VALLEY CITY PUBLIC SCHOOLS ACTIVITIES HANDBOOK



2026 - 2027

TABLE OF CONTENTS

Activity Director's Message 1
Notification of Title IX Policy 1
Policies for Interscholastic Activities 1
I. Philosophy 1
II. Basic Principles 1-2
III. Ancillary Philosophies 2
IV. Policies and Procedures 2-16
A. Athletic Associations and Conferences 2
B. Spectator and Student Relations 2
C. Preseason Parent/Athlete Meeting 2
D. Sportsmanship/Guidelines for the Coach 2-3
E. Suspension from Extracurricular Activities 3
F. Policy for Suspension NDHSAA 3-5
G. Policy for Suspension Non-NDHSAA 5-6
H. Hazing Defined 6
I. Harassment/Bullying Policy 7
J. Policy for Valley City High School Extra-Curricular Music Activities 7
K. Cheerleaders Guidelines 7-8
L. Junior High Athletics and Activities 8
M. Valley City Jr. High Philosophy (Activities) 8
N. Criteria for Petition of Advancement of the Jr. High Student Athlete 8
O. Church Night 8-9
P. Purchase Orders 9
Q. Vouchers 9
R. Letter Awards 9
S. Academic Eligibility of Athletes 9-10
T. Senior Athlete Awards 10
U. Concussion Management 10-11
V. School Attendance and Participation 11
W. Athletic Participation Fees 11-12
X. Travel 12
Y. Uniforms/Warm-Ups 12
Z. Cutting Policies 12-13
AA. Weight Room 13
BB. Physicals, Emergency Medical Forms, Baseline Concussion Testing 13
CC. Transportation 13
DD. Locker Room 13
EE. Practices 14
FF. Supervision 14
GG. Training Room 14
HH. Open Gym 14
II. Scouting 14
JJ. Media Reporting Results 14
KK. Communication Guidelines 14-15
LL. State Tournament Attendance 15
V. Activities Committee 15
A. Membership 15
B. Purpose and Function 15
C. Meetings 15
VI. Responsibilities and Evaluation
A. Activity Director's Responsibilities 16
B. Head Coach's Responsibilities 16-17
C. Assistant Coach's Responsibilities 17
D. Cheerleading Advisor Responsibilities 17
E. Coaching Evaluation and Supervision 17
F. Supervision of Coaches 17-18
G. Evaluation Procedures 18
VII. Appendix
A. Pre-Season Meeting Checklist A-1
B. Petition for Exceptional Athletes A-2
C. Timeline for Grade Checks A-3
D. Senior Athlete Awards A-4
E. Concussion Management A-5
F. Concussion Sequence A-6
G. Return to Play A-7
H. Participation Fees A-8
I. Uniform Rotation A-9

ACTIVITY DIRECTOR'S MESSAGE

Valley City Public Schools believes that interscholastic activities are an important component in the education of our students. The primary objective of our programs is to help our students acquire skills that will stay with them long into their adult lives. It is important that our students are gracious competitors who embrace the challenge of competition, show humility in victory, maintain dignity in defeat, and are positive role models in the community. Our students, advisors, and coaches will adhere to the following guidelines in their attempts to succeed:

1. Full adherence to the North Dakota High School Activities Association and all the regulations outlined in its by-laws and constitution.
2. All activities will be conducted in a safe and healthy environment to allow students every opportunity to succeed.
3. Promote excellence both in the classroom and within the realm of competition so that students can demonstrate the character their activity develops.
4. Understand that participation is a privilege that is afforded to those who maintain acceptable standards in the classroom, activity, and community.
5. Realize that interscholastic activities are designed to be fun and help students create positive relationships with their teammates, advisors, and coaches.

Pursuant to these policies and beliefs, the Valley City Public Schools have organized the interscholastic activities department under the direction of the activities director, who, in turn, reports to the principal, the superintendent, and, when requested, to the Valley City Board of Education.

Go blue, go Hi-Liners!
Rob Hunt
Activities Director

NOTIFICATION OF TITLE IX POLICY

YOU ARE HEREBY NOTIFIED that Valley City Public Schools, District No. 2, does not discriminate on the basis of sex, race, color, national origin, handicap or age in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504 not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI, Title IX and Section 504 and this Part may by referred to the School Superintendent, who has been designated as the person responsible for coordinating the efforts of the Valley City Public Schools to comply with and carry out its responsibilities under Title VI, Title IX, Section 504 and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of the coordinator follows: Valley City Public Schools, 460 Central Avenue North, Valley City, ND 58072. Telephone number: 845-0483. A complaint pertaining to these programs may also be registered with the U. S. Department of Education at the following address. U.S. Department of Education, 500 W. Madison Street Suite 1475, Chicago, Il 60661, Telephone 312-730-1560, Fax 312-730-1576, TDD 312-730-1609 email OCR.Chicago@ed.gov

POLICIES FOR INTERSCHOLASTIC ACTIVITIES

I. PHILOSOPHY

The program of interscholastic activities at Valley City Public Schools is organized and conducted as an integral part of the total educational program of the school. The objectives of the activities program must conform in every respect to the general purposes of the school.

Strong and healthy bodies, alert minds, a high sense of sportsmanship, keen enjoyment, and a lifelong appreciation for the activity should be the outcome of the activities program at the school. For the students and alumni alike, the values include the development of tradition, school spirit, sportsmanship, and loyalty.

The student activities program is guided by the administration and designated staff of the school, working jointly, with the board of education. All students are encouraged to participate in activities and become involved in the various extra-curricular activities.

II. BASIC PRINCIPLES

The Core Philosophy of the Valley City Public Schools must coincide with and adhere to certain basic principles:

A. Teach Fundamentals: develop growth and fundamental skills of all students involved in our programs.

B. Develop Safe and Healthy Habits: develop safety protocols and health guidelines for all students in our programs.

C. Practice Sportsmanship: develop respect, character, and sportsmanship of all students in our programs.

D. Work Hard: develop the work habits and dedication of all students in our programs.

E. Have Fun: develop a positive environment for all students in our programs.

III. ANCILLARY PHILOSOPHIES:

A. Coaches shall meet the requirements of any and all faculty members, be employed on the same salary schedules, and shall abide by the same rules and privileges of any and all other faculty members.

B. All players shall be afforded the utmost protection while engaged in competitive activities of their choice and while traveling to and from activity events. Their general health and physical welfare must be the first consideration.

C. Sound equipment, safe playing conditions, and channels for assuring proper training and medical attention shall be available at all times

D. No member of the staff or faculty shall feel his/her job depends on winning or losing, although we shall strive for excellence.

E. Activity events during school time will be kept to a minimum.

IV. POLICIES AND PROCEDURES

A. ATHLETIC ASSOCIATIONS AND CONFERENCES

The rules and principles of the NDHSAA and other organizations to which the high school may belong will be subscribed to and enforced.

B. SPECTATOR AND STUDENT RELATIONS

The effect activities have on the morale, spirit, and loyalty of students, alumni, and other members of the school and community must be recognized. The development of loyalty, school pride, sportsmanship of players and spectators, appreciation of skillful performance and realization of the educational aspects of sports will and should be emphasized. The various activity programs should not be used solely as money-making ventures or as spectacular advertisements of the school, team players, or coaches. Activities will be conducted at the highest possible level, and students, alumni, and other interested citizens will be encouraged to support the entire program in every legitimate way.

