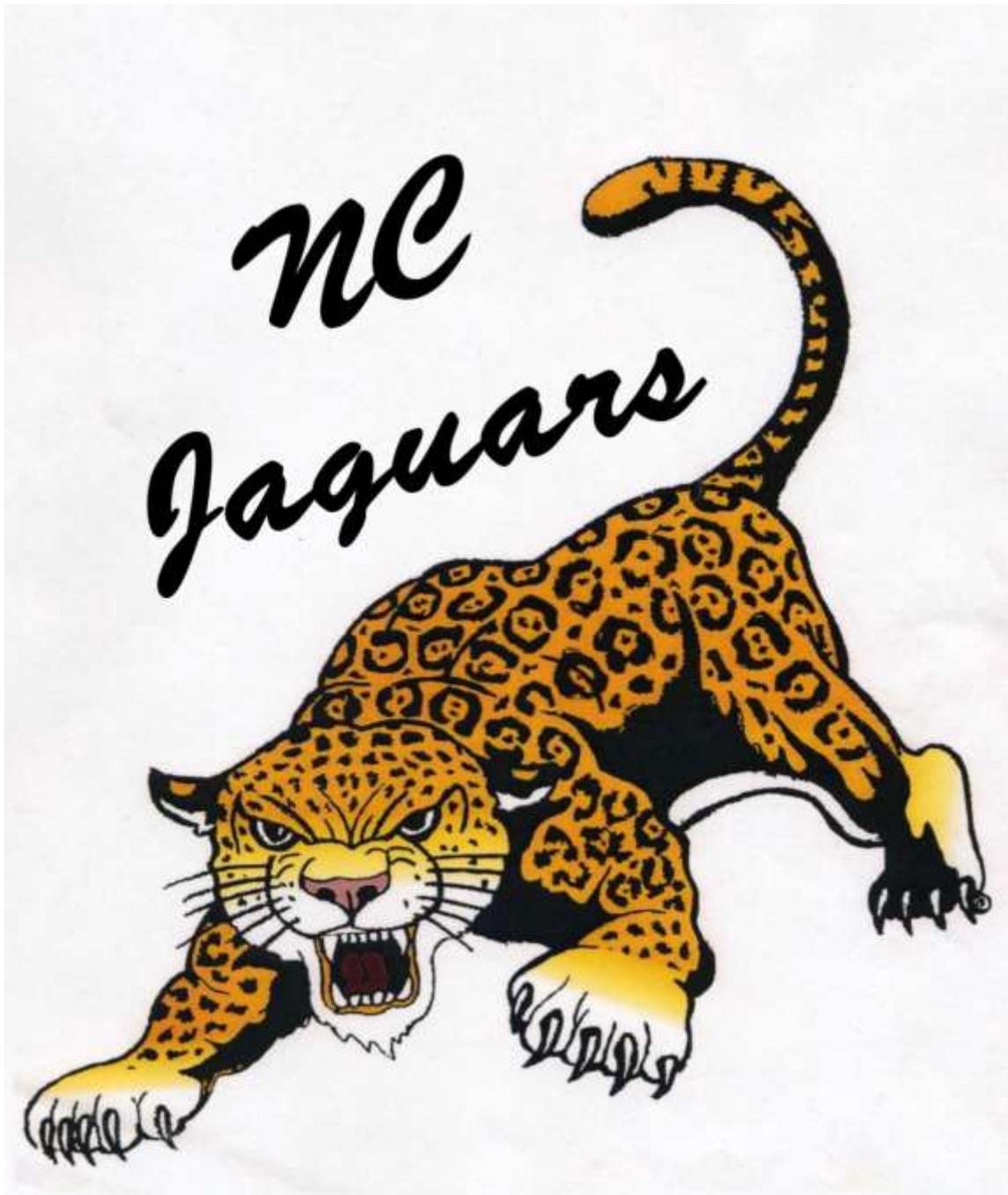


Northern Cass PUBLIC SCHOOL



CO-CURRICULAR ACTIVITIES
STUDENT & PARENT HANDBOOK
(Last updated July 2017)

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Northern Cass Public School Mission Statement

We believe every child can change the world; therefore, we will provide a world class education

Northern Cass Collective Commitments

1. We are dedicated and passionate about relationships, teaching and learning, self-reflection, acknowledging greatness, and support of the Northern Cass Community.
2. We are driven toward continuous improvement.

Northern Cass Co-Curricular Activities Mission Statement

Northern Cass School's co-curricular mission is to establish and maintain programs that will produce the greatest possible number of participants in each interscholastic activity.

Welcome to Northern Cass School District Activities

Welcome to the co-curricular activities program at Northern Cass Public Schools. We are excited about your participation, and we hope that you will have a positive learning experience from your efforts.

This handbook is intended to provide information for parents and students on the rules, regulations, policies and general information regarding our school district's co-curricular activities program. It will help answer several questions that may arise throughout your involvement. We are fortunate to have the resources to offer a variety of opportunities to our students, and we applaud the continued support from our school community.

This document contains information which should be useful to parents and students; however, not all details governing each activity can possibly be contained in this handbook. Each coach/advisor will inform and cover additional details specific to his/her activity and will use professional discretion as situations arise in fulfilling the responsibilities assigned to them. This handbook will be reviewed annually and modified when necessary. However, if a policy or regulation is in effect, parents, students, and coaches are expected to follow the current policies/regulations.

The Northern Cass School District continually strives to provide its students with the best possible opportunities through co-curricular experiences. Parents wishing to visit with a coach/advisor or the activities director regarding program concerns are to contact the school to set up an appointment. The doors of the activities director, principals, coaches and superintendent are always open to discuss concerns and methods to improve the co-curricular program of the school.

Philosophy of Activities

Co-curricular activities are provided for the benefit of all students and for supporting and enhancing their educational experience. These programs exist to promote growth and development, increase participation, and provide an environment where students learn to cope with challenges like those encountered throughout life.

Participation in co-curricular activities is voluntary and considered a privilege rather than a right. These activities are "extra" opportunities provided through the direction of the Northern Cass School District. Student activities are to be administered by school authorities, and all instruction will be provided by competent, qualified coaches/advisors so that desirable educational goals may be achieved. Our programs should develop physical, intellectual and emotional growth; special skills in activities of each student's choice; attributes such as loyalty, cooperation, good sportsmanship/conduct, team play and knowledge of activities that can be used beyond high school.

