ALEXANDER PUBLIC SCHOOL



CO-CURRICULAR

HANDBOOK

2026-2027

Alexander Public School Mission Statement

We prepare students whose work ethic promotes success in an increasingly competitive world.

Alexander Public School Vision Statement

Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.

BOARD OF EDUCATION

A five-person board governs Alexander Public Schools. Current board members are as follows: Board President; Cameron Wahlstrom, Vice President; Jenae Hunter. Board Members; Cody Echevarria, Alicia Kline and Becky Aasen. Jami Hudson is the Alexander Business Manager.

ADMINISTRATION

Leslie Bieber is the Superintendent at Alexander. Shannon Faller is the High School Principal, and AJ Allard is Elementary Principal.

TITLE IX

All complaints shall be submitted with the Title IX Coordinator or Co-Coordinator.

The Title IX Coordinator for Alexander Public School District is Mrs. Shannon Faller.
Shannon.Faller@k12.nd.us, 701-828-3334.
The Co-Title IX Coordinator is Aaron Allard:
Aaron.Allard@k12.nd.us, 701-828-3334.

Alexander School Board Policy AAC defines the process of Title IX complaints.

Policy AAC is available at the following locations:

- Alexander Public School Front Office
- Alexander Public School Teacher's Lounge
- Alexander Public School Website: https://www.alexanderschoolnd.us/page/title-ix

Code of Ethics of the Comet Community

Only to the extent that individuals know and practice an acceptable code of behavior, both among themselves and among each other, can Comet Community exhibit a positive attitude. Various codes of ethics have been set down for each member of the Comet Community, including:

1. To receive respect from others; be respectable;
2. If you cannot speak well of another, say nothing;
3. Do not criticize without a suggestion for improving;
4. When two people argue, both are in the wrong;
5. The person is more important than the subject matter;
6. Be helpful if you expect help from others;
7. Try to understand the other's point of view – he/she may be right;
8. Genuine praise of another raises you in his/her esteem;
9. Appraise yourself only by the best in others;
10. Accept yourself as you are, but do not be content to remain that way;
11. Ask yourself- Am I giving 100% each and every day?

ALEXANDER SCHOOL TEAM/CLUB RULES

Participants are expected to attend every practice.

1. Excused absences include family emergency and illness. Personal appointments should be scheduled so they do not conflict with practices. Advisor's discretion will also be used.
2. Any school disciplinary action that results in a participant missing practice will be considered unexcused.
3. Contact advisors ahead of time in case of a conflict.

B. Travel
   1. Players will ride to and from away games with the team.
   2. Exceptions include family or medical reasons.
   3. A written and / or verbal request are encouraging ahead of time if a parent wishes to take their child home. Otherwise, a sign out sheet will be available with the advisor after the games.
   4. Bag checks for all overnight activities by advisors and/or administration.

C. Dress Code
   1. Dress codes for home and away games will vary by sport. Head advisors will notify participants before the season begins.

D. Uniforms/Equipment
   1. Participants are responsible for any equipment or gear issued to them.
   2. Any equipment/gear returned at the end of the year that is considered to be less than satisfactory may require full or partial reimbursement to the school.
   3. Any equipment/gear that is not returned/lost will be required to be reimbursed in full.

E. Conduct
    1. Any conduct detrimental to the team will not be tolerated. Punishment, which may include suspension or removal from the team, will be determined by the advising staff.
    2. Injury - Clearance from injury by a physician or licensed athletic trainer is required prior to the return to completion or practice when applicable.

BEHAVIOR EXPECTATIONS

All student-athletes are expected to follow the same standards of conduct outlined in the Alexander Public School Student Handbook, regardless of whether the activity takes place on or off school grounds. This includes all practices, competitions, events, and travel.

Behavioral expectations and consequences are consistent across all school activities and aligned with the appropriate grade-level handbook. Violations of these expectations may result in disciplinary action, including but not limited to suspension from practices, competitions/events, or full removal from the team, in accordance with the school's discipline policy.

Participation in extra-curricular activities is a privilege, and athletes are held to a high standard as representatives of our school community.

BOOSTER FUNDS

Each program is encouraged to fundraise for additional expenses, such as extra overnight trips, camps, and non-required clothing/equipment.

Purchases from booster funds require approval from the Athletic Director.

All fundraisers must be approved by the administration prior to the event, with the head coach of each program signing off on the approval. Fundraiser forms are available at the front office.