C. PRESEASON PARENT/ATHLETE MEETING

There will be a meeting for all parents and athletes in a fall sport. The meeting will be organized and run by the Activities Director. Following this meeting, there will be an opportunity for coaches to hold a team meeting to cover important items. Coaches of other activities outside the fall season as well as Jr. High coaches should hold a team meeting prior to the start of practice. Parents should be invited to this meeting. A check-off form with items to cover in the meeting is found in the appendix. Coaches should sign the form and return to the Activities Director following the meeting.

D. SPORTSMANSHIP/GUIDELINES FOR THE COACH

As a coach you are in a position to influence the youth of a community more than any other member of the faculty. You have an obligation to develop a personality and character, which are above reproach. Most coaches are admired and imitated by young people. The example set by a coach is of extreme importance. The character-building potential of an activity for its participants is closely related to the character of the coach.

Contests furnish a setting for a demonstration of the attitudes of participants, and the attitudes are a direct reflection on the coach. It takes a lot of self-discipline on the part of the coach to always let reasons rather than emotions guide conduct. To build the correct pattern for young competitors, give the following points your attention.

1. Watch your language. Obscenity and profanity have no place in the activity vocabulary.

2. You can explain defeat, but you cannot alibi for it.
3. Do not gloat in victory: this is even more offensive than the alibi.
4. Be decisive: make up your mind. This is part of what you are being paid for
5. Do not constantly challenge the decisions of the officials, particularly judgment decisions.
6. Do not lose your temper: with it will go your poise.
7. Organize your work well in advance: Make a work schedule and carry it out promptly and without undue commotion.
8. Do not take unfair advantage of the rules: be ethical.
9. Give plenty of opportunity to your players for leadership training.
10. Building a philosophy to support your own convictions is necessary, but it must not be too different from that of the community and the educational goals of the administration. The coaches' job is to develop the individuals, players and the team into a unit, which can give a performance approaching their maximum ability as individuals and as a team. This must be done within the best meaning of the word **SPORTSMANSHIP.**
11. Be a clear and concise communicator. Communication with parents, athletes, activities director, administration, staff, and community is key to maintain a strong program. Attention to detail is the expectation in the Hi-Liner activities program

E. SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

A student's privilege to participate in extra-curricular activities and school-sponsored events may be suspended by the principal, coach, or by the Activities Director for a fixed period of time.

All student participants of an activity and their parents will sign and agree to adhere to the "Universal Code of Conduct." Additionally, student participants will sign and adhere to the individual activity "Code of Conduct and Sportsmanship" devised by a coach/advisor of that activity. These Codes must be signed by the student and the parent/guardian prior to participation; and failure to adhere to the expectations of the code may result in disciplinary action as prescribed by School Board Policy.

Any participant who engages in, admits to or is convicted of a misdemeanor or a felony during a school activity or on school property is subjected to disciplinary action as determined by school administration.

F. POLICY FOR SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR ALCOHOL, TOBACCO, NARCOTICS, OR THEFT VIOLATIONS

EXTRA-CURRICULAR ACTIVITIES: Any club or organization that competes or performs scholastically must meet the requirement of the North Dakota High School Activities Association and/or those requirements specified by the individual constitution of each club or organization. All clubs and organizations will meet in the school building at regularly scheduled times and with the consent and supervision of the advisor in charge.

CITIZENSHIP: The conduct and behavior of participants (students) is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organizations, and the coach/advisor. Participants (students) shall be courteous and show respect for people and property. Exceptional leaders accept this responsibility, realizing that they influence many others in the school.

THEFT OR DAMAGE TO SCHOOL PROPERTY VIOLATION (SB Policy #5440): Any student who is involved in theft of or damage to school property will be suspended from school activities on the same basis as the High School Activity Association's suspension for students using tobacco, narcotics and alcohol.

ALCOHOL, TOBACCO, NARCOTICS: Students are to be aware that the possession, use, or consumption of alcohol, tobacco products (refer to Valley City Public School's tobacco policy ABBA), or narcotics on or about the school premises or at school functions may result in the following disciplinary actions; suspension, expulsion, and/or a referral for prosecution. Students should be aware that use and/or possession of any item that is reasonably identified to be used to ingest, or inhale tobacco, nicotine or narcotic based products will be considered a violation of the Alcohol, Tobacco and Narcotics policy. Enforcement of the NDHSAA rules will result in suspension from school activities due to the

violation of this policy. All vehicles on school property, school owned vehicles, parking lots and sidewalks adjacent to the school and administration buildings are considered a part of the school premises.

Students suspended for violating the Alcohol, Tobacco and Narcotics policy are not allowed to represent Valley City Jr./Sr. High School at public events but can attend public events as a spectator during the period of suspension. Students are permitted to participate in non-public events including but not limited to dances. (when the public performance is required for academic grade requirements alternative opportunities for the student to receive credit for the event will be discussed on an individual basis.)

*Note: For the 20-21 school year-students who received violations under the old policy will be required to serve a 6-week suspension beginning August 1st 2020. (This will satisfy any previous 3 wks./3event penalties)

ALCOHOL, TOBACCO, NARCOTICS Violations: On school property or at school functions
Students are to be aware that the possession, use, or consumption of alcohol, tobacco products (as defined by North Dakota Century Code) or narcotics on or about the school premises or at school functions may result in the following disciplinary actions; suspension, expulsion, and/or a referral for prosecution. (Refer to VCPS policies ABBA, FFA, and FFE). Students should be aware that use and/or possession of any item that is reasonably identified to be used to ingest, or inhale tobacco, nicotine or narcotic based products will be considered a violation of the policy. All vehicles on school property, school owned vehicles, parking lots and sidewalks adjacent to the school and administration buildings are considered a part of the school premises.

All Alcohol, Tobacco and Narcotic violations under this policy will result in the enforcement of NDHSAA rules.

Students suspended for violating policy are not allowed to represent Valley City Jr./Sr. High School at public events but can attend public events as a spectator during the period of suspension. Students are permitted to participate in non-public events including but not limited to dances. When the public performance is required for academic grade requirements, alternative opportunities for the student to receive credit for the event will be discussed on an individual basis.

POLICY FOR SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR ALCOHOL, TOBACCO, NARCOTICS
The Valley City School District's position and disciplinary procedure regarding the use or possession of tobacco products (as defined by century code), alcohol, narcotics or other controlled substances by participants in activity groups sponsored by Valley City Jr./Sr. High School are hereby defined.

Activity groups at Valley City High School are the following:
1. All athletic teams and athletic related groups such as cheerleaders, dance team and intramural teams.
2. All performance groups such as music and dramatics.
3. All groups that represent VCHS and/or compete interscholastically such as speech, student congress, trap shooting, math leagues, spelling bees, DECA, Robotics and technology events.

Valley City High School follows policies of the North Dakota High School Activities Association in all cases of alcohol, tobacco and/or narcotic violations. Use or possession of tobacco products (as defined by ND Century Code) alcohol, and other harmful substances and illegal use or possession of narcotics or habit-forming drugs is prohibited. Any participant or non-participant who indulges in any of these harmful practices will be suspended from all performance and public appearances as stated.

During the suspension period the participant will not be allowed to travel with or be with the team during any contest or make any public appearances, or performances such as concerts, drama productions, awards presentations, pep band performances and other such appearances.

1st offense:

Suspension: A 6-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the first offense; the student must complete a risk assessment with a counselor followed by an individual meeting with a licensed counselor prior to reinstatement in the activity.