Northern Cass Activities

Northern Cass sponsors, though not exclusively, the following activities. Students are encouraged to participate in at least one of the following activities:

Athletics (see below)	Future Farmers of America (FFA)	Philanthropy and Youth (PaY)
Band, Pep Band	Junior Engineering Technical Society (JETS)	Robotics
Choir	Lego League	Science Olympiad
Close-Up	Math Track Meet	Speech
Dance	National Honor Society	Student Council
Destination Imagination	Philanthropy and Youth (PaY)	Youth Leadership
Drama	Family, Career, and Community Leaders of America (FCCLA)	Lego League
Musical		

Newly created activities or events are subject to these rules at the discretion of the administration.

List of High School Athletic Teams:

Boys	Girls
Baseball	Basketball
Basketball	Cross Country
Cross Country	Golf
Football	Softball
Golf	Track & Field
Track & Field	Volleyball
Wrestling	Wrestling

School Activity Fee – this replaces participation fees

1. \$40 per student (family cap of \$160)
 - A. \$40 includes participation in unlimited co-curricular activities, student admission to all regular season home games, and helps cover the costs of transportation for field trips.
 - B. Fee must be paid prior to the first game or performance.
 - C. Fee can be paid in the main office or online through EZ School Pay.
 - D. Students/families that are not able to pay the activity fee should contact the superintendent regarding a fee waiver.

Purpose, Objectives, and Values for Co-Curriculars

Purpose

The Northern Cass Public School District recognizes that the purpose of the co-curricular contest is to determine a winner. However, it is not the desire of the district to emphasize winning at all costs. The values and objectives of an activities program should be paramount.

We believe winning is an immediate objective but is not an end in itself. If it were, it could only be “half” realized. Fifty percent of teams that take part in activities must lose. The desire to win can and should be used to stimulate the achievement of the ultimate goals and objectives. Though most advisors/coaches will likely have a personal objective to win, such pressure will not be brought by the board, administration, parents or outside interests. Other factors such as motivation, the teaching of fundamentals, effective communications with the various constituencies, establishment of respect, and demonstration of mature judgment are more important than winning.

Advisors/coaches involved in the training of students will be skilled in the teaching of fundamentals of their activity, in motivating young people, and in communicating with students and parents. Parents have an obvious interest in their child and, just as in a classroom, are encouraged to communicate with advisors/coaches about their child’s progress. Parents are expected to be positive and supportive in their relationships with advisors/coaches.

Objectives

- To teach the student to become a more effective citizen in a democratic society.
- To always strive for performing excellence that will lead to highly competitive groups and teams.
- To provide opportunities to observe and participate in a wide variety of individual and team/group activities.
- To provide equal opportunities for all students.
- To develop school and community pride and loyalty.
- To develop the realization that competition, like life, accords privileges and definite responsibilities.
- To provide an opportunity to learn that striving to win is important to a young person, and that in the pursuit of victory, a violation of a rule brings a consequence, which is also true in the game of life.
- To foster development and practice of an appreciation for sportsmanship and to be gracious and humble in both victory and defeat.
- To develop the ability to manage one’s time in a number of activities.
- To develop a high level of physical fitness and/or skills.
- To develop self-confidence within the individual participants.

Values

Co-curricular activities are an integral part of the overall school program. Students who choose to try out and are selected to represent the school assume an obligation not only for themselves, but also for those whom they represent. The athletic/activity award represents not only participation by the individual in a specified amount of interscholastic competition, but also the good citizenship which can be expected of a selected representative student. The co-curricular program provides certain opportunities and emphasizes definite goals:

- Participants are taught to accept decisions and responsibilities.
- Competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.
- The intense emotional situation in competitive activities is a maturing factor. Participants have an opportunity to learn their strengths and weaknesses.
- Interscholastic competition provides for rapid physical, intellectual, and emotional development and gives participants satisfaction in accomplishment that few other activities can match.
- The desire to win is emphasized because it encourages participants to try to do their best.
- Discipline and work habits are essential in preparing participants for competition.

Sportsmanship Objectives for Northern Cass Public School District

Code of Ethics for Everyone

- To emphasize the proper ideals of sportsmanship
- To stress values derived from playing the game fairly
- To show courtesy to visiting teams and officials
- To applaud good plays made by either team
- To consider officials as proper authorities who make decisions without demonstration
- To remember it takes dedicated participants and effort to win games
- To take pride in promoting good sportsmanship among spectators
- To attempt to become more familiar with the rules and fundamentals of the game in order to become a better spectator

Co-Curricular Goals for Northern Cass Public School District

Team

- Develop organizational criteria that will aid the coach in the optimum management of his/her program.
- Establish maximum and effective squad sizes based upon facilities, equipment and availability.
- Develop competitive goals that are consistent with the accomplishments desired.

Participant

- Provide opportunities for students to develop physical, creative and intellectual excellence and to better satisfy their respective interests and desires for a higher level of competition.
- Develop physical, creative and intellectual vigor and desirable health habits.
- Develop qualities of good sportsmanship and conduct by demonstrating proper respect to all persons and property.
- Develop social competence through interaction with teammates, coaches/advisors, officials and students from other schools and communities.
- Develop valuable personal qualities of responsibility and leadership.

Student Body and School

- Capitalize on the potential of activities as an educational force.
- Enhance unity, school morale and pride in the school through the activities program.
- Maintain a program that develops a reputation of disciplined conduct and general respect for all persons and property.
- Maintain a program that is broad in scope that offers beneficial activities to the greatest number of students.

Parents and Community

- Understand the important implications of a school activity event/competition.
- Recognize that control and responsibility for the co-curricular programs rest with school personnel.
- Value the co-curricular programs in creating community unity and pride.
- Encourage commitment in support of all co-curricular activities from the parents and community.

Note: All interscholastic activity programs shall be conducted in accordance with the letter and spirit of the rules and regulations of the Northern Cass School District , District 2, Region 1 and North Dakota High School Activities Association and the National Federation of the State High School Associations.

Parent/Coach Communication

Parent/Coach Relationship

Both parenting and coaching are difficult tasks. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the coach of your child's team.

