

Northern Cass

PUBLIC SCHOOL



The Northern Cass Activities Department offers world class programs centered around relationships and continuous improvement.

CO-CURRICULAR ACTIVITIES
LEARNER & PARENT HANDBOOK
(Revised 7/16/2025)

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Northern Cass Public School “Why”

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

Northern Cass Collective Commitments

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

Northern Cass Co-Curricular Activities Mission Statement

The Northern Cass Activities Department offers world class programs centered around relationships and continuous improvement.

Forward

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

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

Philosophy of Activities

Co-curricular activities are provided to benefit learners by supporting and enhancing their educational experience. Our programs exist to promote growth and development, encourage participation, and provide an environment where learners develop skills necessary for success in life.

Participation in co-curricular activities is voluntary and considered a privilege. Our activities are “extra” opportunities provided through the direction of the Northern Cass School District. Learner activities are to be administered by school authorities, and all instruction will be provided by qualified coaches/advisors ensuring desirable educational goals will be achieved. Our programs promote physical, moral, social and emotional growth; attributes such as accountability, learner’s mindset, communication, adaptability and leadership that will be used beyond high school.

Purpose, Objectives, and Values for Co-Curriculars

Purpose

The Northern Cass Public School District recognizes that the purpose of the co-curricular contest is to determine a winner. However, it is not the desire of the district to emphasize winning at all costs. We believe winning is an objective but is not an end. If it were, it could only be “half” realized. Fifty percent of teams that take part in activities must lose. Though most advisors/coaches will likely have a personal objective to win, such pressure should not be brought by the Board, administration, parents/guardians or outside interests. The desire to win can and should be used to stimulate the achievement of the goals and objectives. Other factors such as motivation, the teaching of fundamentals, effective communications, respect, and demonstration of judgment are more important than winning.

Advisors/coaches involved in the training of learners will be skilled in the teaching of fundamentals of their activity, in motivating young people, and in communicating with learners and parents. Parents have an obvious interest in their learner and are expected to be positive and supportive in their relationships with advisors/coaches, and other participants.

Values

Co-curricular activities are an integral part of the overall school program. Learners who choose to try out and are selected to represent the school assume an obligation not only for themselves, but also for those whom they represent. Co-curricular activities provide certain opportunities and emphasize specific values:

- **Honesty:** Owning your actions, both good and bad, and accepting the outcomes from those decisions is paramount to developing into a well-rounded adult.
- **Respect:** Respect is a vital value to cultivate as it is reciprocal in nature and can close as many doors as it opens. Respect your coaches, your fellow players, the referees, fans and especially, the game.
- **Fairness:** Fairness does not mean the same. Each person is their own individual who has a unique set of needs and wants. Fairness is understanding yourself and those around you and treating them in a way they value and helps build them up.
- **Open-mindedness:** Growing up is about change and new experiences. Embrace new ideas and try new approaches to find what works best for you so you may realize your true potential.
- **Continuous Improvement:** Perfection is a goal that will never be realized. Place your focus on improving yourself every day and you will find that your dreams can become reality.

Objectives

- To teach learners to become an effective citizen in society.
- To provide equal opportunities for all learners.
- To develop school and community pride for participants and spectators alike.
- To provide an opportunity to learn that competing while maintaining good sportsmanship and life balance is important in both victory and defeat
- To develop the ability to manage one's time.