2nd offense:

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the second offense; the student must complete an additional risk assessment or evaluation with a licensed counselor. This evaluation must include discussion of previous risk assessment outcomes. A more intense level of support is to be established between the student and the counselor. This requirement must be verified by the counselor prior to reinstatement in the activity.

3rd offense:

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the third offense; the student must complete an intervention program with a certified addiction counselor prior to reinstatement. The program will be selected by school administration and paid for by the school district.

Note: All suspensions will follow the extracurricular calendar. The Valley City School District's extracurricular calendar begins August 1st and ends upon the conclusion of the last scheduled extracurricular activity within the same school year. For violations that occur outside the extracurricular calendar year, suspension will start August 1st.

Students who are Non-Participating in Activities/School Groups:

Students found to be in violation of the Alcohol, Tobacco, and Narcotics policy who are non-participants in activity groups at Valley City Jr./Sr. High School shall serve a "public appearance" suspension penalty of 6 weeks for 1st offense and 18 weeks for 2nd and 3rd offense. The suspension will start at the time administration is notified of the violation. "Public Appearance" instances for "non-participating students" include but are not limited to powder puff, powder buff, pep rallies, concerts, parades, grand march, and nominations for sno-ball or homecoming. When the public performance is required for academic grade requirements alternative opportunities for the student to receive credit for the event will be discussed on an individual basis.

Leadership Role

Any participant who has a violation which results in a suspension within a season will not be eligible for a leadership role for that affected season.

Recognition - Awards

Any student who is serving a suspension for a violation will not be able to attend any public recognition events during that suspension (this includes individual activity awards nights). A participant must end the season in good standing with the team to be eligible for post-season awards or a letter. A successful completion of the season means following all team rules and expectations included in the code of conduct for that activity and the activity handbook. Penalties for not ending the season in good standing may include not lettering, not receiving any team awards or public recognition, no leadership roles the following year, and potential suspension for a length of time or number of contests the following year. The penalty will be determined by the activities director after a conference with the athlete, his or her parents, and coach.

G. POLICY FOR SUSPENSION OR EXPULSION FROM EXTRA-CURRICULAR ACTIVITIES FOR MISCONDUCT NOT GOVERNED BY THE NDHSAA

1. Citizenship. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organizations, and the coach/advisor. Participants shall be courteous and show respect for people and property. Exceptional leaders accept this responsibility, realizing that they influence many others in the school.

2. All head coaches/advisors shall file with the Activities Director a "Code of Conduct and Sportsmanship" which specifies expectations of student participation and the consequences for failing to meet those expectations. The code must be signed by the student prior to participation.
3. All head coaches/advisors shall file with the Activities Director a separate "Code of Conduct and Sportsmanship", which specifies expectations for the student on overnight trips and the consequences for failing to meet those expectations. The code must be signed by the student prior to participation. If these expectations are in the initial code, that is fine.
4. The supervisor of any co-curricular activity shall have the authority to suspend a participant for engaging in behaviors not specifically mentioned in the handbook or in the coaches/advisors code of conduct and deemed to be detrimental to the program.
5. The responsibility for disciplining participants shall rest with the head coach/advisor of each activity in all matters except the enforcement of NDHSAA rules.
6. The head coach/advisor of an activity may suspend a student from participation in that activity for a period of no more than five consecutive days, from the date the existence of the infraction was established by the coach or Activities Director.
    a. The student participant shall be informed by the head coach/advisor, of the reason for the suspension and the length of the suspension; the student shall be given an opportunity to respond to the charges.
    b. The coach/advisor shall notify the parents and the Activities Director of the reasons for the student's participation suspension and of the length of time of the suspension.
    c. The Activities Director shall inform the respective building principal of the suspension.
7. If a coach/advisor desires further suspension from an activity exceeding five consecutive days, the following guidelines shall be employed:
    a. The head coach/advisor shall notify the Activities Director of the length of suspension being recommended by the coach/advisor.
    b. The head coach advisor and the Activities Director shall notify the parents by mail that further disciplinary action is being contemplated and to what degree.
    c. At the request of the parents/guardian, a due process hearing shall be conducted. The hearing shall be conducted by the Activities Director and shall involve the coach/advisor, parent, and student.
    d. Following the hearing, the Activities Director and the coach/advisor shall put into writing the results of the hearing and notify the student and his/her parents/guardian regarding any suspension or conditions for continued participation. In addition to the copies, which shall be retained by the Activities Director and coach/advisor, one copy to each shall be sent to the following: principal, superintendent and parents.
8. An athlete must end the season in good standing with the team to be eligible for post-season awards or a letter. A successful completion of the season means following all team rules and expectations included in the code of conduct for that activity and the activity handbook. Penalties for not ending the season in good standing may include not lettering, not receiving any team awards or public recognition, no leadership roles the following year, and potential suspension for a length of time or number of contests the following year. The penalty will be determined by the activities director after a conference with the athlete, his or her parents, and coach.

H. HAZING DEFINED

"Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies of regulations.

"Student Organization" means a group, club or organization having students as it primary members of participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

North Dakota Hazing Code 12.1-17.10 Hazing - Penalty

A person is guilty of an offense when, in the course of another person's initiation into or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk or physical injury to that other person or a third person. As used in this section "conduct" means any treatment or forced physical activity that is likely to adversely affect the physical healthy or safety of that other person or a third person, or which subjects that other person or third person to extreme mental stress, and may include extended deprivation of sleep or rest or extended isolation, whipping, beating, branding, forced calisthenics, over-exposure to the weather, and forced consumption of any food, liquor, beverage, drug or other substance. The offense is a Class A Misdemeanor if the actor's conduct causes physical injury; otherwise the offense is a Class B Misdemeanor.

The 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 the due process procedure, will result in disciplinary action being taken against the participants.

General Statement of Policy

It is the policy of the Valley City Public School District to maintain a learning environment free from discrimination and harassment. The Valley City School District prohibits any form of harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age or status in any group protected by state or federal law.

The Valley City School District will act to investigate all complaints, either formal or informal, verbal or written of harassment, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

I. HARASSMENT (SB POLICY AAC) and BULLYING (SB POLICY ACEA)

For further information on the Harassment and Bullying policies refer to the Valley City Junior-Senior High School Student Handbook and to School Board Policies AAC and ACEA. Included in these School Board Policies are documents for grievance procedures, filing a complaint, confidentiality assessment, training requirements, reasonable accommodation request form, bullying reporting guidelines, student and staff reporting forms, and harassment/bullying investigation protocol.

J. POLICY FOR VALLEY CITY HIGH SCHOOL EXTRA-CURRICULAR MUSIC ACTIVITIES

Music extra-curricular activities including but not limited to Swing choir and Jazz Band are offered at VCHS. Selection is based on auditions and students must be an enrolled member of a VCHS Choir or Band to audition. Students must also be enrolled in a VCHS Band or Choir to participate in EDC Contests, State Music Contests, Honor Ensembles and All State Music Auditions, Music Festivals and other activities as chosen by the music director.

K. CHEERLEADERS

The purpose of this group shall be to promote and uphold school spirit, to develop a sense of good sportsmanship among the students and to better relationships between schools during all activities.

Each spring there are tryouts for cheerleaders for the following sports:

Fall:	**Winter:**
Varsity Football	Varsity Boy's and Girls' Basketball

The number of cheerleaders shall be determined by ability, number of students trying out, and the maximum number allowed by the NDHSAA.

Cheerleaders will follow the Valley City Public School policies and those of the NDHSAA. More specific rules and responsibilities are to be written by the advisor.