Coaches /advisors have the right to go above and beyond the rules, procedures, and regulations set forth in activities handbook. Coaches will share this information with parents and student athletes prior to the start of each season. To fully participate, players are expected to follow the rules, procedures and regulations set forth by the coach.

Communication to Expect From the Coach/Advisor

1. Philosophy of the coach.
2. Expectations the coach has for your child.
3. Schedule of all practices and events.
4. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that may affect your child.

Communication to Expect From the Parent/Guardian

1. Concerns expressed directly to the coach verbally. Please avoid using email.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's/advisor's philosophy and/or expectations/ team rules.

Chain of Communication

This procedure has been developed for the purposes of establishing and maintaining lines of communications among the school, parents/guardians and students and for resolving concerns related to activity programs.

To maintain a positive atmosphere and to ensure that the proper channels of communication will not be circumvented, a procedure has been outlined for participants, parents, coaches and administrators. All parties must adhere to the guidelines listed below. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of communication. However, all concerns are to begin with the participant and coach/advisor, and then advance up the chain of communication. These guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the activities director immediately.

*In situations requiring a conference between the **student**, the parent/guardian and the coach, activities director, principal or any combination thereof, the procedure must be followed:*

In all cases, the meeting requires the presence of the student.

Step One: Parent makes direct contact with the coach/advisor **after a minimum of 24 hours following the event have elapsed**

***24-Hour Rule:** Because coaches and advisors have much to think about prior to a game or event and are highly emotional following a game/event, we ask that parents do not confront a coach/advisor with any concern within 24 hours before or after a game/event. Often, these confrontations will lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game/event will allow both the parent and the coach/advisor time to "cool down" before discussing a concern.

Step Two: Parents make direct contact with the activities director

Step Three: Parents make direct contact with the high school principal

Step Four: Parents may submit a written complaint to the superintendent; a proposed solution must accompany the complaint.

Step Five: Complaints that are unresolved at the superintendent level, may be brought before the school board by notifying the Northern Cass School Board in writing.

Communication Guidelines

As your child becomes involved in the programs of Northern Cass Public School, they will experience some of the most rewarding moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the coach. Coaches are professionals. The coach/coaching staff for each sport is responsible for making and determining (1) team selection, (2) length and content of practice sessions, (3) game strategy and (4) individual playing time. These decisions will be based on the judgment of the coaches.

Appropriate Concerns to Discuss With Coaches

1. The treatment of the student mentally and physically.
2. Ways to help improve your child.
3. Concerns about the student's behavior.

Issues That Will Not Be Discussed

1. Playing Time
2. Team Strategy
3. Play Calling
4. Team Selection
5. Other athletes/team personnel

When the Meeting with the Coach Does Not Provide a Satisfactory Resolution

1. Call to set up a meeting with the activities director to discuss the issues.
2. At that meeting, the next appropriate action will be discussed.

Parent Responsibilities

Parents are expected to encourage their student to perform to the best of their ability both athletically and academically. They should be a source of support for the student and the program in which they are participating.

Parents are role models for students and representatives of Northern Cass High School. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials, and other parents with respect and dignity. Parents must insist that participants abide by rules established by the coach, the school district and the North Dakota High School Activities Association.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate.

Parents should allow their student to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Keep winning and losing in proper perspective. Activity programs are primarily designed for students to learn and have fun. Participants who do their best are to be commended even if their best may not be good enough to win.

Ten Tips for Parents of Student Athletes

- 1) **TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.
- 2) **BE SUPPORTIVE OF THE COACH.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly to the coach about it.
- 3) **GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy and guidelines for the season.
- 4) **LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents.
- 5) **SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether you win or lose, whether they played in the game or not, and whether they played well or not.
- 6) **LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you have investigated the situation for yourself. Keep winning and losing in proper perspective!
- 7) **BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.
- 8) **INSIST ON GOOD GRADES.** Check on your child's grades frequently.
- 9) **INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all NDHSAA, NCPS and team rules. It is your duty to hold them accountable and report any violations to the head coach.
- 10) **NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

Out of Town Events

Students and coaches/advisors are representatives of our school at out of town events. Students are expected to show good behavior at such events. Disciplinary action could result if any student's conduct is detrimental to his/her school or community. Students riding a school bus or car (provided by the school for transportation) to an out of town event must return in the same vehicle. The only exception shall be if the parent has made a request that the student rides home with him/her. Requests can be made in writing by the parents. (See Appendix E)

Tryouts and Student Selection

All eligible students have the opportunity to try out for a school activity. Each activity has a starting date, and there should be a minimum of three days of tryouts/practices prior to the selection of team members. Sub-varsity and lower level students in each respective activity should be invited to try out for a higher level program.

1. **General Commitment:** Each student who is involved in a school activity must have strong commitment to the program in general. Being involved will require teamwork, self-discipline, loyalty, sportsmanship, citizenship and perseverance. If a participant has concerns or conflicts, he/she should visit with the coach or advisor of the respective program.
2. **Skill and Ability:** Each student who participates will receive an assessment of his/her skills and abilities from the coach/advisor. This information should serve as the major criteria in the selection of program members for each respective activity.

Co-Curricular Eligibility for Northern Cass Public School District Students

NDHSAA and Northern Cass High School Eligibility

The Northern Cass Public School District is a voluntary member of the North Dakota High School Activities Association and the National Federation of High Schools. Both of these associations have developed rules and guidelines that govern the majority of our co-curricular programs. (See Appendix A for a brief summary of the NDHSAA condensed version of our state's eligibility rules.) A complete description of these rules can be found in the NDHSAA Handbook, a copy of which is available in your school's main office or on the NDHSAA website: www.ndhsaa.com.

Northern Cass Public School District has also developed rules and guidelines in addition to the rules and regulations of the NDHSAA. The students' and parents' role in following the rules will insure eligibility to participate in interscholastic activities. Any violation of these rules could result in forfeiture of team and individual competition and ineligibility.

