windom	Blue/Gold	Eagles
Worthington	Black/Red	Trojans

### **III. ISD #88 STUDENT RESPONSIBILITIES/PROCEDURES**

#### **Student Code of Responsibilities**

New Ulm Schools' students will follow all the rules and regulations of the New Ulm school system, the Minnesota State High School League rules and requirements, and State and local laws. In addition, the following rules shall apply:

1. Students of New Ulm schools serve as representatives of our schools wherever they go. Therefore, all participants shall use appropriate behavior and dress appropriately for the occasion.
2. Participating students are expected to follow and sign a Student Code of Ethics (MSHSL bylaw 206.00, Appendix A).

#### **MSHSL Spectator Behavior Expectations**

*Developed by MSHSL Students*

**To create a safe, welcoming and inclusive environment in fine arts and sports in our school and competitions, I will:**

- Lead by positive example and demonstrate respect and support for others.
- Follow all MSHSL, school and venue expectations.
- Refrain from using profanity or ethnic, racial, religious, ability or gender-based comments, posts or messages directed at participants, coaches, officials, spectators or team representatives.
- Act as a responsible and respectful digital citizen who positively uses social media platforms
- Speak or act in support of others when they are harmed by words or actions.
- Honor each contest and all involved, including participants, coaches, officials, spectators and team representatives.
- Hold high standards for myself, engage positively and demonstrate sportsmanship.

If the above are not followed repercussions may be enforced (i.e. code of conduct)

#### **Social Media/Online Behavior**

All students at New Ulm Public Schools are entitled to a safe school environment. Therefore, all types of bullying, including cyberbullying are unacceptable. Cyberbullying is sending or posting harmful or

cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular phones, and/or social media websites (Facebook, Twitter, etc). Cyberbullying and other inappropriate cyber behavior often occurs outside normal school hours. However, as part of an extracurricular activity, participants are expected to uphold the standards laid out in the NUPS and MSHSL Code of Conduct at all times. Inappropriate cyber behavior could include, but is not limited to: degrading opponents, officials, coaches, teammates, or other individuals; posting text or photos of sexual nature; posting text or photos of illegal activities (i.e. alcohol, drug, tobacco use); excessive vulgar language. Anyone who engages in inappropriate cyber behavior shall be considered to be in violation of the NUPS and MSHSL Code of Conduct and shall be subject to appropriate disciplinary action according to the provisions laid out by the MSHSL and/or NUPS. Students must successfully complete the season they are participating in for the penalty to be considered served.

### **Violations**

A student whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time determined by the Activities Director and/or Principal.

- ❖ Examples of such behavior include, but are not limited to:
  - Academic dishonesty (cheating, plagiarism, etc.), stealing/theft, vandalism, suspension from school, harassment, fighting, alcohol or other drug use (including possession), and breaking any school rule or policy or state or local laws (including social media/online behavior, insubordination, vulgar language, or inappropriate display of actions).

Coaches/advisors may have additional rules of conduct involving activity and practice situations. Any additions must be approved by the activities director and given to the student in written form.

### **Academic Eligibility: Seventh to Twelfth Grade Teams (C-Squad, B-Squad, JV, Varsity)**

The following criteria applies to extra-curricular activities, co-curricular activities and field trips:

1. The method for informing parents, students, teachers and administrators is the progress report. Teachers will send out a progress report approximately every three weeks, at the end of the 3rd week, 6th week, 9th week, 12th week, 15th week, and 18th week of each semester. Summer school is considered a reporting period. PSEO and online students will become ineligible immediately upon Administration being notified of a failing grade and will remain ineligible until the following semester's 3rd week progress report.
2. A student will become ineligible if they are failing one or more subjects.
3. There will be no probationary period. A student will become immediately ineligible once the Progress Report has been processed. The student will remain ineligible until the next reporting period.
4. Ineligibility will carry into the next semester. Students that fail a class in the spring will have their ineligibility carried over into the fall semester.
5. Students will be allowed to practice but not travel with or participate in home and away events (nor sit on the bench, sideline, etc. with the team) during this period of ineligibility.
6. 7th or 8th graders participating with Ninth to Twelfth grade teams (Varsity, JV, B-squad, C-squad) will follow academic eligibility policies of New Ulm High School. The Middle School secretary will run a progress report consistent with the High School's timeline. The progress report will be submitted to the Activities Director for review and confirmation.

### **Academic Eligibility: Middle School Students participating in Middle School Activities**

***All students participating in middle school activities must work toward maintaining passing grades in all classes.***

1. Grades will be reviewed during weekly House Team Meetings, Mid-Trimester Progress Reports, and Trimester Progress Reports.
2. If a student is receiving a failing grade, the student will be put on an academic improvement plan by the assistant principal in an attempt to help the student gain a passing grade before becoming ineligible.
3. If a student does not gain a passing grade in the time allotted in the academic improvement plan (typically one week), the student will become ineligible until they are receiving a passing grade.
4. Students and parents will be informed of academic improvement plans and ineligibility periods by the assistant principal.
5. The purpose of this program is to continue to remind our student athletes of the importance of achievement in the classroom as well as in the athletic arena.