COMPLAINT PROCEDURES FOR PARENTS

1. Depending on the nature of the complaint, try to resolve it directly with the Advisor by setting an appointment 24 hours after the incident.
2. If the complaint is not resolved satisfactorily, the following chain of command is to be followed: Advisor, school principal, superintendent, and school board.
3. Complaints given in writing will be shared with the Advisor.
4.

CO-CURRICULAR ATTENDANCE POLICY

All students involved in co-curricular activities are expected to be in school for the last four periods the day of a game, contest, or activity. **A student who must miss school on any activity day must clear the absence with the principal or athletic director before missing school to be certain of their eligibility for that particular contest**. Activities also include but are not limited to school dances, drama production, band and concerts, and vocational activities. The only acceptable reasons for missing any or all of the school day, and still being allowed to participate, are for scheduled appointments and family emergencies. All students are expected to be in attendance the entire day following an activity. Failure to comply with this policy may result in suspension from the next contest or event.

CONCUSSION

McKenzie Health Policy: To ensure proper management and safe return to play guidelines for athletes suffering a concussion.

Procedure:

1. Certified Athletic Trainer will perform an assessment of the injured person to determine the presence of concussion and associated injuries.
    1. Diagnosis of concussion can include one or more of clinical domains:
        1. Symptoms: somatic (e.g. Headache), cognitive (eg. Feeling like in a fog), and/or emotional symptoms (e.g. Lability)
        2. Physical signs (e.g. Loss of consciousness, amnesia)
        3. Behavioral changes (e.g. Irritability)
        4. Cognitive impairment (e.g. Slowed reaction time)
        5. Sleep disturbance (e.g. Drowsiness)
        6. Vestibular and Ocular Motor disturbances
2. When a Student Athlete shows any signs of concussion:
    1. The student athlete should be medically evaluated using standard emergency management principle, with particular attention to excluding a cervical spine injury
    2. After clearing first aid issues, assessment of brain injury occurs with focused

history, neuropsychological evaluation, and physical exam.

3. The Student Athlete should not be left alone following the injury and serial monitoring for deterioration is essential over the next few hours. With any deterioration in the athlete, urgent referral into the healthcare system will be initiated.

4. A Student Athlete suspected of a concussion will not be allowed to return to play on the day of injury.

- Worsening symptoms, failure to improve, or special circumstance may dictate referral to athlete's primary care physician and can be done at any time during the evaluation, recovery, and rehabilitation period.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Junior High/Senior High: In order to stress the importance of academics to the future of our youth, an eligibility policy is also in effect for participation of all students in activities. Parents and students are reminded that the best approach to improving achievement in school is to work with the teacher as a TEAM. Activities need to be kept in perspective. They are a benefit to the student if they are treated as part of total student growth.

To be eligible for participation in any school sponsored extracurricular activities, students cannot be failing any classes. Every Monday, administration will generate a list of students who are failing. If the student is failing a class, they will be ineligible for one week from that Wednesday to Tuesday. It is possible to be eligible one week and not the next week.

Students who participate in extracurricular activities may not be dismissed from school for practice or activity if failing any class.

If at the end of the semester, a student is failing two classes, he/she will be ineligible for the first 4 weeks of the following semester. At the end of the 4 weeks, eligibility will be determined from the beginning of the new semester.

Junior High students (grades 7-8) participating on a high school team must be passing all classes to maintain eligibility.

Return to play: For all injuries, except a concussion (please see Concussion Management above), the AHS athletic trainer and/or a medical doctor’s release must be received before an athlete is allowed to return to participate in practice or a game.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION CONDENSED ELIGIBILITY RULES

APS follows the NDHSAA eligibility rules for all extracurricular activities.

https://ndhsaa.com/administrators-coaches/eligibility

In-School, Out-of-School Suspension

Students are not allowed to practice or participate in activities during the day(s) that they are in in-school or out-of-school suspension.

NDHSAA Eligibility

Since AHS is a member of the North Dakota High School Activities Association (NDHSAA), all students must meet the NDHSAA eligibility rules to participate in NDHSAA sponsored activities.

In addition to meeting the eligibility rules of the NDHSAA, students must also meet the eligibility rules of AHS.

If a student is declared ineligible for extra-curricular participation either because of a NDHSAA and/or AHS rules violation, the period of suspension shall begin from the date and time; the school administrator gives notification to the student.