Co-Curricular Regulations

1. NDHSAA rules must be followed in all cases of eligibility, transfer, and physical examinations. (see Appendix A)
2. No participant may quit one activity and report to another after the season (first event) without the consent of both coaches/advisors.
3. Participants must ride to and from contests in school designated transportation. Exceptions:
 - A. Injury to participant - requiring alternate transportation
 - B. The participant's parent checks the student out with the coach at the site of the event.
4. A display of unsportsmanlike conduct toward an official or an opponent or use of profanity during events or practice will result in counseling by the head coach and possible school administrator. The possible consequence could result in a suspension or an expulsion from the program depending on the severity of the circumstances.

Suspensions for Violations NOT Related to Alcohol or Drugs

If a suspension is needed due to a violation of team rules, the student with his/her parent or guardian will be provided a due-process hearing conducted by the coach with the presence of activities director and or/a school administrator. During the hearing the student will have the opportunity to explain or justify his/her actions.

Academic Eligibility

No student in grades 9-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such student shall at the same time have any unsatisfactory record of scholarship. **Note:** Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests, activities and events.

An eligibility report will be run every three weeks to get results of student grades and academic progress in all classes. Any student failing one or more classes will be automatically suspended from participation in the extra – curricular activity until the grade is made up and the student is passing. If a student fails a course at the end of the 9 weeks or semester, they will be ineligible for three weeks. This also includes online courses.

Notification of Eligible and/or ineligible Students

After grades are submitted to the office it may take a few days to complete the list of ineligible students. To guarantee that all students are treated consistently, the period of ineligibility will begin on the day the list is presented to staff members. Likewise, if students are currently ineligible but have met academic requirements for the new marking period, they will become eligible on the day the list is presented to staff members. Spring sports that have contests following graduation will be governed by the eligibility list that was in effect for the last portion of the fourth quarter prior to final tests and final grades.

Illegal Substances Policy

The use or possession of tobacco, alcohol, or other drugs is prohibited. This includes, but is not limited to, non-prescribed medications and prescription drugs. Any co-curricular participant who is in violation of the fore mentioned shall be suspended from participation in interscholastic contests, co-curricular activities, and other school related events for a minimum period of six consecutive weeks for the first offense. In addition students will not be eligible for any special awards or letters. For any subsequent offense, the violator will be dropped from all further participation in co-curricular activities for the remainder of an academic year. In athletics, debate, speech and student congress, a violation during the off-season, including summer, also results in a six-week suspension. However, if the student is not actively participating in an activity sponsored by Northern Cass Public Schools during this time period, a four week suspension pending the date the violation is reported to the NCHS administration, will commence when the student reports to the first official practice day of their respective activity. Summer violations may pertain to other co-curricular activities as well (such as speech and debate).

Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests or events. See Appendix A for more details regarding the consequences for violations related to use of illegal substances.

Suspension Process

From the day the school administration has been notified of a violation, the student will be suspended. The student will be informed of the length of his/her suspension based upon the information provided to the school administration from a reliable agency or source (law enforcement agency, school staff personnel, etc.). The student and parent(s)/guardian(s) have a right to appeal the suspension through a due process hearing held in the administrative office in the presence of the activities director and/or a principal. If the suspension is upheld, the student and parent(s)/guardian(s) may appeal the decision by asking for an additional hearing to be held at the district administration office. The student and family have the right to have an attorney present. Once the hearing has been upheld by the school district, any hearings outside of the school's jurisdiction will have no bearing on the suspension.

Sportsmanship and Citizenship

Sportsmanship

It is vitally important that all people involved in co-curricular activities strive to follow and practice the code of ethics (page 5) whether they play the role of coach, participant or spectator. We all carry the responsibility of demonstrating good sportsmanship and serving our community by being positive ambassadors for the Northern Cass Public School District.

Coaches

As educated and trained professionals, coaches play an important role of setting the example by demonstrating good sportsmanship for their team members, student-body and adult fans to follow. It is important for the coach to reinforce the Northern Cass School District's purpose, objectives, values and goals described on pages 5 and 6 with emphasis in practicing and instilling the code of ethics.

Participants

It is a privilege to participate in co-curricular activities. Students need to keep in perspective how fortunate they are to have the opportunity to exercise that privilege and to appreciate the school district community for supporting their efforts. Students should also demonstrate good sportsmanship by practicing the code of ethics and share their enthusiasm and love for their activity by demonstrating respect for all persons and property.

Spectators

Student and adult spectators need to keep in perspective that high school activities are educational experiences that need to be kept in the proper spirit of competition. It is our hope that all fans will abide by the following guidelines. The Northern Cass Public School District appreciates your cooperation.

1. Remember that the event is for the students. They are participating and parents/fans are watching because of their enjoyment in the experience. Good sportsmanship enhances the educational experience of all participants.
2. Refrain from distracting participants when they are competing /performing.
3. Recognize and appreciate the skill of the performers regardless of their school. Applauding good play demonstrates class, generosity and good will.
4. Treat officials with respect before, during and after the contest. Contests cannot be conducted without officials as they are an integral part of the event and should be recognized as impartial arbitrators.
5. Display good conduct. All spectators need to be responsible for their actions. Management has the authority to remove any spectator who does not conduct themselves in a respectful manner. Abusive or inappropriate behavior is to be avoided.
6. Your view of the event could be quite different than that of an official or the opposing team and spectators.
7. Recognize the fact that spectators represent the school district and community as do participants and coaches. Respect, cooperate and respond positively and enthusiastically to cheerleaders and event staff.
8. Spectators are to respect others, property and the spirit of high school competition.

Misbehavior During Contests

Students or adults who are found to be in gross violation of the ethics of competition or the principles of good sportsmanship may be barred from interscholastic activities either as a participant or as a spectator or both. This includes student and adult spectators.

Citizenship

Student-participants need to keep in perspective their role as active members in the co-curricular program. It is important for them to be good role models and ambassadors for the school community and to the younger students who admire and are influenced by their actions. Participants need to demonstrate proper respect to all persons and property on and off school premises.

School Activity Related Policy

Attendance

A student must be in attendance the immediate half day (three periods) prior to participating or practicing in any co-curricular activity. The only exception to this will be with the principal's permission. Friday's absence does not affect a Saturday contest.

Black Out Night

Wednesday night after 6:00 PM has been designated as "Blackout Night" in the school district. This is the night devoted to church activities in our community. There will be no activities within the school on this night so students may participate in faith related activities without interference from the school.