Cheerleaders are expected at all times to be a credit to the school. Their behavior and appearance should be of such nature that they would never create a poor image of our school.

L. JUNIOR HIGH ATHLETICS AND ACTIVITIES

The programs at Valley City Junior High School should be planned and administered so as to provide opportunities to compete in athletics and become involved in the various activities programs.

The expectations for and treatment of students involved in activities should result in appropriate opportunities for all students involved. The emphasis should not be placed on winning, but rather on the development of fundamental skills through an appropriate amount of participation.

M. VALLEY CITY JUNIOR HIGH SCHOOL'S PHILOSOPHY REGARDING THE ACTIVITIES PROGRAM

We, at Valley City Junior High School have decided that all students who choose to participate in our extracurricular program will have the opportunity to:

1. Learn and practice the fundamental skills of the sport of choice.
2. Grow emotionally, physically, and socially through practice and game participation.
3. Experience appropriate opportunity for participation in inter-scholastic play.
4. Experience exploration and participation in the activities program.
5. Develop a strong self-image through positive coaching techniques.
6. Participate in multiple sports during one season. (Ex. wrestling and basketball during the winter season)

N. CRITERIA FOR PETITION OF THE ADVANCEMENT OF THE STUDENT ATHLETE

This determination will be made through consultation with the Activities Director, Head Coach of the program, Sub-Varsity Coach, Parents and Athlete petitioning advancement using the following guidelines. Form is found in appendix.

1. **Physical Skills**:
   The level of physical skills is well above those of his/her peers. He/she is an extremely dominating athlete.
2. **Level of Competition**: The level of competition at the junior high level will not enhance the student's opportunity develop his/her skills to full potential.
3. **Maturity**:
   The student is emotionally stable and mature enough to advance to the high school level.
4. **Academically Sound**:
   The student is academically sound; achieving grades that indicate the student is capable of handling the rigors of being varsity athlete. (Ex. amount of travel)
5. **Self-disciplined**:
   The student is coachable and self-disciplined in his/her work ethic and attitude. Evidence of this has been provided with respect to preparation and athletic competition.
5. **Other Activities**:
   The student is encouraged to participate in other activities with his/her peers in other sport seasons.

O. CHURCH NIGHT

This special evening is mutually agreed upon between the Ministerial Association and the school for the purpose of providing an evening in which all our schools relinquish activities to permit students to accomplish

their Religious responsibilities. Valley City Schools will reserve Wednesday evening for church activities as follows:

1. Grades 1-8 shall conduct no school activities on Wednesday after dismissal of classes.
2. Grades 9-12 shall conduct no school activities on Wednesday after 6:00 PM.
3. Junior or senior high school students involved in confirmation work are to be excused from activity practice without penalty.

P. PURCHASE ORDERS

The Activities Director must approve all purchases of equipment and supplies. Grade, junior high, and assistant coaches should make recommendations to their head coach for equipment needed for the following year. Head coaches should then present their needs to the Activity Director for approval. All coaches should make their requests shortly after the completion of their season. Spring coaches should make their requests in January preceding their season.

Q. VOUCHERS

If you have encountered an expense you feel the school should reimburse you for, you must fill out a school voucher and submit it to the Activity Director. Items such as mileage to meetings, meals while attending meetings, are typically reimbursable. Obtain a voucher from the Business Manager or Activities Director.

R. LETTER AWARDS

Each head coach shall determine the criteria for lettering and other awards to be given in his/her respective sport. The majority cost of the letters and awards will be provided for by the athletic budget.

S. ACADEMIC ELIGIBILITY (Board policy FFE-AR5)

According to SB policy FBB students must earn a minimum of 3 semester credits per semester (which is equivalent to passing 6 academic classes per semester).

For purposes of academic eligibility career and technical classes that are two periods long will count as 1 credit.

Policy FFE-AR5

Students must be aware that academics are a priority in order to remain eligible for participation extracurricular activities. Students must be enrolled in a minimum of 3 semester credits per semester during the regular school day. (See Policy FBB)

Career and technical semester classes that are two periods long will count as 1 credit within a semester for purposes of academic eligibility.

Two week Grade Checks/Quarterly grade Checks:

Students cumulative and quarterly grades will be checked every 2 weeks to promote academic success and to verify extracurricular eligibility using the following procedure:

1. Students who are not passing (both quarterly and cumulatively) all classes and/or who are not current or on pace in their online classes at the 4, 6, 8, Qtr. 12, 14, 16, Qtr/Sem grade checks will be declared ineligible until the student can prove they are current in their progress and passing all courses both quarterly and cumulatively. Parents will be notified when students are failing one or more courses or are behind pace.
2. A student receiving a failing grade for quarters 2 and 4 would be automatically ineligible for a period of 2 weeks.
3. The following procedure will be used to communicate and track eligibility.
    1. The Activities director or designee will notify the student, parent/guardians, and coaches/advisor of ineligibility status.
    2. Outside of term grade points, the student will remain ineligible only for as long as it takes the student to show a passing grade and/or show proof of being back on pace and current.
    3. The student must notify the activities director or designee.

4. Upon approval the activities director or designee will send a follow up communication to the parents/guardians, the student, and the coach/advisor of the student's reinstatement status.

Semester Grade Checks:

Valley City Junior/Senior High school requires each student to be passing all classes being taken for credit at semester time. Students who are not passing all academic classes and/or who are not current or on pace with their online coursework at semester time will be declared automatically ineligible for 4 weeks.

Notes:

Any ineligible student will not be allowed to participate in any NDHSAA event, be involved in any public school performances, or school trip, unless it is specifically curriculum-related, until the student meets the required academic and pacing standards.

Fall Semester ineligibility carries over to the spring semester. Spring semester ineligibility carries over to the fall semester of the following year.

T. SENIOR ATHLETE AWARDS

The male and female Senior Athlete of the Year Award, Academic/Athletic Excellence Award, and 10-Sport Athlete Awards will be presented at the Senior Awards night in the spring of the year. The criteria and process of these awards are found in the appendix.

U. CONCUSSION MANAGEMENT (SB POLICY FCAF)

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). For the purposes of compliance, the District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

For the purpose of implementing the concussion management program law, the Board has also established the following definitions and requirements.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. For purposes of determining what constitutes athletic sponsorship and sanctioning, the District has developed the following definitions:

- *School-sanctioned athletic activity* is a sport that:
    1. Is not part of the district's curricular or extracurricular program;
    2. Is established by a sponsor to serve in the absence of a district program;
    3. Receives district support in multiple ways (i.e., not school facility use alone);
    4. Requires participating students to regularly practice or train and compete.
    5. The District has officially recognized through board action as a school-sanctioned activity.
- The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Activities Director shall make this determination, and the Activities Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law shall be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to created or assume any potential liability under local, state, or federal law or regulation.

While law allows coaches and officials to make removal from play decisions when concussion signs or symptoms are reported or observed, the District prohibits any coach or official under the age of 18 or who is currently a high school student from making such removal decisions. High school students and minors who serve as coaches or officials are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult who has removal-from-play authority for action. This restriction shall be a condition of allowing a minor/high school student to coach or officiate at district training, practices, and games.

If two or more parties with removal-from-play authority disagree on whether or not a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to- play requirements contained in law.