Travel/Participation while Ineligible

Students who are ineligible either academically or through suspension will **not** be allowed out of school for an early dismissal to attend activities, or be allowed to travel with a team or group. Ineligible students will be allowed to represent the school during a contest-public performance as a member on the sidelines, bench, in the locker rooms, etc., with a team or group. Students will be allowed, and are encouraged, to attend all practices during the time of ineligibility. Students who are ineligible because of a NDHSAA Drug, Alcohol, or Tobacco violation cannot participate, but can practice with the team or group at the advisor's discretion.

Home Schooled Student Activity Participation

Home schooled students will be able to compete at the high school level when they have reached grades 5-12. The home school parent will send grades each Monday of the school year in order to check eligibility. The grades should be based on the semester grade for the student / athlete. Home school students will follow all NDHSAA and AHS rules and guidelines.

FUNDRAISING

Concessions, operations, donations, percentage of operations, allowable donations and supplies outside of concessions.

P**arent/Guardian Involvement**:
It is required that parents/guardians work alongside student participants to manage and operate concessions. This promotes community engagement and helps ensure smooth operations.

1. **Concessions Assigned:** All athletic and co-curricular groups, including class advisors, coaches, and activity sponsors, are required to assist with concession operations as part of their fundraising responsibilities. In order to hold a fundraiser, each group must sign up for and fulfill at least one concession during football, volleyball, basketball, and other activity seasons. If a concession assignment is not selected, one will be assigned by the administration or activities director.
2. **Menu Coordination**:
   The Concession Coordinator will be responsible for setting the menu for all concession events. If you would like to request specific items or make suggestions, please reach out to Becky ahead of time to discuss any potential changes.
3. **Operations Fund Allocation**:
   To support the organization associated with running concessions, 15% of the total profit will be allocated to concession operations.
4. **Donations of Food and Supplies**:
   Donations of food items and supplies are welcome and greatly appreciated, as long as the donated food aligns with our guidelines regarding food allergies. If you plan to donate, please ensure that all items meet safety and allergy standards.
5. **Special Event Concessions**:
   If concessions for a special event are made entirely from donated food or supplies and do not use concession items such as pop, candy, or supplies, the 15% operations fee will not be taken from the profits.

   **Important*: All special events must seek and obtain prior approval from the superintendent before hosting concessions.

GENERAL DISCIPLINARY CONTROL

Although pupil self-discipline is the ideal theory, until that is achieved in practice, advisors must assume the task of guiding pupil behavior into proper channels of expression whenever they encounter misbehavior.

Advisors must share the responsibility in order to make the task as light as possible, and yet as effective as it must be in a broad and complex situation. No advisor should hesitate to correct any emergency or misbehavior which he/she is at all capable of handling.

Cases with which the advisor does not wish to deal should be IMMEDIATELY referred to the Principal for action. If a advisor defers a student to the administrator, the decision for punishing the student rests with the principal.

HEAD ADVISOR INVENTORY

Head advisor must turn in an updated inventory of all equipment.

HOME SCHOOLED STUDENTS

Home schooled students will be able to participate in all co-curricular activities offered at APS. The home school parent will send grades each Monday of the school year in order to check eligibility. The grades should be based on the semester grade for the student / athlete. Home school students will follow all NDHSAA and AHS rules and guidelines.

INSTRUCTOR'S AUTHORITY OVER STUDENTS

Every instructor has authority over all students at all times in all areas of the school premises whether during school hours, after school. Saturdays, or other times. Students are under jurisdiction not only of their classroom instructors but all instructors. If any instructor makes a reasonable request for a student to do something, the student should respect that request.

MANDATED REPORTER

Per NDCC 15.1-19, Each public and nonpublic school teacher, administrator, and counselor annually shall provide documentation to the department of public instruction of the individual's completion of the online interactive training module provided by the department of health and human services for mandated reporters of suspected child abuse or neglect

MEALS FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Meals provided during extracurricular activities will be covered by the activity fund designated for that program. These expenses apply to both students and coaches involved in the activity. The school district will not cover meal costs related to extracurricular events. All arrangements must be coordinated through the activity advisor or coach in advance.

PRACTICE AREAS

Practice areas need to be checked daily after practice, after games both in Alexander and after games/activities.

PRACTICE SCHEDULES

Advisors need to provide practice schedule including time and place to the school principal for approval prior to the season or within the first few weeks. Once approved, the school principal will share it with admin and front office.

PURCHASES

All purchases must receive approval by school administration before the purchase is made.

Please submit a requisition to the front office. Reimbursements are only to be utilized in emergency situations with prior admin approval.

SCHEDULES

All activities and practice schedules need to be approved by the school principal and shared with the front office and administration.