Northern Cass Activities

Northern Cass sponsors, though not exclusively, the following activities. Learners are encouraged to participate in any of the following activities:

Band	Esports	Musical
Boys' Hockey	Family, Career, and Community	National Honor Society
Choir	Leaders of America	Philanthropy and Youth (PaY)
Close-Up	(FCCLA)	Robotics
Dance (Rosettes)	Girls' Soccer	Science Olympiad
Destination Imagination (DI)	Girls' Tennis	Speech
Drama/One Act Play	Math Club	

List of High School Athletic Teams:

Boys Sports

Baseball
Basketball
Cross Country
Esports
Football
Golf
Hockey
Track & Field
Wrestling

Girls Sports

Basketball
Cross Country
Esports
Golf
Soccer
Softball
Track & Field
Volleyball
Wrestling

Student School Fee

K-3 = \$35.00 per learner

4-5 = \$55.00 per learner

6-8 = \$70.00 per learner

9-12 = \$80.00 per learner

- A. This fee includes participation in unlimited co-curricular activities, learner admission to all regular season home games, and helps cover the costs for field trips and special events.
- B. Fee must be paid prior to first practice, game or performance.
- C. Fee can be paid in the main office or online through EZSchoolpay.com.
- D. Learners/families that are not able to pay the student school fee should contact the superintendent regarding a fee waiver.

Activity Affiliations

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

Sportsmanship Objectives for Northern Cass Public School District

Code of Ethics for Everyone

- To emphasize the ideals of sportsmanship
 - Examples of good sportsmanship: applauding good plays, showing courtesy to visiting teams, spectators, and officials, cheering for your team and not against the opposing team.
- To stress values derived from playing games fairly
- To respect the integrity of the officials as proper authorities who make decisions
- To remember the importance of dedication and effort to win games
- To be familiar with the rules and fundamentals of the game

Co-Curricular Goals for Northern Cass Public School District

Team

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

Participant

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

Learner Body and School

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

Parents and Community

- Understand the important implications of school activities, events/competitions.
- Recognize that control and responsibility for co-curricular programs resides with school personnel.
- Value the community unity and pride that are created by co-curricular programs.
- Encourage commitment in support of all co-curricular activities from the parents and community.

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

Parent/Coach Communication

Parent/Coach Relationship

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

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

Communication to Expect from the Coach/Advisor

1. Philosophy of the coach.
2. Expectations the coach has for your child and the team.
3. Honest communication of your child's role and expectations.
4. Schedule of all practices and events.
5. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
6. Procedures should your child be injured during practice or a contest.
7. Discipline that may affect your child.
8. Coaches will respond to email within 24 hours. For a more immediate response, please email the AD.
9. The use of the REMIND App for immediate team communication.
10. Learners shall not communicate with any staff member's personal device (family members excluded).

Communication to Expect from the Learner/Participant

1. Any conflicts with practice/game schedules at least 24 hours in advance if possible
2. Issues/Concerns with their playing time/game strategy
3. Suggestions at an appropriate time and in a respectful manner
4. Schedule of practice and events

Communication to Expect from the Parent/Guardian

1. Concerns expressed directly to the coach. – Email is preferred, avoid using text messaging, or social media.
2. Notification of any schedule conflicts as soon as possible.

Chain of Communication

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

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

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

Step One: The participant makes direct contact with the coach/advisor **after a minimum of 24 hours following the event.**

Step Two: Parent/Guardian makes email contact with the coach/advisor **after a minimum of 24 hours following the event.** This conversation will also be shared with the participant and any further meeting between the coach and parent/guardian will also include the participant.

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

Step Three: Parents/Guardians make email contact with the activities director; the participant, parents/guardians, coach and activities director will meet.

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

Note: In every communication with the district, your learner will be notified and present for meetings.

Consequences for Failing to Follow Policy

1. First instance is a suspension from the first rotation (quarter, set, inning, etc.).
2. Second instance is a suspension from the next event.
3. Third instance is removal from the activity.

Communication Guidelines

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

Appropriate Concerns to Discuss With Coaches

1. The treatment of the learner mentally and physically.
2. Ways to help improve your child.
3. Concerns about learner behavior within the team.

Issues That Will Not Be Discussed

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

Parent Responsibilities

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

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

Parents should be positive in support of their own team and recognize the achievements of the opposing team. **Vulgar, racial, derogatory or disparaging remarks are never appropriate.** Inappropriate behavior by any spectator or player needs to be brought to the attention of the activities director.