Return to Play

The Board designates the Activities Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Complementing SB DOCUMENTS

- FCAF-AR, Concussion Management Program
- FCAF-AR2, Concussion Management Sequence
- FCAF-E2, Return to Play Acknowledgement Form
- FCAF-E3, Concussion Sequence

V. SCHOOL ATTENDANCE AND PARTICIPATION

All student participants in extra-curricular activities must attend all of their assigned classes on the day of an activity to be eligible for participation in practice or competitions. Emergencies will be judged on the basis of merit by the principal or Activity Director.

W. ATHLETIC PARTICIPATION FEES

The Valley City Board has instituted the assessment of a participation fee in any and all activities sponsored by Valley City Junior-Senior High School. The following procedures and guidelines will be utilized and followed for the purpose of assessing and collecting the participation fee:

1. A student's ability to pay will be taken into consideration, and the guidelines followed for determining free and reduced lunches will be utilized.
2. All students unable to pay the fee in one installment and prior to the first scheduled event will have to make arrangements with the Activities Director's office.
3. Based on the following schedule, refunds will be allowed due to illness, injury, transferring to another district or being cut from the team:

- Full refund will be made if less than one-half of the activity season is completed.
- No refund will be made if more than one-half of the activity season is completed.

4. Students who voluntarily drop an activity will forfeit the fee.
5. Student managers and trainers on an activity team will not be required to pay a fee.
6. Students must pay the participation fee or make arrangements for payment with the activities office before they play in their first contest.
7. Participation Fee Schedule is located in the appendix.

X. TRAVEL

The Activities Department shall be responsible for lodging at all NDHSAA State events that require an overnight stay. Lodging will be for paid varsity coaches, state qualified individuals, and state rostered team members only. The Activities Department will not be responsible for lodging at regular season or regional events. The Activities Director will be responsible for choosing the lodging and reserving rooms for the state events to ensure that tax exempt and direct billing are guaranteed.

The Activities Department will provide a sum of money to off-set meal cost for students and coaches at the state events. The amount will be based on the following: length of event, overnight stay, and number of coaches/student participants. As soon as all pre-state forms and official roster are made available to the host school, a lump sum of cash will be made available to the head coach.

Y. UNIFORMS/WARM-UPS

Uniforms are one of the largest expenditures for our athletic program. This rotation only serves as a guide and not a mandate for purchasing. Extenuating circumstances may force the school to purchase uniforms earlier or later than the rotational schedule indicates. See attached uniform rotation schedule in the appendix.

Z. CUTTING POLICIES

It is Valley City Public Schools desire to have as many students as possible participate in our athletic programs. We encourage our coaches to keep as many athletes as they can on their roster without adversely affecting the integrity of their team. Items coaches must consider when determining the optimum size of their squad includes but is limited to:

- Practice time available
- Facilities available
- Coaches available
- Age groups of athletes
- Equipment available
- Style of play intended to be used
- Position requirements

Responsibility for selecting the team and the criteria involved is the sole responsibility of the coaches of the team.

If it is determined that cutting players may be necessary, coaches must inform their athletes before practice begins of:

- How long the tryout period will be.
- What the tryout shall consist of.
- The number of players you intend to carry on the squad.
- The criteria that will be used for team selection.
- A copy of these criteria will be provided to the Activities Director by the Head Coach of the program and will be on file before athletes are cut from a program.

The Activities Director must be notified of any athlete being cut from an activity prior to meeting with the athlete and parent(s). It is required that the Coach host a meeting with the athlete to explain the reason for the athlete being cut from an activity. Parents may request a meeting with the Head Coach to discuss the criteria on why their child was cut from a team. The athlete will be expected to join the coach and parent(s) in this meeting if requested. It is strongly advised that a coach meet with all athletes at the conclusion of the previous season and before the start of the next season to review strengths and weaknesses and to discuss future roles on team. This communication is vital in helping athletes and parents better understand

the child's role on a team. The determination to cut an athlete will not be appealed to Activities Director or Valley City Public Schools Administration.

AA. WEIGHT ROOM

Valley City Public Schools believes that in order to be competitive our athletes should be involved in a strength-training program when not participating in another sport. In season strength training is at the direction of the head coach. Expectations are that all teams will develop in season strength and conditioning for the prevention of injuries, increased flexibility and strength, and maintain the health and fitness level of athletes participating in inter-scholastic competition. With our athletes participating in several sports all of our coaches should encourage their athletes to follow the school strength program posted in the weight room. A supervisor must be in the weight room with the athletes. When leaving the weight room the supervisor must make sure the athletes rack the weights and leave the room neat and clean.

- Make sure that all lifters are using safe techniques and a spotter.
- Make sure they are training with a safe weight.

BB. PHYSICALS, EMERGENCY MEDICAL FORMS, BASELINE CONCUSSION TESTING

Starting with the 2010-11 school year, student athletes participating in NDHSAA sanctioned sports programs will be required to file a pre-participation health history screening and physical examination with their school office **PRIOR** to their participation on a yearly basis. This physical examination can be completed by a Doctor of Medicine or Osteopathy, Nurse Practitioner, or Physicians Assistant under the supervision of a physician. A physical must be competed after April 15th in order to be valid for the present school year. A physical form packet should accompany the athlete to the physical examination and the latest version can be found here: https://ndhsaa.com/files/NDHSAA_Physical_Form.pdf.

Prior to participating in practice, athletes must submit a completed and signed emergency medical form.

Every athlete must be up to date on their baseline concussion testing (IMPACT). VCPS requires students in 7th, 9th, and 11th grades to take the IMPACT test prior to participating in any sport. Any student new to the district no matter what grade will be required to take the IMPACT test prior to participating in a sport.

Every athlete must have the proper physical form, emergency health form and baseline concussion testing completed and on file **BEFORE** they are allowed to practice.

Prior to the season the student plans to participate, online registration should be completed at: https://valleycity-ar.rschooltoday.com/. Links to the physical form, emergency health form, and concussion test information can be found here.

CC. TRANSPORTATION

Coaches should work with the Activities Director on departure times and busses needed.

Athletes must ride to a contest on school provided transportation. Under those rare circumstances that require the athlete to ride to a contest with parents, students must have prior approval from the coach and activities director. An Alternate Transportation Authorization Form must be completed and submitted to the head coach after permission is granted.

Athletes are expected to ride home with the team on the school provided transportation. In those instances where a parent is wanting to take their child home from the competition site, they will need to sign their child out with a member of the coaching staff just prior to leaving. Students are not allowed to drive themselves home or ride home with another student. If a parent wants their child to ride home with another parent or another adult, they will need to call the Activities Director's office AND submit in writing the details of who they will be riding with, why they need to ride with them, and when they will be leaving the competition. The parent or adult transporting the athlete will need to sign the athlete out with a member of the coaching staff just prior to leaving. The coaching staff can refuse to release the athlete to an adult (other than parent) if they fear for the safety of the athlete.

DD. LOCKER ROOM

Each player may be assigned a lock and locker if he or she chooses and its number recorded. Stress that athletes keep their lockers locked at all times. Make it possible for players to give you valuables that can then be secured in the coaches' office during practices and games. No electronic devices will be allowed to be used in locker rooms.

EE. PRACTICES

Coaches sharing facilities should meet before their season to work on practice scheduling. If needed, consult the Activities Director. When the practice schedule has been completed give a copy to the Activities Director. When scheduling practices take into consideration:

- No practices can be conducted on Sundays without prior approval of the Activities Director.
- Consult the schools master schedule for concerts or other conflicts.
- Wednesday is church night. All practices must be concluded and students vacated the building by 6:00 PM.
- Setup for games must also be considered when planning a practice. Custodians need time and room to properly set up the gym for a game/match.
- Arrangements must be made to have the locker rooms available when the teams arrive.
- Teams must be allowed sufficient time to warm up for the game. Junior High & JV teams need at least 20 minutes while varsity teams need at least 30 minutes.