## **Chemical Eligibility**

### **Minnesota State High School League Regulations – Chemical Use Penalties**

#### **Category I Activities**

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
  - 1) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
  - 2) Band and/or choir contests that do not count towards a student's grade

#### **A. First Violation Penalty**

The student shall lose eligibility for the next four consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant. The student will not be able to travel with the team, be on the team bench, or be recognized on special team nights (parents night, senior night, etc) during this period of ineligibility. The student will meet with a member of the high school guidance council staff regarding the violation before becoming eligible for competition. If a middle school student commits the violation, they will meet with a middle school counselor.

#### **B. Second Violation Penalty**

The student shall lose eligibility for the next eight consecutive interscholastic contests or eight weeks, 56 calendar days, whichever is greater, in which the student is a participant.

1. This penalty may be reduced to six weeks, six contest or 42 calendar days, whichever is greater if the student completes all of the following:
  - a. Voluntarily submits to a chemical education program
  - b. Voluntarily follows the recommendations of the chemical assessment or a chemical education program
  - c. Completes ten hours of community service

#### **C. Third or Subsequent Violation Penalty**

The student shall lose eligibility for the next three seasons in which the student would participate or 365 calendar days, whichever is greater, in which the student is a participant.

1. This penalty may be reduced to 1 ½ seasons, six months or 186 calendar days, whichever is greater if the student completes all of the following:
  - a. Voluntarily submits to a chemical education program
  - b. Voluntarily follows the recommendations of the chemical assessment or a chemical education program
  - c. Completes 20 hour of community service

#### D. Applying the Penalty

1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively. Students must successfully complete the season they are participating in for the penalty to be considered served.
2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
3. Counting Weeks:
  - a. The weeks shall begin on the date that the violation is confirmed by the school administrator and extend to the required number of calendar days.
  - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
  - c. At the beginning of the season, practice and conditioning weeks are counted.
  - d. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As an example: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
4. A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Practices, jamborees, inter-school scrimmages, and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
7. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

#### **Penalties for Category II Activities**

\*All activities, clubs, and organizations not included in Category I shall be considered in Category II which will include music public performances/competitions, and any other school activities (including, but not limited to homecoming coronation, prom, dances, etc)\*

- a. First Violation Policy: The student shall lose eligibility for the next four weeks or 28



calendar days. Students shall not participate in any school-related public performance during the time of ineligibility.

- b. Second Violation Policy: The student shall lose eligibility for the next eight weeks or 56 calendar days. Students shall not participate in any school-related public appearances during the time of ineligibility. (It is recommended that students receive counseling from a chemical dependency professional).
- c. The student shall lose eligibility for the next three seasons in which the student would participate or 365 calendar days, whichever is greater, in which the student is a participant.

\*\*\*\*This penalty may be reduced to six months or 186 calendar days, whichever is greater if the student completes all of the following:\*\*\*\*

- a. Voluntarily submits to a chemical assessment
- b. Voluntarily follows the recommendations of the chemical assessment
- c. Voluntarily completes a chemical education program
- d. Voluntarily completes 20 hours of community service

### **Activity Attendance Policy**

1. Students in any extracurricular activity who wish to participate in practice or competition must be in school half of the day (by 12:00 pm, periods 5, 6, 7, of a normal school day) immediately preceding the activity or event. Exceptions may be made for an excused absence with permission from the Activities Director and/or Principal.
2. Students who have participated in competition must be in school at 8:00 a.m or present for their first scheduled class (ex. Zero Hour) the following day. If not, the student would only be allowed to attend/observe practice, but not physically participate in practice. Exceptions may be made for an excused absence with permission from the Activities Director and/or Principal.
3. Students who have been suspended from classes will also be suspended from participation in extracurricular activities during the time of the suspension. If the suspension has been for an afternoon, the suspension will include the evening activity as well.
4. Any other rules will be outlined by coaches/advisors and will pertain to their activities. These will be in addition to the rules listed above.

### **Eligibility**

Students are eligible to participate in extracurricular and co-curricular activities upon completion of all eligibility requirements (submission/completion of all student fees, eligibility forms, and athletic physical) and are in good standing in the areas of: academics, chemical use, and code of conduct related behaviors.

### **Fees**

A participation fee is required for all extracurricular and co-curricular activities. These fees vary depending on the activity. A family maximum for participation is set at \$800 per year. Participants are required to pay the established fee prior to participating in a contest, performance or event and fees must be paid within the first two weeks of the season to continue participation. Financial assistance is available for families who qualify for educational benefits (free and reduced lunch), through a grant program sponsored by the United Way. United Way applications are available in the high school or middle school office or on the New Ulm Public Schools Activities website. A parent or student may complete the application, which would allow the student to participate by paying 50% of the cost of the activity. Completed United Way applications should be submitted to either the high school activities office or the middle school office.