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

Keep winning and losing in proper perspective. Activity programs are primarily designed for participants to learn and grow as young adults. Participants who do their best are to be commended even if their best may not be good enough to win.

Ten Tips for Parents of Learner Athletes

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

Out of Town Events

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

Tryouts and Learner Selection

All eligible learners can try out for a school activity. Each activity has a starting date, and there should be a minimum of three tryouts/practices prior to the selection of team members. Tryouts will no longer be allowed after the first competition of the season. Sub-varsity and lower level participants in each respective activity should be invited to try out for a higher-level program.

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

Co-Curricular Eligibility for Northern Cass Public School District Learners

NDHSAA and Northern Cass High School Eligibility

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

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

Co-Curricular Regulations

1. NDHSAA rules must be followed in all cases of eligibility, transfer, and physical examinations. (see Appendix A)
2. No participant may quit one activity and report to another after the season (first event) without the consent of both coaches/advisors.
3. Participants must ride to and from contests in school designated transportation. Exceptions:
 - a. Injury to participant requiring alternate transportation
 - b. The participant's parent/guardian checks the learner out with the coach at the site of the event.
4. Unsportsmanlike conduct toward an official or an opponent, use of profanity or inappropriate gesture by a participant during an event shall result in immediate removal from the contest and a meeting with the Activities Director/school administration to discuss consequences prior to being allowed to resume further participation in that activity. Consequences may include a suspension or an expulsion from the program depending on the severity of the circumstances.

Extra Curricular/Academic Eligibility

No learner in grades 5-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such learner shall, at the same time, have any unsatisfactory record of scholarship. **Note:** Learners who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests, activities and events.

An eligibility report will be run every Monday morning at 8am, or the next available day if there is no school on Monday. For a learner to maintain academic eligibility they must meet two requirements. The first is that they may not fall "behind pace" in two or more courses. Pace is shown on the learner dashboard in Empower. Secondly, the learner must maintain a Habits of Work average of 2.2 or higher. This score is located next to each course on their home screen. Each course will have their own Habits of Work score and these scores must be averaged to find the learner's score. If a learner does not meet ONE of these requirements, they will be ineligible for one calendar week. Learners taking a North Dakota Center for Distance Education course must be at 4 assignments or less weekly to be considered on pace.

Learners who finish the previous academic year with an In Progress (IP) score in any course will be deemed ineligible for the start of the upcoming school year. Learners who have an IP on their academic record may still practice, but will not be able to participate in games or contests until the IP is removed and the course is completed. Learners who have worked to make progress or have a plan in place with administration (as decided by administration) maybe waived. This includes all extra and co-curricular activities.

If a learner receives in-school suspension, they may not start the next contest and further consequences are at the discretion of the coach/advisor. If a learner receives an out-of-school suspension, they may not participate in practice that day and must sit one calendar week and complete the return to team protocol set forth by the coach/advisor. A second OSS in an academic year will result in removal from the team.

If a learner is ineligible, they may only ride to an event with the team if they will not miss any school. If the team leaves early, the learner may attend the event as a spectator and travel on their own to and from the game.

Eligibility consequences for violating the cell phone policy will follow guidelines outlined in the Northern Cass Secondary Handbook.

HABITS OF WORK: Learners will be assessed in Respect, Engagement, and Preparedness in our learning management system. These areas will be used to determine eligibility for learners in a proficiency based scoring system. Learners must maintain an average score of 2.2 and above along with staying on pace to remain academically eligible.

Illegal Substances Policy

The use or possession of tobacco (including vaping devices), alcohol, or other drugs is prohibited. This includes, but is not limited to, non-prescribed medications and prescription drugs. Any co-curricular participant who is in violation of the fore mentioned shall be suspended from participation in interscholastic contests, co-curricular activities, and other school related events for a minimum period of six consecutive weeks for the first offense. In addition, learners will not be eligible for any special awards or letters. A violation during the summer also results in a suspension. However, since the learner may not be actively participating in an activity sponsored by Northern Cass Public Schools for several weeks of that suspension, a minimum of a four-week suspension will commence when the learner reports to the first official practice day of their respective activity.