FF. SUPERVISION

During meetings, hotel rooms for overnight stays, locker rooms, practice areas, game areas, trips, a coach must:

- Remain at the school until all your athletes have left after practice or games.
- If you're the last to leave the school be sure the doors are locked.
- Make constant and timely checks of hotel rooms, locker rooms and contest locations on athletes on road trips.
- While on overnight stays, large groups of students should not be together in one area unsupervised.
- Maintain close supervision when your team stops in public places while on trips.

GG. TRAINING ROOM

The training room must remain locked when not in use. Students should not have free access to this area.

HH. OPEN GYM

Coaches that open the gym to allow their athlete to get some pre-season work in must follow the following guidelines:

- Open gyms are open to all athletes and all sports.
- They do not allow athletes currently in season in another sport to participate without permission from the coach of the sport in season. We must work very hard to respect each others program and allow athletes to focus on the season they are currently in.
- If you open the gym, you are to remain in the gym as long as athletes are there. Under no circumstances should you allow athletes access to the gym without your supervision. If your key is used to open the gym, then you are expected to supervise.

II. SCOUTING

Coaches are expected to exchange game video with our opponents for scouting purposes. It is proper protocol to have shared video posted in a timely fashion for opponents to view, the same will be expected from our opponents. With current software available to coaches, travel to scout opponents is no longer required.

JJ. REPORT RESULTS TO THE MEDIA

It is the head coach's responsibility to contact the media himself/herself or assign an assistant coach to do it. Even after away games it is important to call the media (win or lose) if the school we are playing is out of our normal coverage area.

- Fargo Forum 1-800-450-5844
- Times Record 845-0463
- KOVC 845-1490
- Associated Press 1-800-300-8340
- WDAY 237-6500
- KVRR 277-1515
- KVLY & KXJB 1-800-450-5844

KK. COMMUNICATION GUIDELINES

Appropriate Coach to Parent Communication:

1. Philosophy of Coaching
2. Expectations of the athlete and the team
3. Time and location of practices and games
4. Code of Conduct

Appropriate Parent to Coach Communication:

1. Concerns related to son or daughter's mental, physical, or emotional well-being
2. Notification of illness or injuries
3. Prior notifications of any student absences from practice or games
4. Questions about parent expectations

Inappropriate communication:

1. Playing time
2. Team Strategy
3. Play Calling
4. Team Selection
5. Other people's children

If a conversation with a parent is one that is deemed inappropriate from the list above, coaches are instructed to end the conversation. A meeting can be scheduled or rescheduled to discuss more appropriate talking points at a later date. If a conversation turns combative, vulgar, rude, or threatening, the coach has been instructed to end the conversation.

24 Hour Rule: Communication with a coach, in most cases, should not take place 24 hours before or after a contest. Please respect this rule which gives coaches and parents a chance to "cool down" so that a resolution to a conflict can be made.

Engagement process:

1. All communication must start with a conversation between the student and coach/advisor. The activity director will not discuss any concern until there has been a conversation with the coach/advisor and student.
2. If there is no resolution, the student can request a meeting between themselves, the coach, and activities director. Depending on the concern, the parents may also be included.
3. If the conflict continues, the parents may meet with the activities director. The content of this meeting will be passed along to the Coach/Advisor and the Student in a phone call and/or email.

LL. STATE TOURNAMENT ATTENDANCE

Our team participating:

Coaches and advisors directly in charge of the program will be provided transportation and rooms (rooms depend on location of tournament). Coaches are responsible for their athletes throughout the tournament.

Our team not participating:

Head Coach will be provided one day of professional leave to attend the State Tournament of the sport they coach.

V. ACTIVITIES COMMITTEE

The school board has designated Extra-Curricular Activities as one of its portfolios and has designated that two school board members, the superintendent, and the activities director sit meet regularly as an activities committee to work through issues with extra-curricular activities.

A. Membership

1. Superintendent of Schools
2. Activities Director
3. Two School Board Representatives

B. Purposes and Function

1. The Activities Committee is to recommend policy and procedures concerning the Activities Department to the School Board.
2. The Activity Council is concerned with relationships among staff, participating athletes, faculty and

C. Meetings

Meetings will be held at the start of each school year and at other times deemed necessary.

VI. RESPONSIBILITIES & EVALUATION

A. ACTIVITIES DIRECTOR'S RESPONSIBILITIES

1. Assumes full responsibility for administering all phases of the Valley City Junior-Senior High School activities programs in accordance with the administrative and school board policies.
2. Represents the school at all activities meetings.
3. Develops a projection of activity expenditures and reviews and approves all requisitions.
4. Coordinates the scheduling of all extra-curricular activities.
5. Hires and contracts officials for all athletic events.
6. Solicits and assigns workers (staff) for athletic events.
7. Shares responsibility in the selection of coaches.
8. Coordinates and arranges travel for all extra-curricular activities.
9. Prepares a written evaluation of the head coach at the conclusion of a season.
10. Monitors the eligibility of extra-curricular participants. Prepares and submits eligibility forms when required.
11. Directs coaches to update inventories of all equipment.
12. Solicits and evaluates recommended equipment needs submitted by coaches.
13. Serves as a liaison between coaches and custodial staff.
14. Assumes responsibility for the enforcement of all NDHSAA rules and regulations.
15. Files all codes of conduct submitted by coaches and advisors.
16. Develops and updates the activity handbook.
17. Handles all money and fees.

B. HEAD COACH'S RESPONSIBILITIES

1. Is responsible to the Activity Director for developing and conducting assigned sport.
2. Conduct sport in accordance with the regulations and policies of the North Dakota High School Activities Association.
3. Direct and coordinate the activities of all assistant coaches.
4. Evaluates the performance of every assistant coach grades 7-12 as they fulfill their duties and responsibilities.
5. Accompany team traveling out of town and supervise student athletes before, during and after an athletic contest or activity.
6. Supervise the locker room before and after practice, and check to see that all doors have been locked before leaving the building.
7. Develop a code of conduct and distribute a copy to each team member. (Copy of the code must be filed with the Activity Director.)
8. Is responsible for uniforms and all athletic gear used during the season. Equipment utilized during the season should be accounted for at the end of the season.
9. Check to see that each squad member has passed the medical examination before he or she is allowed to participate in a practice.
10. Acquaint each athlete with the injury procedures. Inform the trainer of all injuries.
11. Provide information for press releases to the news media before and immediately following an athletic event. Also strive to maintain good public relations within the community.
12. Announce all regulations and training rules pertaining to the conditioning, health and safety of all participants.

13. Channel grievances in writing to the administration through the Activity Director.
14. Recommend equipment needs and maintenance needs of athletic facilities to the Activity Director.
15. Prepare and file a written report with the Activity Director summarizing the sport at the end of the season.
16. Instructs athletes in fundamentals of the sport as well as safety practices pertaining to the sport.
17. Has knowledge of the prevention and care of athletic injuries.
18. Check with Activities Office to make sure fees are paid; athletes don't participate until they pay their fees.