## **Permission Forms**

On an annual basis, each student involved in activities must have a parent/guardian sign a copy of the eligibility rules before the student is allowed to participate.

## **Seventh and Eighth Grade Participation at the High School Level:**

Students in grades Seventh and Eighth who participate at the High School Level (Varsity, JV/B squad, C squad) will pay the high school participation fee.

The following activities are considered high school level for grades 7 through 12: Soccer, Gymnastics, Girls' Hockey, and Winter Dance Team. The remaining activities will be separated as high school activities and middle school activities (5-8) and will pay the participation fee established for the level of play.

- Coaches will determine the appropriate level of participation for the participants at the high school level. If it is determined that the number of participants and the skill level of the participants are not sufficient for a high school level program then a performance level may be eliminated. This is reviewed on a year by year basis. (ie: if grade 9 participants are elevated to "B squad" the district will not elevate grade 7 and 8 just to create a "C squad".
- There may be a time where a grade 7 or 8 participant has the skill level to play at the high school level. If this is a consideration, an objective evaluation process must be used to determine the skills of the potential participants. The evaluation process must be approved by the activities director and all grade 7 or 8 participants must be given the same opportunity to be evaluated.
- At no time should grade 7 or 8 participants be moved to the high school level to fill vacancies on performance levels at the high school without having demonstrated the skills to participate at the high school level.
- Parents/Guardians must approve the move to the high school level and be willing to pay the high school participation fee.
- Once a grade 7 or 8 participant is moved to the high school level they cannot be moved back to the middle school level and they must receive adequate playing time at the high school level. In addition, they must follow high school eligibility rules and under MSHSL rules, they must count playing time as part of their eligibility criteria.
- Identifying a grade 7 or 8 participant must be done prior to the fourth Monday of the regular season. This is consistent with MSHSL eligibility for section play requirements (bylaw 500).

Upon completion of the season, the head coach and activities director will evaluate the use of any seventh and eighth grade student on the high school level.

## **Minnesota State High School League Due Process**

Disciplinary action shall be imposed when team, school, or MSHSL rules have been violated. Minnesota State High School League due process procedures will be followed in matters pertaining to activities. See Appendix B for the MSHSL Fair Hearing Procedure.

## **Physical Requirements**

Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

### **State Tournament Attendance – Competition Participant**

1. No meal allowance will be provided for participants during the regular season.
2. Meal allowances will be paid for by the school district participants in state tournament competition at the rate of \$30.00 per day.

### **Hotel Reservation Policy and Procedures**

1. All travel and hotel room arrangements are only made by district staff.
2. Work with the Activities Director on your plans
3. Complete the necessary activity hotel request form.
4. Activities Director and Business Office sign for approval.
5. If requesting funds from the Booster Club. Approval for Booster funds must be obtained before any hotel reservations are made.
6. If Coaches or coaches representatives make lodging arrangements the district will not be responsible for reimbursement or payment.
7. Only qualifying participants may attend with the team or individual qualifiers. The district will not be financially responsible for non-qualifying individuals.

### **State Tournament Attendance – Non-Participant**

Any student planning on attending any of the MSHSL State Tournaments must follow the procedure outlined below. Failure to follow the procedure will result in unexcused absences for days missed.

1. Absences must be cleared at least one full day in advance.
2. All makeup work is the responsibility of the student.
3. Failure to contact the teacher in advance could result in a student receiving a zero on any missed schoolwork.
4. The attendance office will only accept a telephone call from a parent. Notes will not be accepted.
5. The school reserves the right to determine how many days a student can be out of school for a particular tournament.
6. Students utilizing district provided transportation will receive an excused absence but are still responsible for coursework missed.

### **Student Driving or Riding To/From Events**

The purpose of this policy is to provide a safe and orderly procedure to be followed when students travel to school-sponsored events.

1. Home site is defined as any school board-designated extracurricular practice or event facility within the boundaries of the school district. It is acceptable for students to drive to extracurricular home practices and events. In some instances, transportation will be provided for home activities.
2. All students will be required to ride district-provided transportation to an away event.
  - a. At no time will a student be allowed to drive to an away event.
  - b. If this occurs, the student will not be considered a part of the team/activity and will not be allowed to participate in that event.
  - c. In the case of an emergency, a parent or guardian may make a request to the activities director or building principal for permission to transport their child to a contest.
3. It is strongly recommended that all students ride district-approved transportation from an event.

At no time will a student be allowed to drive from an event.

  - a. Other than district-approved transportation, only the parent/guardian and school personnel will be permitted to transport the child/children from an event.
  - b. Parents/guardians will be asked to sign the Parent's Permission Slip, Appendix D, to indicate they are assuming responsibility for their child following the conclusion of the

event. The student will only be released to a custodial parent/guardian and there must be face to face communication at the away site.