SCHOOL BOARD POLICIES

All advisors must follow all school board policies. Refer to the following policies referenced regarding student behavior and medication.

The full board policies listed below are available on the school's website: https://www.alexanderschoolnd.us/

Non-Discrimination and Harassment: Board policy AAC adopted on 10/2022
Staff Code of Conduct: Board policy DE adopted on 01/2025
Sportsmanship Regulations: Board policy ABCB-BR adopted on 11/2022
Bullying Policy: Board policy ACEA adopted on 01/2024
Hazing: Board policy ACEB adopted on 06/2022
Student Conduct and Discipline: Board policy FF adopted on 07/2025
Personal Electronic Communication Devices Prohibition During Instructional Time: Board policy FFI adopted on 07/2025

SCHOOL SPONSORED ACTIVITIES ON WEDNESDAY NIGHT

The building principal and activities director shall not permit groups to schedule any school activities after 6:00 p.m. on Wednesday evenings. All students must be out of the buildings and the doors closed by 6:00 p.m. The time after 6:00 p.m. is for church functions and must remain free from school activity interference. Students must be excused from extra-curricular activities to attend religious functions without repercussions for the absence.

SEVERE ALLERGIES

Alexander Public School recognizes the growing number of students enrolling in our schools with potentially life-threatening food allergies. As public educators, we recognize our responsibility to develop appropriate health plans for students with food allergies that detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens. We believe a collaborative partnership between school and family is the best way to achieve this goal while thoughtfully increasing the student's independence to care for him/herself. While the medical and health-related needs are unique for each student, our intention is to establish a set of consistent, systemic practices within the district. As an educational environment, we believe in our capacity to educate our families, teachers, and students to better understand life-threatening allergies. The APS Severe Allergies Handbook addresses peanut, tree nut and latex allergies. Please note that cleaning with water, dish soap or antibacterial hand sanitizer is NOT effective in removing peanut or nut proteins from surfaces. This fact influences the need to control our school environment and the guidelines that we have. Good handwashing techniques, to include warm water, soap and friction, are important.

Peanut Allergy - is one of the most common causes of severe allergy attacks. This allergy occurs when your immune system mistakenly identifies peanut proteins as something harmful. Direct or indirect contact with peanuts causes your immune system to release symptom-causing chemicals into your bloodstream. Exposure can occur in different ways: 1) Direct Contact, the most common cause, is eating peanuts or peanut-containing foods. Sometimes direct skin contact with peanuts can trigger an allergic reaction; 2) Cross-Contact, unintended introduction of peanuts into a product, generally the result of a food being exposed to peanuts during processing or handling; 3) Inhalation, when inhaling dust or aerosols containing peanuts, from a source of peanut flour or peanut cooking oil. This allergy is NOT to be confused or grouped with a tree nut allergy or seeds. Complications of peanut allergy can include anaphylaxis, a serious allergic reaction that is rapid in onset and may cause death.

Tree Nut Allergy - is one of the most common food allergies in children and adults. The allergy tends to be lifelong. Exposure occurs in the same ways as peanut allergies: direct contact, cross contact and inhalation. Tree nuts include: walnuts, hazelnuts, pistachios, almonds, cashews, Brazil nuts. This allergy is NOT to be confused or grouped with peanut allergies or seeds. Complications of tree nut allergy can include anaphylaxis, a serious allergic reaction that is rapid in onset and may cause death.

Latex Allergy - is a reaction to certain proteins found in natural rubber latex, a product made from the rubber tree. If you have a latex allergy, your body mistakes latex for a harmful substance. It is used in a wide variety of consumer products, including rubber gloves, tubing, rubber bands, etc. Exposure occurs by direct contact or inhalation. Complications of latex allergy can include anaphylaxis, a serious allergic reaction that is rapid in onset and may cause death.

Degree of reaction severity - the projected allergic reaction and its impact on the patient - from mild (skin irritations) to severe (life threatening: immediate anaphylaxis shock).

Anaphylaxis - is a severe, life-threatening allergic reaction to an allergen (nut, bee sting, latex, etc.). It occurs suddenly and can worsen quickly and may cause death. This reaction requires emergency care.