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

Suspension Process

From the day the school administration has been notified of a violation, the learner will be suspended. The learner will be informed of the length of his/her suspension based upon the information provided to the school administration from a reliable agency or source (law enforcement agency, school staff personnel, etc.).

NDHSAA Transgender Student Board Regulation

A transgender learner will be defined as a learner whose gender identity does not match the sex assigned to him or her at birth.

Any transgender learner who is not taking hormone treatment related to gender transition may participate in a sex-separated interscholastic contest in accordance with the sex assigned to him or her at birth.

The following clarifies participation in sex-separated interscholastic contests of transgender learners undergoing hormonal treatment for gender transition:

- A trans male (female to male) student who has undergone treatment with testosterone for gender transition may compete in a contest for boys but is no longer eligible to compete in a contest for girls.
- A trans female (male to female) learner being treated with testosterone suppression medication for gender transition may continue to compete in a contest for boys but may not compete in a

- contest for girls.
- Updated medical treatment and/or hormone therapy verification is required annually.

If a trans male or trans female learner can show, from a medical perspective, that the learner does not have a competitive advantage based on their testosterone treatment or prior physical development as a male, the learner's member school may submit a letter and medical evidence to the NDHSAA Executive Director. The Executive Director will then review, investigate, and render a decision. If the learner disagrees with the Executive Director's decision, the learner's member school may appeal to the NDHSAA Board of Directors for a final decision.

NDHSAA Board Approved: November 2015 Revised: August 2022

Sportsmanship and Citizenship

Sportsmanship

It is vitally important that all people involved in co-curricular activities strive to follow and practice the code of ethics (pg. 6) whether they play the role of coach, participant or spectator. We all carry the responsibility of demonstrating good sportsmanship and serving our community by being positive ambassadors for the Northern Cass Public School District.

Coaches

As educated and trained professionals, coaches play an important role of setting the example by demonstrating good sportsmanship for their team members, learners, and adult fans to follow. It is important for the coach to reinforce the Northern Cass School District's purpose, objectives, values and goals described on pages 4 and 6 with emphasis in practicing and instilling the code of ethics.

Participants

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

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

Learner and Adult Spectators

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

1. Remember that the event is for the learners. They are participating, and parents/fans are watching because of their enjoyment in the experience. Good sportsmanship enhances the educational experience of all participants.
2. Refrain from distracting participants when they are competing /performing.
3. Recognize and appreciate the skill of all performers regardless of school affiliation. Applauding good play demonstrates class, generosity and good will.
4. Treat officials with respect before, during and after the contest. Contests cannot be conducted without officials and they should be recognized and supported as impartial arbitrators.
5. Display good conduct. All spectators are responsible for their actions. Management has the authority to remove any spectator who does not conduct themselves in a respectful manner. Abusive or inappropriate behavior is to be avoided.

6. Recognize the fact that spectators represent the school district and community as do participants and coaches.
7. Spectators are to respect others, property and the spirit of high school competition.

Misbehavior During Contests

Learners or adults who are found to be in gross violation of the ethics of competition or the principles of good sportsmanship may be removed from the contest and may be barred from interscholastic activities either as a participant or as a spectator or both. This includes learner and adult spectators. A gross violation is defined as the continued, excessive violation of the code of ethics of competition or the principles of good sportsmanship (i.e. Continuing to yell at and badger a referee for a bad call long after the call has been made and play has continued.).