4. Extenuating circumstances will be reviewed on a case-by-case basis by school administration. Such cases must be reviewed and acted upon by school administration before the event.

\*In the case that the above protocol is not followed, the student may be deemed ineligible for the next two (2) consecutive contests.\*

## **IV. GENERAL POLICIES AND PROCEDURES**

### **Activity Scheduling Conflicts**

In the event of a conflict between two activities, the following rules will apply:

1. A scheduled competition or performance takes priority over any scheduled practice.
2. If there is a need for a makeup date, the event scheduled first takes priority.
3. If there is a conflict between two originally scheduled events, the event scheduled first on the Activities Director's official schedule will take priority.
  - a. If a student violates the policy by deliberately selecting a practice over an event, the penalty shall be missing one event in that area that was selected by the student.
  - b. The student will be subject to consequences in the area in which they were scheduled to participate.
4. A 7<sup>th</sup> or 8<sup>th</sup> grade student participating at the C, B or varsity level, will not be allowed to participate in an athletic event if it is in conflict with an academic activity.
5. Academically based performances take precedence over non-academic based competitions. Middle school students will be expected to participate in a performance where they would receive a grade for that performance over a competition where they would not receive a grade, if both events are in conflict according to the schedule.

### **Activity Scheduling During Finals**

Competitions and events will be held to a minimum during finals week. Practices may still be held.

### **Scheduling of Practices/Contests/Performances**

District #88 recognizes that families may have non-school related obligations during the time in which high school and middle school extracurricular activities are scheduled. Efforts will be made by coaches and advisors to accommodate students in meeting family commitments as needs arise. Generally, Wednesday evenings are set aside to meet these family obligations. However, High school and Middle School activities will not exclusively limit practices, contests and performances on Wednesday nights. In addition, District #88 will follow the MSHSL rules related to Sunday practices and events (Sunday practices are prohibited) for all school related activities. This includes all clubs, groups, fine arts and athletics. Exceptions may be made at the discretion of the superintendent for extenuating circumstances. Non-district groups or organizations are encouraged to follow this practice, however, they may schedule Sunday events through community education as they do not fall under this provision.

### **Coach/Advisor Cutting/Removal Philosophy**

It is the philosophy of the Activities Department of New Ulm High School and New Ulm Middle School to avoid cutting whenever possible and to find a meaningful role for all participants.

The following exceptions exist:

1. A senior (12th grade student) who has not made the Varsity roster.
2. Repeated and/or severe disciplinary action. This includes conduct unbecoming of a participant.

When the situation arises, the coach/advisor will meet with the student and parent/guardian, and explain the cutting/removal criteria. Underclassmen that do not make the varsity roster and still continue to participate will be evaluated throughout the season to determine playing status.

### **Inclement Weather Policy**

When school is dismissed early or canceled because of inclement weather, there will be no lower level extracurricular activities (including open gym). Length of practice for varsity level programs will be determined by the Activities Director and/or Principal based on the weather conditions.

**\*Coop Participants:** In the event of an early out or school closure at a co-op school if New Ulm Schools' classes and/or events are still in session. If an individual from said co-op school is present for practice and/or game, they will not be eligible for participation.

Exceptions exist with permission from the co-op school's administration.

### **Scrimmages & Jamborees**

All Scrimmages and Jamborees will comply with MSHSL bylaws. Scrimmages and Jamborees are treated as practices and not official performances or competitions. Therefore, no official scoring, paid officials, or competition uniforms should be used and length should not equal or exceed a normal game or event.

### **Locks, Uniforms and Equipment Checkout/Return Policy**

This policy is to help guarantee the responsible use, care, and return of equipment and uniforms used by participants in extracurricular activities. When in their possession, students are responsible for the care of equipment and uniforms. Uniforms are the property of ISD 88 and are to be worn for competition only. Uniforms are to be worn only by the participants they are issued to. Any damage incurred due to misuse or negligence will be the responsibility of the student.

Participants have three (3) days after the end of the scheduled season to return all checked out equipment and uniforms to the equipment manager(s) or coach/advisor. If not returned by this time, or on the date set up by the equipment manager or coach/advisor, participants will be charged the replacement cost of the equipment or uniform. A replacement cost for locks that are not turned in will be assessed (\$10.00)

### **Refund Policy**

1. A full refund will be given if a student quits the activity prior to the first competition date.
2. Any refunds of participation fees must be requested through the Activities Director by the participant within 1 week of the student's last practice.

### **Communication Policy**

Each season, there will be a Parent-Athlete-Coach (PAC) Meeting, facilitated by the Activities Director to discuss general Activities Department guidelines.

Head Coaches will hold an annual meeting for participants and parents.

If there is a program specific issue that involves a student the following procedure (steps) will be used:

1. The student and coach will meet face to face. Coach will take notes and keep them on file.
2. The student, parent and coach will meet face to face. Coach will take notes and forward them to the Activities Director
3. If there is no resolution to the issue, the student and/or parent will request, in writing, a meeting with the Activities Director. The Activities Director will facilitate a meeting involving all parties (student, parent(s), coach(es), & AD).
4. The student and/or parent will request, in writing, a meeting with the Principal. The Principal will facilitate a meeting involving all parties (student, parent(s), coach(es), AD, & Principal).