Missing School for Co-Curricular Events

Students who miss school for co-curricular events are responsible to check with teachers in advance and complete any assignments before the event takes place. Any work not completed in advance will result in no credit for that work unless other arrangements have been approved by the teacher.

Injuries on School Property or at School Functions

Costs incurred because of the need for medical, dental, and hospital services from injuries sustained on school property or at school functions are the responsibility of the parent or guardian. The Northern Cass Public School District does not provide medical insurance coverage or benefit payments for students.

Sports Medicine Coverage

Northern Cass Public School District has been contracted with Sanford Health Orthopedics & Sports Medicine as our provider for sports medicine services. Licensed athletic trainers contracted through Sanford Health Sports Medicine are stationed at the high school sites and are available for our co-curricular programs after school each day. Please inform the coach and the certified trainer of any injuries or conditions that may have an impact on participation and general health.

Physical Examination

Effective April 15 of each year, students involved in athletic activities will be required to have a physical examination to be eligible to practice and to participate in athletic contests for the subsequent school year. Students, parents and coaches will also be required to read concussion management material (Appendix D) and sign a Risk and Warning Acknowledgement / Code of Conduct Acceptance form prior to reporting to practice.

High School Awards

Only varsity letters are presented to students. Participants in activities listed above are eligible to receive varsity letters. The head coach/advisor in each activity determines the criteria used in determining how a letter is earned.

Seventh, eighth, and ninth grade students can earn a varsity letter if they are a member of a varsity team and meet the criteria established to earn a varsity letter. Participation certificates are given to students who participate, but do not letter (coach's/advisor's discretion).

Fine Arts Letter

The fine arts letter may be earned by students who participate in band, choir, debate, drama, publications, speech and student congress. Students will receive a letter patch for a 1st year letter winner. Additional pins and bars may be awarded for subsequent years and honors (coach's/advisor's discretion).

Athletic Letter

An athletic letter patch will be awarded to students satisfying the letter criteria established by each program coach. General requirements for earning an athletic letter:

1. Acceptable academic record
2. Good training practices and faithful attendance
3. Not in violation of the drug and alcohol rule – NDHSAA and NCPD
4. Recommended by the coach
5. Finish the season in good standing (exception of injury)
6. Only varsity athletes participating in Northern Cass Public Schools sponsored activities will be eligible to be awarded athletic letter certificates and special awards

Varsity Letter Awards

- A. First year = Certificate and letter patch/pin
- B. Second year = Certificate and pin for each subsequent year.

Additional Awards

Special Awards

Special Awards may be provided to students in varsity activities. Each coach will determine what award(s) are to be given per his/her activity based on the established criteria for each award.

Other special awards may be earned at the high school level. The awards and criteria for them will be established and maintained by administration, coaches and staff.

Outstanding Senior Athlete

Each year, one senior female athlete and one senior male athlete will receive the "Outstanding Senior Athlete" award. The recipients of this award will be chosen by the activities director and the coaches staff/faculty. In choosing the recipient of his award, the following may be considered:

- A. High school athletic letters won.
- B. Coachability of the athlete throughout the years.
- C. Attitude, hard work, and determination shown throughout the years.
- D. Post season awards and honors (all-district, all-region, and all-state).

Other factors will also be considered on an individual basis.

The chosen athletes will receive a plaque and will also have their names inscribed on a trophy or plaque that will be on permanent display at Northern Cass School. Winning this award is the highest honor that can be bestowed upon a Northern Cass athlete because it is based on an athlete's entire career.

NCAA Eligibility

Any student planning to enroll in a 4-year NCAA institution as a freshman and wishing to participate in athletics must be certified by the NCAA Initial Eligibility Clearing House. The purpose of this clearing house is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes.

Some colleges and universities require that students obtain eligibility through the NCAA Initial-Eligibility Clearinghouse. Collegiate eligibility is the responsibility of the student. **Students and/or parents should check with their counselor if they wish to attain this certification.** This should be done prior to the start of the student's senior year to insure adequate time for processing.

The NCAA has approved the following courses as core courses:

English

- AP Senior English
- English 9
- English 10
- English 11
- English 12
- (Fundamentals of) Speech

Social Science

- Economics
- Microeconomics
- North Dakota Studies
- Psychology
- Sociology
- US Government
- World History
- US History

Mathematics

- Algebra 1
- Algebra 2
- College Algebra
- Geometry
- Pre-Calculus
- Topics in Advanced Math
- Math Topics

Natural/Physical Science

- Anatomy/Physiology I
- Applied Chemistry
- Biology
- Chemistry
- Environmental Science
- Physical Science
- Physics

Additional Core Courses

- Spanish 1, 2, 3, 4
- German 1, 2

Federal, State, and School District Policies

Title IX – Sex Discrimination

The Northern Cass Public School Board of Education supports the provisions of Title IX of the Educational Amendments of 1972, which commit all schools to the elimination of discrimination on the basis of sex in those programs and activities offered to its students. Any student or employee of the school district, who believes they have been discriminated against, denied or excluded from participation in a district educational or activity program on the basis of sex, may file a written complaint with the school district compliance officer (High School Activities Directors or Superintendent).

Title VII – Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse of a sexual nature;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future opportunities.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. (See respective school's student handbook for more information.)

Title VI – Racial Harassment

Title VI of the Civil Rights Act of 1964 addresses racial harassment in the public schools. Racial discrimination or harassment is considered present if a person is treated differently on the basis of his/her race, color, or national origin in the context of an educational program. A violation will be considered present without a legitimate, non-discriminatory reason so as to interfere with or limit the ability of a person to participate in or benefit from the services, activities, or privileges provided by the school district.

Racial discrimination/harassment may include, but is not limited to the following:

1. Harassing conduct that is physical, verbal, graphic or written.
2. Injury to persons or property.
3. Conduct which threatens injury to person or property.
4. General disrespect demonstrated toward person(s) and/or property.

Bullying Policy

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term on-campus refers to all property owned or leased by the district, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned* activity is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program;
 - b. Is established by a sponsor to serve in the absence of a district program;
 - c. Receives district support in multiple ways (i.e., not school facility use alone);
 - d. Sponsors of the activity have agreed to comply with this policy;
 - e. This district has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored* activity is an activity that the district has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the district.
- *School Staff* include all employees of the Northern Cass School, school volunteers, and sponsors of school-sanctioned activities.
- *True Threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false report with the district.