C. ASSISTANT COACH'S RESPONSIBILITIES

1. The assistant coach will at all times by responsible to the head coach.
2. The assistant coach will dress in a manner commensurate with their duties.
3. The assistant coach will be expected to attend all practices and games, unless otherwise agreed upon by the head coach.
4. Areas of specific responsibility may be assigned to assistant coaches by the head coach.
5. Fundamentals and techniques will be taught with the approval of the head coach.
6. The assistant coach will help with the preparation, distribution, collection and storage of all equipment.
7. Schedule and assign contest workers for contests on the sub-varsity level, grades 7-12.

D. RESPONSIBILITIES OF CHEERLEADING ADVISOR

1. Organize the cheerleaders into a well-defined, smooth-working team.
2. Orient the parents to understand the activities along with students and to realize the degree of cooperation necessary throughout the yearlong calendar of activities.
3. Check on academic status of each member.
4. Assure adequate transportation and trip supervision for away contests.
5. Make sure all squad members have paid their fees.
6. Attend awards banquet and present awards.
7. Give instructions on proper cheering and stunting techniques, crowd control, pep rallies, sign making and other cheerleading activities.
8. Review and explain training rules and other rules that are appropriate for cheerleaders.

E. COACHING EVALUATION AND SUPERVISION

The Activities Director shall evaluate all head coaches, head coaches will evaluate assistant coaches. The evaluations shall become a part of the employee's personnel file. The employee shall have the right to review each evaluation and may attach a statement if he/she so wishes. The activities program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as all other phases of the curriculum. All coaches, including those who are not regular employees of the school district, are required to conform to all regulations as promulgated by the school district.

F. SUPERVISION OF COACHES

1. Objectives

a) To provide a program which encourages professional growth by each coach.

b) To serve as a guide for constructive supervision by administrators.

c) To help the coach assess his/her performance and determine areas of strength and weakness.

d) To serve as a communication forum between the administrators and the coach.

e) To provide an objective and comprehensive record of coaching effectiveness which will be used as the criteria when reappointment or promotion is being considered.

f) To adhere to the district philosophy of interscholastic activities and the district policy on goals and objectives of the extra-curricular program.

G. EVALUATION PROCEDURES

1. When should the head coach be evaluated?

a) Each head coach should be observed several times each season. These observations should include practices and game situations.

b) The coach should have knowledge of when the observations will take place.

2. Who should evaluate the head coach?

a) The administrator responsible for the activities program should evaluate and supervise every head coach. The coach may request a second evaluation by an evaluator other than the primary evaluator. The head coach will evaluate the assistant coaches of his/her activity.

3. How should the evaluation be conducted?

a) The coach may ask the evaluator to concentrate on areas that have been identified in the pre-observation meeting.

b) In the post-observation conference, the coach will have the opportunity to comment on evaluation items.

A1

Pre-Season Parent Meeting

Coach: _____ Sport: _____
(print name)

Coach: _____ Date of Meeting: _____
(signature)

MEETING ITEMS TO COVER

1. **NDHSAA Rules**
   - **___ Eligibility**
   - **___ Violations/Consequences**
   - **___ Physical Exam**
2. **VCPS Regulations**
   - **___ Concussion Baseline Testing**
   - **___ Emergency Health form**
   - **___ Suspension from Extra-Curricular Activities**
   - **___ Detention and participation**
   - **___ Attendance and participation**
   - **___ Code of Conduct**
   - **___ Participation Fees**
   - **___ Tryout/Cutting Policy**
3. **Team Philosophy/Policies**
   - **___ Coaches Philosophy**
   - **___ Playing Time**
   - **___ Team Code of Conduct (Practice Attendance)**
   - **___ Lettering Policy**
   - **___ Warning of Hazards**
   - **___ Travel Policy**
   - **___ Practice Schedule (Include weekend and holiday policies)**
   - **___ Game Schedule (Include sub-varsity game schedule)**
4. **Player Expectations**
   - **___ Represent yourself, family, school, and community with pride**
   - **___ Be a positive role model for younger players**
   - **___ Sportsmanship**
   - **___ Travel Conduct**
   - **___ Take care of body and mind**
   - **___ Care of Uniforms and equipment**
5. **Parent Expectations**
   - **___ Communication (appropriate forms of communication, appropriate subject)**
   - **___ Represent yourself, family, school, and community with pride**
   - **___ Allow your child to fail**
6. **Additional Items**
   - **___ Fundraising**
   - **___ Sport Specific Items**
   - **___**
   - **___**

A2

PETITION FOR EXCEPTIONAL ATHLETES

Student's Name _____ Date_____

Grade _____ Age _____

Head Coach _____ Sport _____

(This petition can be initiated only after one week of practice has transpired)

Procedure to be followed in petitioning the exceptional athlete:

Step 1. Confer with the Activities Director and present your rationale for this petition.

_____ _____
Activity Director Date

_____ _____
Approved Not Approved

Step 2. Confer with the Junior High School coach of the athlete to be petitioned.

_____ _____
Junior High School Coach Date

_____ _____
Approved Not Approved

Step 3. Confer with the Junior High School principal to investigate the prospective students citizenship, scholarship and maturity.

_____ _____
Junior High Principal Date

_____ _____
Approved Not Approved

If steps 1, 2, and 3 have all been approved, the coach will proceed to the next step in order of petitioning. If all steps have not been approved, a conference with the Director of Activities may be requested.

Step 4. Parental permission will be requested so that they are aware that their child is being considered for advancement to a higher level of competition.

_____ _____
Parents Date

_____ _____
Approved Not Approved

Step 5. Present the petition to the Director of Activities. The director will then confer with principals and coaches before rendering a decision.

_____ _____
Activity Director Date

_____ _____
Approved Not Approved

A3

GRADE CHECK TIMELINE

The table below explains the timeframes of when administration will be checking grades.

Week #	Length of Ineligibility
Week 2	Reinstate students who failed precious Qtr. 4. Check all participants
Week 4	Reinstate students who failed precious Sem. 2 Check all participants
Week 6	Check all participants
Week 8	Check all participants
Week 10 end of Qtr. 1 post	Check all participants Qtr. Failure = automatic 2 wks. ineligibility
Week 12	Reinstate students who failed Qtr. 1 Check all participants
Week 14	Check all participants
Week 16	Check all participants
Week 18 end of Qtr. 2/Sem 1 post	Qtr. Failure = 2 wks.; Sem failure = 4 weeks

Senior Awards & Criteria

Senior Athlete of the Year Criteria and Process.

Head Coaches will select the Male and Female Senior Athlete of the Year (AOY)

A. Must be a Senior Athlete in any one of the following:
    1. VCPS sports
    2. Club sports sanctioned by the NDHSAA
    3. Dance, Cheer and Rodeo.
    4. Managers are not eligible for this award.
    5. Nominees cannot have a substance violation during their senior year. Violations in previous years do not count against an athlete for nomination for this award.

B. Coaches are allowed to nominate an unlimited number of seniors for their sport.

A. Coaches will select three senior athletes from nominations to be presented All senior students (including non-athletes) will vote for one female nominee and one male nominee.

B. If there is a tie, the top tied finalists will be re-voted on by all Senior Students.

C. Nominees will be listed in alphabetical order on the ballot.

D. The Senior Male and Senior Female AOY will be announced at the Senior Awards Banquet.

1. Senior Performer of the Year Criteria and Process.

A. Must be a Senior Performer in any one of the following:
    1. VCPS Fine Arts: Speech, Student Congress, Jazz Band, Show Choir, Drama
    2. Fine Arts sanctioned by the NDHSAA
    3. Nominees cannot have a substance violation during their senior year. Violations in previous years do not count against an athlete for nomination for this award.
B. Head coaches/directors are allowed to nominate an unlimited number of seniors for their sport.
C. Head coaches/directors will select the Male and Female Senior Performer of the year.