\*\*\*Steps in this process will not be skipped.\*\*\*

### **Facility Use for Senior Photos**

1. A parent/guardian and/or photographer may request use of the facilities by filling out a facility request form two weeks before the date needed.
2. No equipment will be issued.
3. Uniforms can be checked out through the Activities Department
  - a. There will be a \$50 lease/return fee per sport uniform upon check out.
4. Photo session should be no more than ½ hour in length.
5. The activities office will confirm the request within 48 hours.

### **Facility Keys**

High School keys are the property of the New Ulm Public School District and are loaned to coaches and advisors for their use during their season.

1. At the beginning of each season keys will be issued to each paid coach/advisor.
2. Keys will not be issued if the previous season/program is still in session.
3. When keys become available the High School office will notify you when keys can be checked out.
4. Keys are not to be duplicated, shared with staff or given to students for any reason.
5. Prompt key return is expected after the completion of your season (No later than 2 weeks).

### **Outside Organizations Performing during a High School Event**

1. Prior to the start of the season outside organizations must contact the Activities Director to:
  - a. Identify their organization and reasoning for performing during a High School activity.
  - b. Requested dates, times and location MUST be approved by the Activities Director.
    - i. Performances will take place only during ½ time or intermissions of said activity
      1. NUHS will not adjust minutes to accommodate said organization
    - ii. Off-site locations are governed under ISD 88 and MSHSL policies and procedures.
  - c. Provide two supervisors that will be in attendance during the activity.
    - i. Meet with the school supervisors to establish their duties and responsibilities.
  - d. Provide a list of the students that will be in attendance the night of the activity.
    - i. Students must be identified by wearing their game jersey
    - ii. Students must sit with their parents or supervisor before, during and after the activity.

- iii. Students and supervisors must clear the floor once the home or visiting team resume play.
  - iv. Any requests for special announcements during the activity must be approved by the Activities Director and given to the Announcer 24 hours before the event.
  - e. Organizations cannot hang, handout or display any information pertaining to the organization in the high school gym or commons area.
2. The Activities Director will work with the organization to allow students to enter the event free ONLY if they are participating in the activity, wearing their game jersey and are accompanied by a paid adult. (One adult per participant)

## **Head Coach/Advisor Responsibilities**

Immediate Supervisor: Activities Director

Length of season: From the MSHSL posted start of the season until the conclusion of the state tournament for sports. Activities without MSHSL start dates will coordinate with the Activities Office.

The primary reason for having an activities program within the school is to help provide opportunities for young men and women to develop their capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this goal. The coach/advisor should be fair and unprejudiced with students, considering their individual differences, needs, interests, temperaments, aptitudes and environments. A coach/advisor must be able to develop a good rapport with a number of individuals and groups, team personnel, student body, school staff, administration, the community, spectators, officials, fellow coaches/advisors in the conference, media and parents. Good rapport and an image of competency are invaluable. Personal appearance, diligence, enthusiasm, honesty and love for the activity are part of the professional pride that should be exhibited by any coach/advisor.

A) Know and administer the policies, procedures, and guidelines set forth by the New Ulm High School District, the Big South Conference, and the Minnesota State High School League.

B) Abide by the New Ulm High School ISD #88 policies and use the MSHSL Coaches' Code of Ethics as a guide. (MSHSL Support form)

C) Take ownership of the entire program 9-12. Provide recommendations to lower level programs and create working partnerships with youth groups.

D) Work directly with the Activities Director in evaluating and selecting staff at all levels.

E) Create and maintain a Coach's Clipboard page as required for your level. (MSHSL)

F) Provide opportunities for student participation appropriate to various ability levels.

G) Create a handbook that clearly states expectations, goals, award criteria, lettering requirements (Category I and Category II Activities), and rules as a guide for both participant and parent/guardian. A

copy of the handbook should be turned in to the Activities Office electronically prior to your pre-season student/parent meeting.

H) Communicate effectively with both participants and their parents so that expectations, rules, and schedules are clear for all parties. Pre-season meetings between coach/advisor – AD and coach/advisor – participant/parent are required.

J) Attend/Complete all required State Rules Meetings, as well as maintain and complete all Continuing Education Requirements as it pertains to your position. (MSHSL)

K) Coordinate all early dismissal requests and transportation through the Activities Office.

L) Complete and turn in an inventory list of all uniforms and equipment to the Activities Office following the season. It is the coach/advisor's responsibility to collect all uniforms and equipment from participants in a timely manner. If equipment or uniforms are missing or damaged, replacement uniforms and equipment will come from the following years supply budget.

M) Maintain a proper log of budget use for each seasonal year.