Off-Campus bullying that is received on school property is also prohibited. This district has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the principal to inform him/her as soon as possible. If the alleged violation implicates the principal, the school staff member shall report it to the superintendent. If the alleged violation implicates the superintendent, the school staff member shall file it with the board president.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

a. Completing a written complaint form: A complaint will have the option of including his/her name on this form or filing it anonymously. This district will place the form in a variety of locations through the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

b. Complete and submit an online complaint form. A complaint will have the option of including his/her name on the form or submitting it anonymously.

c. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The district shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the district shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the district for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the district, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal or the superintendent) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary.

1. Identification and collection of necessary and obtainable physical evidence (Note: In some cases physical evidence may be unobtainable, e.g., private social networking profile);
2. Interviews with the complainant, the victim, an/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the district has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor
6. Hold a conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff;

7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving lockers) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under the other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the district only has the authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases bullying received on campus, the district may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the district shall take appropriate disciplinary action including, but not limited to; a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the district confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the district shall develop and implement bullying prevention programs for all students and staff professional development activities.

Hazing Defined

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk or harm to the student, or any third party, in order for the student to be initiated into, or affiliated with any school group, club, athletic team or grade level.

The Northern Cass School District urges students to avoid being either a perpetrator of such acts or a willing participant in such behaviors. Alleged hazing, when substantiated by facts obtained through due process, will result in disciplinary action being taken against the participants.

Activity Affiliations

The Northern Cass Public School District is affiliated with a number of associations and schools. Our secondary school is affiliated and a member of the (NFHS) National Federation of High Schools and the (NDHSAA) North Dakota High School Activities Association. These affiliations provide regulations through the state and national association's rules, policies, regulations and programming.

APPENDIX A

North Dakota High School Activities Association & Northern Cass Public School Eligibility Policies NCPS: CO-CURRICULAR POLICIES

I. ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

No students in grades 9-12 shall participate in any competitive co-curricular interscholastic contest representing the school if such student shall at the same time have any unsatisfactory record of scholarship. While participating in co-curricular activities, a student must be doing passing work in at least 25 class hours per week (the passing grade will be computed from the beginning of the semester, quarter, or mid quarter and related to such subjects that have a minimum credit value of one-half unit per semester). The 25 class hours must consist of all subjects that are carried daily for five days a week. A student who has special permission to be enrolled in less than 25 class hours per week must have his/her eligibility approved by the principal. (Example: A student who is taking college classes or has extended illnesses).

Academic eligibility for a student in grades 9-12 shall be determined at the end of each quarter and at the mid-point of each quarter. Student eligibility at the end of each semester shall be determined by his/her semester grade (a student must have earned 2.5 credits to be eligible at the end of each semester). The period of ineligibility will be from list to list (which in most cases is a time span of about 5 weeks). Following the spring semester, a student will be ineligible until the 1st mid-quarter list is published in the fall of the next school year. **Summer school grades cannot be used for eligibility purposes.**

Co-curricular supervisors and administrators will monitor academic standings and notify individual students if they become ineligible.

II. USE OR POSSESSION OF TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

The use or possession of tobacco, alcohol, or any controlled substance (including prescription and synthetic drugs) as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of the foregoing regulation shall be suspended from participation in interscholastic contests / activities including scrimmages for a minimum of six weeks in her/his activity season. A student found in violation will be required to attend an intervention program. In addition he/she will not be eligible for any special awards or letters provided by the Northern Cass School District for that activity season. Students under suspension may continue to practice with the team through the completion of the season. (see detailed information below)

The period of suspension shall begin from the date notification is given to the student by the school administration. If information is withheld from the administration, the length of the suspension shall commence the day the administration is notified. For any subsequent offense during the same school year, the violator will be dropped from all further participation in co-curricular activities at Northern Cass Public Schools for the remainder of the academic/activity school year. A student always has the right to a hearing (see below for procedures).

The following rules and regulations concerning the extracurricular activities in Northern Cass Schools are set up to govern all the extracurricular activities in the school as well as school-sponsored activities.

Section 1. Offenses: Any student of Northern Cass School will be subject to an extracurricular suspension for the following:

- A. The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law.
- B. Involvement in an act which, if done by an adult would be designated a crime under the laws of North Dakota, another state, or the U.S A violation of the laws governing the operation of a motor vehicle does not fall under this paragraph.

Section 2. Suspensions

- A. Any student will be suspended for a period of 6 consecutive school weeks from participation in any extracurricular activities in Northern Cass Schools for the first offense as described in paragraph 1.A above. The Northern Cass School has set up rules and regulations to govern all the extracurricular activities in the school including athletics, competitive music, drama productions, and music for events outside the classroom instruction, speech, Honor Society, cheerleading, and any other extracurricular activities. Pep band, homecoming, prom, and all other school-sponsored dances are not a part of the extracurricular suspension.
- B. Any student who has not received any NDHSAA suspension during eighteen calendar months from the time of his/her last suspension shall receive a six-week suspension for the next NDHSAA rules violation. Any suspension received before the end of the eighteen-month limit will be for eighteen weeks.
- C. Any student may be suspended for a period of up to 18 consecutive school weeks from participation in any extracurricular activities in the Northern Cass Schools for offenses described in paragraphs 1.B above.
- D. A student, who has not completed a suspension at the end of a school year, shall remain suspended during summer vacation. A student shall be credited with one week of suspension for each month of the summer vacation if he or she had not completed a suspension during the school year.
- E. NDHSAA rules will remain in effect during the summer. A student given an extracurricular suspension during the summer will be credited with one week of suspension for each month of the remaining summer vacation and will be suspended from extracurricular activities when the fall season begins.
- F. If a student has a 3rd violation, then all activities will be lost for student's high school career.
- G. If a student denies the allegation, but is later found to have been in violation, he/she will receive an additional 6-week suspension. The admission by the student will have to be made prior to the hearing.

- H. If a student is given extracurricular suspension during a period of time in which that student is not involved with any extracurricular activity, he/she shall sit out the next contest/event of the next extracurricular activity they are a member of.
- I. If a student participates on two different levels of the same activity on the same day, it shall count as 1 contest/event.