Parent of a student with a severe allergic condition - notify the school of the student's allergic condition upon registration or recent diagnosis if the student is already enrolled in the district. If your student is new to the school, contact the school to set up a meeting with the school nurse. Please do the following prior to the start of school: 1) Have your doctor complete and sign the Health Care Provider (HCP) Anaphylaxis Action Plan (Form ACBD-E12). This form must be submitted annually. 2) Complete the Self-Administration of Medication for Airway Constricting Disease, Asthma or Anaphylaxis (Form ACBD-E11) must be signed by the doctor, parent and student IF the student is going to keep emergency medication on them. This form must be submitted annually.

Allergen-safe/restricted classroom/area - is a classroom/area that peanut and/or tree nut containing products are NOT allowed: the commons area and any classroom with a student that has a severe life-threatening allergy. Other examples would include the art room, music room, STEM room, gym class, and library.

Allergen-safe/restricted table - is a table reserved solely for students with peanut and/or tree nut allergies and students that are also eating meals that are peanut/tree nut free. The need for this table is declared in the individual Health Care Plan and/or 504 plan.

Latex products are NOT allowed in any area of the school.

IF your child is in an allergen-safe/restricted classroom, you will receive a letter explaining the restrictions, what is allowed to be brought into the classroom, etc. at school registration prior to school starting. You may contact Nurse Heen at any time for questions.

Travel –the school nurse will send necessary emergency medication with advisors; advisors will notify parents of travel and what is allowed to send for food/snacks.

Bake Sales are only allowed after school hours and at functions that are not required for all students to attend.

Please reference the Severe Allergy Handbook for more specifics regarding severe allergies. This handbook can be accessed at APS and online on the Alexander Public School website.

STUDENT AWARDS

Head Advisor must turn in student awards to the school principal at the end of the season to be kept until the activity banquet.

SUPERVISION OF FACILITIES

Under NO CIRCUMSTANCES is a student to be in a building of the Alexander Public School system without direct school staff supervision.

SUPERVISION ON TRIPS

All trips taken shall have adequate supervision as determined by the administration. Advisors, advisors, and/or chaperones need to disperse throughout the bus to ensure adequate supervision at all times. Any deviation from this procedure must be approved by the administration prior to trip departure. At no time should alcohol be consumed in the presence of students or prior to supervision students. Bag checks for all overnight activities by advisors and/or administration.

Trip details must be sent out to parents/guardians including but not limited to the following:

- Departure and Return dates and time
- Baggage inspection prior to departure
- Financial needs of each student
- Permission slips if necessary

SUPERVISION IN HOTEL ROOMS

When overnight trips take place, the advisors need to secure a key to each room and make appropriate room checks. Reasonable curfews will be set each night and evening team meetings are encouraged. Head advisors are responsible for team members at all times. No one besides advisors and team members are allowed inside hotel rooms at any time. If a student / athlete does not follow any rules set by their advisor and/or hotel the parents are to be notified to pick up their child and the student / athlete will not be able to participate the following day or in any overnight events for the rest of season.

TRANSPORTATION

All advisors of all levels must submit to the Transportation Director a request form one week prior to the event to include the following:

- Locations

- Departure time
- Date
- Number of persons

Driving advisors will receive compensation for driving. Compensation will be paid on distance, not clocked time.

Drivers must submit transportation paperwork to the business manager.

School vehicles should be used for student transportation. If all school vehicles are unavailable, personal vehicles may be used, and mileage will be reimbursed at the state rate. Mileage reimbursement forms can be obtained from the business office.

All advisors are highly recommended to get their CDL Bus License.

ND DPI requires all regular, substitute and activity drivers to attend the NDSC's DDC-4 program within one year of employment plus every 5 years after. Then they must complete a 3-hour training workshop on an annual basis. With the passage of House Bill 1385 in January 2019, these requirements also apply to drivers of school vehicles designed to seat 10 to 15 passengers.

TRANSPORTATION FOR EVENTS

Alexander Public Schools will provide transportation for all school-sponsored sanctioned events away from home. Any student traveling for an event between November 1 and March 31 will be required to have a warm coat, stocking cap and gloves along with them. Bus drivers and advisors have the right to leave a student-athlete at home that does not comply. Student / Athletes are to make sure they use their electronic devices in a non-distracting way for the safety of all on the bus. If asked to turn them off by a advisor and/or bus driver, they are to be put away for the safety of everyone. Advisors have total discretion on the use of these devices. Students are to travel to and from an event with the team/group unless a parent requests and a advisor/advisor permits the student to travel with the parent upon signing them out. Any athlete needing to transport themselves to an event or practice must have the Parent Permission slip provided by AHS filled out and submitted to the school before being allowed to driving.

Disclaimer: All APS District Policies are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of administration.