N) Use Hudl when available as a game/practice/scout video platform

O) To organize, schedule, plan, and supervise effective and productive practices.

P) Recommended Type III Certification to provide transportation flexibility for the program.

### **Assistant Coach/Advisor**

Immediate Supervisor: Head Coach/Activities Director

Length of season: From the start of the MSHSL posted start of season until the conclusion for the state tournament. Activities without MSHSL start dates will coordinate with the Activities Office.

A) To assist head coach/advisor with general duties and responsibilities as assigned

B) Create, maintain, and monitor a Coach's Clipboard page. (MSHSL)

C) To help take ownership of the program by creating a good rapport with middle school programs

D) Other duties as assigned by the head coach.

E) Complete and turn in an inventory list of all uniforms and equipment to the Activities Office following the season. It is the coach/advisor's responsibility to collect all uniforms and equipment from participants in a timely manner. If equipment or uniforms are missing or damaged, replacement uniforms and equipment will come from the following year's supply budget.

### **Volunteer Coaches**



Immediate Supervisor: Head Coach/Activities Director

Length of season: From the start of the MSHSL posted start of season until the conclusion for the state tournament. Activities without MSHSL start dates will coordinate with the Activities Office.

A) All Volunteer positions will be posted on the district website which will include a full job description.

B) Volunteer Coaches must sign the ISD #88 Volunteer Coaching Contract.

C) To assist head coach/advisor with general duties and responsibilities as assigned.

D) Create, maintain, and monitor a Coach's Clipboard page to be eligible to coach in post season competition.

E) Other duties as assigned by the head coach.

F) Volunteer Coaches limitations:

1. Volunteer Coaches will not be issued facility keys
2. Volunteer Coaches are not allowed to transport student-athletes
3. Volunteer Coaches will not be solely in charge of a level of competition.
4. Parents of Student Athletes will not be given priority for Volunteer Coaching positions.

### **Coach/Advisor Evaluation**

Evaluations of staff will be an ongoing process. It will take place in many different venues, such as practice, contests, office, communication, and at a variety of times by formal and informal communications, which may be emails, personal conversations, and meetings. The formal evaluation process is part of any coach/advisor-administrator relationship and is incorporated into our daily management routine. Our ultimate goal is to help all New Ulm High School coaches/advisors to progress, develop, and grow.

\*It is the responsibility of the head coach/advisor to set up the end of year evaluation with the Activities Director within two weeks of their end of the season\*

#### **Evaluations will be:**

- 1) On-going
- 2) Numerous venues and means will be used, such as practice/contest observations; communication with A.D., students, and parents; informal talks, formal talks; and parent/student feedback and surveys.
- 3) The intent is to see progression, effectiveness, passion, energy, teaching, and to improve on what we are already doing.

#### 4) Components will be:

- a. Pre-Season meeting
- b. Numerous informal observations of practice/games/events.
- c. Head Coach/Advisor's evaluation of assistant coaches.
- d. Post-season meeting to go over A.D.'s final evaluation and goals.

## VI. LETTERING

### General Requirements for Lettering

Letters are earned, not given and are reserved for those making a profound contribution to a team.

A student-athlete will not earn a varsity letter if a student misses a competition while on the deficiency list, receives a code of conduct, chemical/racial/religious/sexual harassment and/or hazing ineligibility occurred IN-SEASON. In-Season is defined from the starting date for that sport/activity until the completion of the state tournament.

The school will provide a letter to each individual the first time the student letters and from then on they will receive a chevron for each letter awarded.

### Co-op Participants

1. All letter winners will be presented with a lettering certificate. Provide this certificate to your resident district to receive your letter.
2. Additional letters will be available for purchase in the high school office for all lettering participants.

All of the following guidelines will be used by the coaches/advisors in determining varsity letter winners:

1. Completion of the activity's season.
2. Has not been ineligible to participate due to a violation of the Minnesota State High School League chemical use (bylaw 205) or student conduct (bylaw 206) policies during that season.
3. The coach or advisor of each activity will have the right not to award a letter to a student who demonstrates irresponsible or disrespectful behavior, damages or steals property, or compromises the activity in any manner.

### Specific Requirements for Lettering in Category I Activities

Additionally, the following are the criteria for awarding letters in each particular sport or activity:

1. Participation in 50% or more of games, competitions, and/or minutes played in a Varsity season.
2. A senior who has participated in a particular sport for two concurrent years or more and has made a positive contribution to the team spirit, attitude, and/or morale (in practice and/or games) as determined by the coaching staff.
3. Individual selection to All-Conference, All-Section or All-State teams.

### \*Team Managers\*

Team statistical and/or equipment managers are also eligible to earn a "manager" letter (or bar for

each subsequent letter after the first), utilizing the same aforementioned criteria above and/or as determined, in writing, by each individual program.

**Category II Advisors are required to create lettering criteria that is approved by the Activities Director.**

## **APPENDIX A**

### **Student Code of Ethics**

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in my school's and MSHSL sponsored activities, I understand and accept the following conditions:

I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

I will be fully responsible for my own actions and the consequences of my actions.