Ejection Policy

Spectators who are ejected from a game will be suspended a minimum of three weeks from that team's games and all other NDSHAA events until suspension ends. If ejection occurs with fewer than three games remaining in the team's season, suspensions carries over to the school sports season immediately following. Spectators ejected a second time in a school year shall be suspended for a minimum of one year from all NDHSAA events.

School Activity Related Policy

Attendance/Part of a Day/Tardies

When a learner is absent for only part of a day, he/she is responsible for obtaining regular class assignments. A learner must be in attendance the immediate half day prior to participating or practicing in any extracurricular or co-curricular activity after school hours. Learners must be present for afternoon classes that day, unless they have obtained prior approval from the administration. Friday's absence does not affect a Saturday contest.

A learner shall be allowed no more than the equivalent of 8 absences per class per semester. Absences in excess of 8 may result in the loss of credit for the course as well as being academically ineligible for the remainder of the semester, or until time is made up. School-related absences do not count toward the 8 absence total. Examples of school-related absences include, but are not limited to field trips, co-curricular and extracurricular activities, and in-school suspensions. All non-school-related absences will count toward the 8 absence total.

Learners who are tardy will serve a ½ hour detention after school for every other tardy up to 8 (i.e.—first tardy is no detention and second tardy is detention). Learners who are tardy will serve a 1-hour detention after school for every other tardy from 9-16. Learners who accumulate more than 16 tardies in a semester will be required to attend a full day designated by the administration and will be academically ineligible until time is completed. Tardy totals are calculated per semester. Detention must be served within two days of the incident.

Wednesday night Practices

All Northern Cass sponsored co-curricular practices must conclude by 6pm on Wednesday evenings. This is the night devoted to church activities in our communities. There will be limited school sponsored activities within the school on this night.

Missing School for Co-Curricular Events

Learners who miss school for co-curricular events are responsible to arrange with educators in advance and complete any assignments they can before the event takes place. Failure to make or follow through with this arrangement may result in deduction in the learner's habits of work.

Injuries on School Property or at School Functions

Costs incurred because of the need for medical, dental, and hospital services from injuries sustained on school

property or at school functions are the responsibility of the parent or guardian. The Northern Cass Public School District does not provide medical insurance coverage or benefit payments for learners.

Sports Medicine Coverage

- A. Essentia Health will provide the Northern Cass School District with sports medicine services. The site of service will be Northern Cass High School.
- B. Essentia Health will contract with the Northern Cass School District (exclusively) - **Essentia Health Sports Medicine does not contract with individual parents and guardians.**
- C. Essentia Health will be responsible for the final say regarding return to play.
- D. Essentia Health will be responsible for coordinating care with both internal and external providers and health systems. Essentia Health providers will contact external providers to expedite the return to play for student athletes, when safe.
- E. Essentia Health does not accept (waivers) for return to play exemptions. **This is a legal designation.**

If there is a disagreement between the Athletic Trainer and another medical provider, please inform the Activities Director immediately. The Activities Director will contact the supervisor of the Athletic Training program to discuss the situation and work through a potential resolution.

Physical Examination

Effective April 15 of each year, learners, levels 7 and up, involved in athletic activities will be required to have a physical examination to be eligible to practice and to participate in athletic contests for the subsequent school year. Learners, parents and coaches will also be required to read concussion management material (Appendix D) and sign a Risk and Warning Acknowledgement/Code of Conduct Acceptance form (Appendix C) annually.

High School Awards

Athletic Letter

The head coach/advisor in each activity determines the criteria used in determining how a varsity letter is earned. Any requirement above and beyond the general requirements must be covered at the pre-season meeting for each activity. Seventh, eighth, and ninth grade learners can earn a varsity letter if they are a member of a varsity team and meet the criteria established to earn a varsity letter. Participation certificates are given to learners who participate, but do not letter (coach's/advisor's discretion). An athletic letter/patch will be awarded to learners satisfying the letter criteria established by each program coach.