Academic Excellence Award Criteria

A. Recipient must be an athlete

B. Top Cumulative GPA from a student's 9th-12th grade years will be recognized

C. 4.0 Cumulative GPA will be first criteria and then next highest GPA if needed (if no 4.0 is available)

D. Number of potential recipients of award is unlimited. If 6 athletes have 4.0 GPA (or next highest), six will receive the award, if only one, then only they will receive the award.

AAA Award: Athletics, Arts, and Academics

A. Have a cumulative GPA of 3.0 or higher
B. Participate in at least one sponsored athletic program and one arts/activity program.
C. Head coaches/directors will select the AAA recipient of the year.

CONCUSSION MANAGEMENT PROGRAM

*NOTE: Items designated with a * are from a National Federation of State High School Associations document entitled "Concussion in Sports: What You Need to Know" written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: www.nfhslearn.com.*

Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels "foggy"
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported

1. **Removal**
   a. An official district designee with direct responsibility for a student athlete during practice, training, or competition shall remove from practice, training, or competition a student:
      i. Who reports any sign or symptom of a concussion
      ii. Who exhibits any sign or symptom of a concussion

   NOTE: Policy prohibits coaches and officials who are minors or current high school students from making removal decisions due to a suspected concussion. Such individuals are required to inform, as soon as possible, an adult with removal authority of reported or observed signs or symptoms of a concussion.

   b. A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal authority if s/he determines, after observing the student, that the student may have a concussion.

   c. If two or more parties listed above with removal-from-play authority disagree on whether or not a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the District requires that the ruling be made in the interest of the student's safety,

meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. **When to Call for Emergency Assistance***
   If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance:
   a. The athlete lost consciousness or has a decreasing level of consciousness;
   b. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
   c. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
   d. The athlete's respiration is decreasing or irregular;
   e. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
   f. The athlete exhibits seizure symptoms/activity.
3. **Transportation when Emergency Assistance is NOT Activated**
   Under no circumstances should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.
4. **Examination**
   A student removed from practice, training, or competition for one or more of the reasons in #1 above must be examined as soon as practical by a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board.
5. **Return-to-Play Requirements**
   A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the district official designated in policy and retained in accordance with policy.

Training

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority due to suspected or reported concussions shall receive training regarding the nature and risk of concussions.[1] The activities director shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written documentation verifying that they have viewed the concussion management information disseminated by the school.

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[1] NOTE: NDHSAA officials have received concussion management training in accordance with law.

A6

CONCUSSION SEQUENCE

- Baseline tests are administered to all 7th grade students and new student athletes entering a sport
- Baseline retest will be done in grades 9 and 11 also.
- Additional testing may be done if circumstances warrant

1. A suspected concussion will result in the athlete being **removed from play** and examined as soon as practical by an athletic trainer or other licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the providers licensing board. Parents will be notified and involved in the process.
2. The **First post injury** testing can take place after the athlete is symptom free for 24 hours. If the results of the post injury test are within normal ranges of the baseline, then he/she may move forward to step #3. If not, we wait 24 hours before testing the athlete again.
3. **The Second post injury testing/physical exertion** (If the test scores are not within the baseline ranges the athlete will wait 24 hrs. and repeat #3 in the sequence) Scores within normal limits allows the athlete to continue with sequence #4.
4. **Written authorization** from a licensed healthcare provider who is acting within his/her scope of practice and trained in evaluation and management of concussions as determined by the providers licensing board must be provided to the Activities Director before a student may start the Return to Play sequence. Return to play sequence would include no recurring symptoms at rest or during physical or cognitive exertion. The athlete shall go through **(1)** light non-contact practice, and if symptom free for 24 hours **(2)** then progress to full contact practice and if no symptoms arise then **(3)** return to game play.

*Trained health care providers may assist the Athletic Trainer interpreting the testing scores to help facilitate the process for the athlete's safe return to play.

RETURN TO PLAY ACKNOWLEDGEMENT FORM

I acknowledge that I have been informed by _____ (name, title) of the return to play restrictions following a concussion or injury of the student athlete named below. I agree to comply with these restrictions while this student athlete is participating in practice, training, or competition.

_____
Coach's signature

_____
Coach's name

_____
Date

Athlete's name _____

Sport _____

Instructions: Attach to healthcare provider's return-to-play authorization and file in student's educational record.

2026 - 2027 Valley City Public School Fees

School Food Service	
Elementary Breakfast	$2.90/Daily
Elementary Lunch	$3.90/Daily
Jr./Sr. High Breakfast	$3.10/Daily
Jr./Sr. High Lunch	$4.10/Daily
Adult Breakfast	$3.75/Daily
Adult Lunch	$5.25/Daily
Bus Fees	
Shuttle Between Schools	Free
Busing - Daily (One Way Pass)	$3.00/Child
Busing - Daily (Round Trip)	$6.00/Child
Busing - Individual	$60.00/Month
Busing - Family	$90.00/Month
Busing - Individual (Annual)	$500.00/Year
Busing - Family (Annual)	$750.00/Year
Busing - Reduced Fees - Individual	$30.00/Month
Busing - Reduced Fees - Family	$45.00/Month
Busing - Reduced Fees - Individual (Annual)	$250.00/Year
Busing - Reduced Fees - Family (Annual)	$375.00/Year
If you are riding AM/PM only, the rate would be 50% of what is shown.	
Athletic/Activity Participation Fees	
Grades 7 - 12 per Activity (Football, Basketball, Track, Volleyball, etc.)	$80.00
Grades 7 - 12 per Fine Arts (Art Club, One Act Play, Robotics, etc.)	$80.00
Individual - Maximum Participation Fee	$200.00
Family - Maximum Participation Fee	$400.00
Miscellaneous Fees	
Elementary Milk Break (K-6)	$80.00/Year
Band Instrument Rental	$100.00/Year
Event Entrance Fees	
Students (non VCPS Students)	$5.00/Game
Adults	$8.00/Game
Senior Citizens	$5.00/Game
VCPS Student Activities Season Passes *Provided by Activities Booster Club	Free
Adult Season Ticket	$75.00/Year
Senior Citizen Season Ticket (60+ Years)	$50.00/Year

Valley City Athletics
Uniform Rotation

	Number	Total	Year 1st	Year 2nd
Girls Basketball (White)	15	$1,650	18-19	23-24
Girls Basketball (Dark)	15	$1,650	19-20	24-25
Boys Basketball (White)	15	$1,650	20-21	25-26
Boys Basketball (Dark)	15	$1,650	21-22	26-27
Girls Tennis	30	$1,350	19-20	24-25
Boys Tennis	30	$1,350	20-21	25-26
Wrestling	15	$1,500	20-21	25-26
Football White Pants	50	$2,000	18-19	22-23
Football White	50	$4,000	19-20	23-24
Football Blue Pants	50	$2,000	20-21	24-25
Football Blue	50	$4,000	21-22	25-26
~~Gymnastics~~	~~10~~	~~$1,000~~	~~21-22~~	~~26-27~~
Volleyball (white)	16	$960	21-22	26-27
Volleyball (blue)	16	$960	21-22	26-27
Track	60	$3,000	19-20	24-25
XC	25	$1,250	18-19	23-24
XC Warm-ups	25	Booster	Club	
Track Warm-ups	60	Booster	Club	