I will respect the property of others.

I will respect and obey the rules of my school and the laws of my community, state, and country.

I will show respect to those who are responsible for enforcing the rules of my school and the laws of the community, state and country.

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## **APPENDIX B**

### **Fair Hearing Procedure - Student Eligibility**

#### **Fair Hearing Procedure**

Section 211.02.8 of the Constitution of the Minnesota State High School League provides a fair hearing procedure for a student, parent or guardian to appeal a school's determination of ineligibility of a student pursuant to the student's violation of a league bylaws.

The purpose of the fair hearing procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student's declaration of ineligibility. All rulings must be consistent with league bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

These fair hearing procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.

- A. The student admits to the violation.
- B. The student neither admits nor denies the violation, but accepts and serves the penalty.
- C. The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.
- D. The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities. (See Bylaw 206.1 and 206.2)

For the most up to date information regarding the Fair Hearing Procedure, please see [www.mshsl.org](http://www.mshsl.org)

## APPENDIX C

### Parent Permission to Transport Student

*Please submit this form to the Coach prior to departure. Thank you.*

Today's Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has my permission  
(STUDENT'S NAME) (GRADE)

to ride **From**

Activity \_\_\_\_\_ Level \_\_\_\_\_  
(V, JV, B, C, 9, 8, 7)

Date of Contest \_\_\_\_\_

Location of Contest \_\_\_\_\_

**I certify that I am personally transporting my son/daughter listed above.**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Reason for not riding the bus is (*Reason must be sufficient to justify not riding the bus*):

I understand that the NEW ULM PUBLIC SCHOOLS ATHLETICS/ACTIVITIES RULES require that students ride the buses/vans to and from all athletic/activities events and a departure from this requirement will release the NEW ULM PUBLIC SCHOOLS from liability for any adverse results that may occur.

I AGREE TO RELEASE THE NEW ULM PUBLIC SCHOOLS and its employees and officers from liability with reference to the above-stated transportation.

\_\_\_\_\_  
(Signature of Parent Transporting Student)

\_\_\_\_\_  
(Signature of Coach)

Revised July 2024

## **APPENDIX D**

### **ISD #88 Policy #731**

#### **Criteria for Adding or Subtracting Activities for ISD #88**

When adding an activity:

1. Review and consider current funding to existing activities to determine if any adjustments are warranted.
2. Survey of potential participants should be taken to determine if adequate participation numbers are available for an extended period of time.
3. Determine if facilities are available for the activity.
4. Determine if qualified coaches/advisors are available.
5. Determine if a conference and region affiliation exists for the activity.
6. Determine the financial impact of the activity.
7. Request community/booster groups, if available, to provide financial support as determined at the time the activity is considered by the board of education.
8. Determine Title IX compliance impact.

When subtracting an activity:

1. Determine if an adequate number of participants is available—short and long term.
2. Discontinue when actual student participation and interest surveys indicate a lack of sustainable interest.
3. Examine the cost per participant.
4. Examine whether any significant drop in conference and region participation is indicated.
5. Determine Title IX compliance impact.
6. Can no longer maintain the financial commitment.

## APPENDIX E

### Elevation of Seventh or Eighth Grade Student

When a seventh or eighth grade athlete is moved up to the C, B, JV, or Varsity level, there are criteria that the coach, parents and administrators must be aware of and agree upon.

1. An evaluation process (try-out) must be conducted for all grade level participants at the beginning of the season.
2. The player who is moved up must have the skill and maturity level to compete at a high school level.
3. The student must pay the 9-12 fee prior to participating in a high school program.
4. The player who is moved up must play at the level they were moved to.
5. A seventh or eighth grade participant will not be moved up simply to fill a high school level (i.e. promoting an eighth grader to fill a C-Squad team)
6. The Activities Director, student, and parents must agree to the elevation.

If there are any concerns with the conditions of this agreement or any issues that arise as the season is in session, please contact the coach to address these. The activities director can be contacted if a resolution with the coach is not satisfactory.

Player: \_\_\_\_\_

Parent(s): \_\_\_\_\_

Parent(s): \_\_\_\_\_

Coach: \_\_\_\_\_

AD: \_\_\_\_\_

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



## APPENDIX F

### **MSHSL Bylaw 205.00 (Chemical Violation) Appeal Process**

A student, parent or guardian may contest a school's eligibility decision regarding a chemical violation as follows:

- A. Within ten (10) school business days of the documented notification regarding eligibility, the student, parent or guardian must request a hearing on the school's eligibility decision. The written request for hearing must include a statement outlining the basis for the claim of eligibility. This request shall be sent directly to the Superintendent of Schools
- B. The school Superintendent shall convene a hearing panel of from three (3) to five (5) members within ten (10) school business days after receipt of the request for hearing. The hearing panel shall include at least a member of the School Board who is on the activities committee, a member of the school's coaching/advising staff who is on the activities committee; other panel members shall be from the activities committee.
  - a. Any member of the school staff who was involved in the investigation or the initial eligibility determination cannot serve as part of the hearing panel.
  - b. One member of the hearing panel must be identified as the chair.
  - c. The school must send the notification of the hearing by registered mail or personally deliver it to the student's parent(s) or legal guardian(s).
  - d. The student's parents(s) or guardian(s) must be provided a minimum of three (3) school business days notice beginning with the receipt of the notice of the hearing.
  - e. The notice shall state the date, time, and place of the hearing.
  - f. The student shall have a right to be represented by a person of the student's choice, which may include legal counsel.
  - g. All costs of the hearing incurred by the school shall be borne by the school.
- C. The hearing panel shall:
  - a. Designate one of the panel members as the chair.
  - b. Hear the complete evidence on the matter.
  - c. Determine if the school's declaration of ineligibility is supported by a preponderance of evidence and is consistent with League bylaws. When making this determination, the committee shall meet on its own and no other persons shall be present or participate in any way in the committee's deliberations.
  - d. Issue written findings of fact, conclusions and determination. The written findings, conclusions and determination shall be sent by registered mail or personally delivered to the student, parent or guardian within four (4) school business days of the conclusion of the hearing. The findings, conclusion and recommendations shall be stated in sufficient detail to apprise the parties of the basis and reason for the determination. The chair of the hearing panel shall be responsible for composing the written findings and shall sign the findings on behalf of the hearing panel.

\*\*\*\*The decision of the hearing panel shall be final.\*\*\*\*

## 2024-2025 Fee Schedule

<b><u>Fall Sports</u></b>	<b><u>Grades</u></b>	<b>2024-2025 Fee</b>
Boys' Soccer	Grades 7-12	\$150.00
Cheer Team	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Cheer Team	Grades 9-12	\$150.00
Football	Grades 7-8	\$50.00
Football	Grades 9-12	\$150.00
Girls' Soccer	Grades 7-12	\$150.00
Girls' Tennis	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Girls' Tennis	Grades 9-12	\$150.00
Volleyball	Grades 7-8	\$50.00
Volleyball	Grades 9-12	\$150.00

<b><u>Winter Sports</u></b>	<b><u>Grades</u></b>	<b>2024-2025 Fee</b>
Basketball	Grades 7-8	\$50.00
Basketball	Grades 9-12	\$150.00
Dance Team	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Dance Team	Grades 7-12	\$150.00
Gymnastics	Grades 7-12	\$150.00
Girls' Hockey	Grades 7-12	\$150.00
Boys' Hockey	Grades 9-12	\$150.00
Wrestling	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Wrestling	Grades 9-12	\$150.00

<b><u>Spring Sports</u></b>	<b><u>Grades</u></b>	<b>2024-2025 Fee</b>
Baseball	Grades 7-8	\$50.00
Baseball	Grades 9-12	\$150.00
Boys' Tennis	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Boys' Tennis	Grades 9-12	\$150.00
Clay Target League	Grades 7-12	\$150.00
Golf	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Golf	Grades 9-12	\$150.00

Softball	Grades 7-8	\$50.00
Softball	Grades 9-12	\$150.00
Track	Grades 5-8	Gr. 5-6 \$25.00/Gr. 7-8 \$50.00
Track	Grades 9-12	\$150.00

\*\* Please note: If your child is in 7th or 8th grade and he/she is chosen to participate at the C-Squad, B-Squad/Junior Varsity Level, or Varsity Level, you are responsible for paying the 9-12 participation fee. A Family Cap of \$800.00 will be applied for sports and fine arts activities.

<b><u>Fine Arts</u></b>	<b><u>Grades</u></b>	<b>2024-2025 Fee</b>
FCCLA	Grades 9-12	\$75.00
FFA	Grades 9-12	\$75.00
Jazz Band	Grades 5-8	\$50.00
Jazz Band	Grades 9-12	\$75.00
Pops Choir	Grades 5-8	\$50.00
Oak Street Singers	Grades 9-12	\$75.00
Knowledge Bowl	Grades 5-8	\$50.00
Knowledge Bowl	Grades 9-12	\$75.00
Math Counts	Grades 5-8	\$50.00
Musical	Grades 9-12	\$75.00
One Act Play	Grades 9-12	\$75.00
Play	Grades 7-8	\$50.00
Play	Grades 9-12	\$75.00
Robotics	Grades 5-8	\$50.00
Robotics	Grades 9-12	\$75.00
Speech	Grades 5-8	\$50.00
Speech	Grades 9-12	\$75.00
Clubs/Intramural Sports (Non Community Ed)	Grades 5-8	\$50.00
Clubs/Intramural Sports (Non Community Ed)	Grades 9-12	\$75.00

Please see the district web site for the complete fee schedule.  
[www.newulm.k12.mn.us/activities2/](http://www.newulm.k12.mn.us/activities2/)