General requirements for earning an athletic letter:

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

Varsity Letter Awards

1. First year = Certificate and letter patch/pin
2. Subsequent years = Certificate and bar for each subsequent year.

Additional Awards

Special Awards

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

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

Outstanding Senior Athlete

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

1. High school athletic letters won.
2. Coachability of the athlete throughout the years.
3. Attitude, hard work, and determination shown throughout the years.
4. Post season awards and honors (all-district, all-region, and all-state).
5. Citizenship/Sportsmanship.
6. Other factors will also be considered on an individual basis.

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

NCAA Eligibility

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

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

The NCAA has approved the following courses as core courses:

English

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

- Geometry
- Pre-Calculus
- Topics in Advanced Math
- Math Topics

Additional Core Courses

- Spanish 1, 2, 3, 4

Mathematics

- Algebra 1
- Algebra 2
- College Algebra

Social Science

- Economics
- Microeconomics
- North Dakota Studies

- Psychology
- Sociology
- US Government
- World History
- US History

Natural/Physical Science

- Anatomy/Physiology I

- Applied Chemistry
- Biology
- Chemistry
- Environmental Science
- Physical Science
- Physics

Federal, State, and School District Policies

A learning and working environment that is free from sexual harassment will be maintained at Northern Cass Public School. It will be a violation of policy for any member of the district staff to harass another staff member or learner, or for learners to harass employees or other learners, through conduct or communication of a sexual nature as defined by this policy, whether quid pro quo or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or learner by any third party. This prohibition shall be in effect in any building belonging to or used by the Northern Cass Public School or on the grounds of any such building or on any property or in any vehicle belonging to or used by the Northern Cass Public School or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or learner of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment should report the alleged acts immediately to any educator, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and learners that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and learner assemblies to inform employees and learners of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a learner in the school district will subject that learner to disciplinary action, which may include suspension or expulsion, consistent with learner disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect or substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

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

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

Notice of this policy will be circulated to all district schools and departments and incorporated in educator and learner handbooks.

Bullying Policy

According to NDCC 15.1-19-17

Northern Cass Description Code: FHCIA

The Northern Cass School District is committed to providing all learners with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a learner or school staff member is against federal, state, and local policy and is not tolerated by the board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of learners to learn and succeed. Therefore, it is the policy of the state and the school district that learners and school staff members shall not engage in bullying behavior while on school property.

Definitions for the purpose of this policy:

1. Bullying is defined in NDCC 15.1-19-17
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
 - ii. Places the learner in actual and reasonable fear of harm;
 - iii. Places the learner in actual and reasonable fear of damage to property of the learner; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a learner while the learner is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that is substantially interferes with the learner's educational opportunities;
 - ii. Places the learner in actual and reasonable fear or harm;
 - iii. Places the learner in actual and reasonable fear of damage to property of the learner; or **iv)** Substantially disrupts the orderly operation of the public school.
 - c. Conduct received or sent by a learner through the use of an electronic device while the learner is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i) Places the learner in actual and reasonable fear of
 - i. Harm; or
 - ii. Damage to property of the learner; and
 - iii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the learner's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - Is not part of the district's curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of a district program; and
 - Receives district support in multiple ways (i.e. not school facility uses alone); and

- Sponsors of the activity have agreed to comply with this policy; and
- The district has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the district has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the district.
- *School staff* include all employees of the Northern Cass School District, volunteers, and sponsors of school sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions A learner or school staff member may not:

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

Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff. Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a learner, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

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

2. Reporting options for learners and community members: Learners and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The district will place the form in a variety of locations throughout the school and should inform learners and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 - b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
 - c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

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

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

The form should be completed by ***an administrator*** when they:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the district for six years after a learner turns 18 or graduates from high school, whichever is later.

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

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

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

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

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

Reporting to Law Enforcement & Other Forms of Redress Law Enforcement must be notified if an investigation by a school administrator or Board President results in a reasonable suspicion that a bullying incident constituted a crime. Also, nothing in this policy shall prevent a victim/their family from seeking redress under state and federal law.