Examples:

- 1. An athlete who is a member of both the JV basketball team and the varsity team, and if both teams are playing in the same evening, the athlete shall not participate in either game. The same would be true for a cheerleader on a JV and freshmen team.
- 2. Athletes on volleyball teams must sit out their first event including any combination of 1 match and/or tournament. (Coaches would be violating the intent of this rule if they moved an athlete up or down a level simply to make them eligible quicker.)
- J. Each coach or advisor will determine whether or not a suspended student can practice with the team during the suspension period.
- K. Students must complete the season in order to be eligible for any school award including letter awards. Coaches' discretion will be used in determining awards/letters to be received by students not completing their season due to injury.

Section 3. Procedures: The school Administrator (Superintendent or Principal) shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rule of NDHSAA.

- A. If the Administration finds probable cause to believe that this rule has been violated, he/she shall give the student immediate notice of suspension in writing.
- B. The period of suspension shall begin from the date and time the notification is given to the student by the Administrator.
- C. The student shall have the right to a hearing within three school days after such notification.
- D. Said hearing shall be enforced by the Administrator and conducted before a hearing board consisting of an Administrator, a representative of the Northern Cass Education Association, and one other extracurricular teacher chosen by the other two hearing board members.
- E. The student shall have the right to be present at the hearing to present testimony, evidence, and confront the person or persons who complained of violations of NDHSAA rule.
- F. If the ruling of the hearing board does not satisfy the student, such student shall have the right to have the ruling reviewed by the School Board.

Section 4. Time Limitations

- A. If an offense is committed during the school year, said offense shall be reported/discovered within 6 weeks (inclusive), or these rules shall not apply.
- B. If an offense was committed during the summer vacation, said offense shall be reported-discovered within 6 weeks (inclusive) of the first day of practice of the sport season, or these rules shall not apply.
- C. The 6-week limitation does not apply to an extracurricular rule violation reported/discovered before the 6 weeks (inclusive) and currently under investigation. Such reported/discovered incidents must be allowed to be investigated completely and fully so as to try to determine the guilt/innocence of students involved with said incident.
- D. For the purposes of this Section, the school year is the period during which academic classes are held commencing in the late summer of one year and ending in the spring of the following year.

Section 5. Training Rules: The athletic coach or activity advisor shall set all other rules for the sport or activity including but not restricted to the following: curfew, dress code, team discipline and travel rules.

NORTHERN CASS PUBLIC SCHOOL CONDENSED ELIGIBILITY RULES

Attention Co-Curricular Participants!

You Are Eligible:

- If you have been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the opening of the semester.
- If you ENTERED SCHOOL EARLIER THAN 10 DAYS AFTER THE OPENING OF THE SEMESTER.
- If you have COMPETED IN A SPORT FOR LESS THAN 8 SEMESTERS as a high school student.
- If you have not COMPETED IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION.
- If you have not ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to at least two high school subjects.
- If you EARNED CREDITS IN **(SIX SUBJECTS/3 CREDITS AT NCPS)** the preceding semester.
- If you maintain a PASSING AVERAGE IN **(SIX SUBJECTS AT NCPS)** during the present semester.
- If you have not GRADUATED from a 4-YEAR HIGH SCHOOL or equivalent.
- If you have not ACCEPTED AWARDS other than those having symbolic value and costing more than seventy-five dollars.
- If you are under 20 YEARS OF AGE.
- If you are an AMATEUR in the sport in which you are competing or if you have not competed under an ASSUMED NAME.
- If you have not TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents.
- If you are in your 9TH SEMESTER OF ATTENDANCE and have not reached your 18TH birthday.
- If you are in your 8th semester and your 7TH & 8TH SEMESTERS ARE CONSECUTIVE.
- If you have a current file of a DOCTOR'S OR NURSE PRACTITIONER'S CERTIFICATE of physical fitness and have read the Northern Cass Public Schools concussion management information.
- If you have not been found in violation for the use or possession of tobacco, alcohol or illegal drugs.

(CHECK WITH YOUR A.D. OR PRINCIPAL FOR POSSIBLE EXCEPTIONS TO THE ABOVE RULES)

I have read and understand the Northern Cass Public School Co-curricular policies and the NDHSAA condensed rules.

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____ DATE: _____

APPENDIX B

Northern Cass Public Schools Code of Conduct

Participating in a Northern Cass Public Schools activity program is a privilege which requires students to uphold high standards of citizenship, conduct, and appearance that are appropriate for the students who represent Northern Cass Public Schools and the greater Northern Cass community. To participate in a school activity, parents/guardians and students must sign this code and accept the terms, conditions, and rules set forth by Northern Cass Public Schools, the North Dakota High School Activities Association (NDHSAA), and the coach/advisor of each activity.

- ❖ ***PRIOR TO THE START OF THE SEASON, ALL CODE OF CONDUCT, ACKNOWLEDGEMENT OF RISK AND WARNING SHEETS, ELIGIBILITY RULES, PHYSICAL FORMS, AND PARTICIPATION FEES MUST BE TURNED INTO THE APPROPRIATE SCHOOL ACTIVITIES OFFICE. STARTING WITH THE FIRST DAY OF PRACTICE, THESE ITEMS MUST THEN BE GIVEN TO THE COACH IN ORDER TO ASSURE COMPLIANCE.***

Refer to the NCPs Co-Curricular Student and Parent Handbook for more information regarding code of conduct items, physical examination guidelines, or participation fees.

CITIZENSHIP / SPORTSMANSHIP: Refer to the Northern Cass school student handbooks for expectations.

SCHOLASTIC ELIGIBILITY: Refer to the Northern Cass school student handbooks for scholastic eligibility policies.

SUSPENSIONS AND EXPULSIONS: Refer to the Northern Cass school student handbooks for procedures regarding both in-school and out-of-school suspensions as well as student expulsions.

SCHOOL ATTENDANCE: At both the middle school and the high school level, a student must be in attendance the immediate half day on the day of a competition, event, performance, or practice unless prior approval is given by the building principal.

SPECIFIC TEAM / ACTIVITY RULES: Individual programs may have additional training rules/regulations that apply to students.

Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required. **ANY TEAM SPECIFIC RULES WILL INCLUDE INFORMATION REGARDING PRACTICE AND GAME/EVENT ATTENDANCE.**

INJURIES: Northern Cass Public Schools will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF NORTHERN CASS PUBLIC SCHOOLS.** Northern Cass Public Schools does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.

ALCOHOL, TOBACCO, AND DRUGS: Use or possession of tobacco, alcohol, or other controlled substances defined by North Dakota law is prohibited. See the Northern Cass school student handbooks for specific violation procedures per NDHSAA and NCPs policies.

TRANSPORTATION GUIDELINES:

1. All participants must ride to and from events in school designated transportation.

- ❖ **EXCEPTIONS (2):** 1) Injury to a participant requiring alternate transportation
2) The participant's parent/guardian checks the student out with school personnel at the event site

2. In few instances, parents may be allowed to transport their participant to an event. This must be cleared by the AD in advance.

3. We encourage all participants to ride home with their team. However, if a parent/guardian wishes to bring their participant home, that parent/guardian must make a face to face contact with the designated school personnel after the event to sign the release form. If someone other than a parent needs to take the participant after the event, the parent/guardian must first call the Activities Director prior to the event to notify the AD of travel arrangements. **IF OKAYED**, the responsible adult taking the participant home must make a face to face contact with the designated school personnel after the event to sign the release form.

4. **HEAD COACHES HAVE 100% AUTONOMY IN DECIDING WHETHER OR NOT TO RELEASE ATHLETES TO ANY ADULT: PARENT OR OTHERWISE.** If the coach determines that releasing the student is a safety risk for any reason, that student will ride home with the team. We apologize for any inconvenience this may cause, but we will not put our student athletes in a potentially dangerous situation.

SPECIAL NOTES: The Code of Conduct is in effect for the entire school year, including practice or events before or after school begins and ends, for all students whether or not they are currently in an activity. These regulations are in effect for co-op students from other school districts, as well. Entire, detailed policies governing school activities sponsored by NCHS can be found in the NCHS Co-Curricular Student and Parent Handbook and respective school student handbooks.

APPENDIX C

Northern Cass Public Schools Risk and Warning Acknowledgement / Code of Conduct Acceptance

STUDENT/PARENT ACKNOWLEDGEMENT OF RISK AND WARNING FOR SCHOOL YEAR: _____

I, _____ Grade _____, am a student at Northern Cass Public School hereby
(Name of Student)

acknowledge that I have been properly advised, cautioned, and warned by the proper administrative and coaching personnel of the Northern

Cass Public School District that by participating in any school activities for the school year _____ and that I am exposing myself to risk of serious injury including, but not limited to, the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in the activities, and should I choose to participate in the activities, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself to by participating. **I have also received and read the Sanford Health concussion document and understand the risks of participation in the activities. This brochure is available under each high school's activities site.**

_____/_____/_____
(Parent/Guardian Signature(s)) (Date) (Student Signature)

In the event of an emergency requiring medical attention, I hereby grant permission for emergency treatment for my daughter/son. I expect an effort will be made to contact me if an emergency occurs. I understand the cost for any medical attention may not be covered or paid by Northern Cass Public Schools or the North Dakota High School Activities Association.

I understand and agree that others may assist or participate in providing medical care to my child. In order to be able to provide appropriate care to my child, medical information may need to be shared with caregivers other than the treating physician. This may include, but may not be limited to, the team/school physician, resident or student physicians, school nurse, school athletic trainer, and licensed physical therapists.

This includes all of the following activities: (circle) cross country, football, golf, cheerleading, volleyball, basketball, dance, wrestling, baseball, softball, track and field, weight lifting,

CODE OF CONDUCT ACCEPTANCE FOR SCHOOL YEAR : _____

Our signatures below indicate that I (student) and we (parents/guardians) have closely read the Northern Cass Public Schools Code of Conduct for School Activities and acknowledge our acceptance and willingness to observe the code of conduct and follow its rules and regulations.

_____ **(Parent)** My (our) initials on the line indicate that I have read and understand the communication guidelines used by the NCPS activities' offices.

_____ **(Parent)** My (our) initials on the line indicated that I have read and understand the communication engagement guideline process used by the NCPS activities' offices.

_____ **(Parent)** My (our) initials on the line indicate that I have read and understand the Transportation Guidelines used by the NCPS activities' offices.

_____ **(Student)** My initials on the line indicate that I have read, or will read when it's provided, my student handbook to view all NCPS activities policies not included in their entirety within the Code of Conduct sheets.

_____/_____/_____
(Parent/Guardian Signature(s)) (Date) (Student Signature)

APPENDIX D

Northern Cass Public Schools Request for Transportation Permission Form

TRAVEL PERMISSION SLIP A (From an event)

My daughter/son, _____, has permission to travel with me after the
(STUDENT NAME)
following school activities: _____, for the school year of: _____.
(ACTIVITIES/EVENTS) (current school year)

I as a parent and/or legal guardian of my son/daughter: _____,
(NAME OF PARENT/GUARDIAN)

agree to discharge, release, and waive Northern Cass Public Schools, its coaches/advisors, employees and agents, from any and all liability whatsoever, whether now or in the future, that may be asserted against them as a result of my request to have my daughter/son travel with me or designee from the site of an activity or event.

REQUESTED BY: _____ (PARENT/LEGAL GUARDIAN) _____ (DATE)

PERMISSION GRANTED BY: _____ (COACH/ACTIVITIES DIRECTOR/ADVISOR) _____ (DATE)

TRAVEL PERMISSION SLIP B (To and from an event)

My daughter/son, _____, has permission to ride to and from the site
(NAME)
of the following school activities: _____, for 2016-2017 school year.

I as a parent and/or legal guardian of my son/daughter: _____, agree to
(PARENT/GUARDIAN NAME)

discharge, release, and waive Northern Cass Public Schools, its coaches/advisors, employees and agents, from any and all liability whatsoever, whether now or in the future, that may be asserted against them as a result of my request to have my daughter/son travel with me or designee to and from the site of an activity or event.

REQUESTED BY: _____ (PARENT/LEGAL GUARDIAN) _____ (DATE)

PERMISSION GRANTED BY: _____ (COACH/ACTIVITIES DIRECTOR/ADVISOR) _____ (DATE)