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

1. Require the learner to attend detention.
2. Impose in or out of school suspension or recommended expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed.
3. Recommended alternative placement. This recommendation shall be submitted to the superintendent for approval or denial. The superintendent may approve such recommendations only if the learner has been given notice of charges against them and an opportunity to respond. Alternative placement of special education learners will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.

5. Refer the learner to a school counselor.
6. Hold a conference with the learner's parent/guardian and educator(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g. moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

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

Discrimination & Education The district shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in learner and staff handbooks and ensure that it is explained and discussed with its learners each school year. The district shall also develop and implement bullying prevention programs for all learners and staff professional development activities. School administration may develop guidelines to assist learners and staff with identifying bullying conduct. End of Northern Cass School District Policy.

FHCIA..... Adopted: 11/13/00

Amended: 2-15-11/5-17-12/4-15-19/9-11-19/4-16-20

Hazing Defined

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

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

APPENDIX A

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

I. ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

No learner in grades 5-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such learner shall at the same time have any unsatisfactory record of scholarship. **Note:** Learners who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests, activities and events.

Eligibility will be tracked weekly. Based on deductions of Habits of Work, any learner who receives 4 deductions in any one category in one week will be ineligible. Suspensions will begin the day the 4th deduction is received and conclude after one calendar week. This also includes online and/or independent courses. Habits of Work suspensions cannot be served concurrently.

II. USE OR POSSESSION OF TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES The use, possession, or affiliation with tobacco (including vaping devices), alcohol, or any controlled substance (including prescription and synthetic drugs) as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of the foregoing regulation shall be suspended from participation in interscholastic contests/activities including scrimmages for a minimum of six weeks in her/his activity season for that activity season. In addition, he/she will not be eligible for any special awards or letters provided by the Northern Cass School District. The period of suspension shall begin from the date notification is given to administration. Learners under suspension may continue to practice with the team through the completion of the season. (see detailed information below)

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

Section 1. Offenses

Any learner of Northern Cass School will be subject to a co-curricular suspension for the following:

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

Section 2. Suspensions

- A. Any learner will be suspended for a period of 6 consecutive school weeks from participation in any co-curricular activities in Northern Cass Schools for the first offense as described in paragraph 1.A above.
- B. Any learner who has not received any NDHSAA suspension during eighteen calendar months from the time of his/her last suspension shall receive a six-week suspension for the next NDHSAA rules violation. Any suspension received before the end of the eighteen-month limit will be for eighteen weeks.
- C. Any learner may be suspended for a period of up to 18 consecutive school weeks from participation in any co curricular activities in the Northern Cass Schools for offenses described in paragraphs 1.B above.
- D. A learner, who has not completed a suspension at the end of a school year, shall remain suspended during summer vacation. A learner shall be credited with one week of suspension for each month of the summer vacation if he or she had not completed a suspension during the school year.
- E. Northern Cass Public schools will comply with all school year policies of the NDHSAA during summer months. A learner given a co-curricular suspension during the summer will be credited with one week of

suspension for each month of the remaining summer vacation and will be suspended from co-curricular activities when the fall season begins.

- F. If a learner has a 3rd violation, all activities will be lost for the learner's high school career.
- G. If a learner denies the allegation, but is later found to have been in violation, he/she will receive an additional 6- week suspension. The admission by the learner will have to be made prior to the hearing.
- H. If a learner is given co-curricular suspension during a period of time in which that learner is not involved with any co-curricular activity, he/she shall sit out the next contest/event of the next co-curricular activity of which they are a member.
- I. If a learner participates on two different levels of the same activity on the same day, it shall count as 1 contest/event. **Examples:**
 - a. An athlete who is a member of both the JV basketball team and the varsity team, and if both teams are playing in the same evening, the athlete shall not participate in either game. The same would be true for a cheerleader on a JV and freshman team.
 - b. Athletes on volleyball teams must sit out their first event including any combination of 1 match and/or tournament. (Coaches would be violating the intent of this rule if they moved an athlete up or down a level simply to make them eligible quicker.)
- J. Each coach or advisor will determine whether or not a suspended learner can practice with the team during the suspension period.
- K. These violations will be considered when nominated for awards/recognition.

Section 3. Procedures

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

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

Section 4. Time Limitations

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

Section 5. Training Rules

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

APPENDIX B

Northern Cass Public Schools Code of Conduct

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

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

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

CITIZENSHIP / SPORTSMANSHIP: Refer to the Northern Cass school learner handbooks for expectations. **SCHOLASTIC ELIGIBILITY:** Refer to the Northern Cass school learner handbooks for scholastic eligibility policies. **SUSPENSIONS AND EXPULSIONS:** Refer to the Northern Cass school learner handbooks for procedures regarding both in-school and out-of-school suspensions as well as learner expulsions.

SCHOOL ATTENDANCE: At both the middle school and the high school level, a learner must be in attendance the immediate half day on the day of a competition, event, performance, or practice unless prior approval is given by the building principal. **SPECIFIC TEAM / ACTIVITY RULES:** Individual programs may have additional training rules/regulations that apply to learners. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required. **ANY TEAM SPECIFIC RULES WILL INCLUDE INFORMATION REGARDING PRACTICE AND GAME/EVENT ATTENDANCE.**

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

ALCOHOL, TOBACCO, AND DRUGS: Use, possession or affiliation with tobacco (including vaping device), alcohol, or other controlled substances defined by North Dakota law is prohibited. See the Northern Cass school learner handbooks for specific violation procedures per NDHSAA and NCPS policies.

TRANSPORTATION GUIDELINES:

1. All participants must ride to and from events in school designated transportation.
 - ❖ **EXCEPTIONS (2):** 1) Injury to a participant requiring alternate transportation
2) The participant's parent/guardian checks the learner out with school personnel at the event site
2. In a few instances, parents may be allowed to transport their participant to an event. This must be cleared by the AD in advance.
3. We encourage all participants to ride home with their team. However, if a parent/guardian wishes to bring their participant home, that parent/guardian must make a face to face contact with the designated school personnel after the event to sign the release form. If someone other than a parent needs to take the participant after the event, the parent/guardian must first email the Activities Director prior to the event to notify the AD of travel arrangements. **IF OKAYED**, the responsible adult taking the participant home must make a face to face contact with the designated school personnel after the event to sign the release form.
4. **HEAD COACHES HAVE 100% AUTONOMY IN DECIDING WHETHER OR NOT TO RELEASE ATHLETES TO ANY ADULT: PARENT OR OTHERWISE.** If the coach determines that releasing the learner is a safety risk for any reason, that learner will ride home with the team. We apologize for any inconvenience this may cause, but we will not put our learner athletes in a potentially dangerous situation.

SPECIAL NOTES: The Code of Conduct is in effect for the entire school year, including practice or events before or after

school begins and ends, for all learners whether or not they are currently in an activity. These regulations are in effect for co-op learners from other school districts, as well. Entire, detailed policies governing school activities sponsored by NCHS can be found in the NCHS Co-Curricular Learner and Parent Handbook and respective school learner handbooks.

APPENDIX C

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

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

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

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

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

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

This includes all of the following activities: (circle) cross country, football, golf, volleyball, basketball, dance, wrestling, baseball, softball, track and field, weightlifting, soccer, and esports.

CODE OF CONDUCT ACCEPTANCE FOR SCHOOL YEAR: _____

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

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

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

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

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

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

APPENDIX D**Northern Cass Public Schools Request for Transportation Permission Form****TRAVEL PERMISSION SLIP A** (From an event)

My daughter/son, _____, has permission to travel with me after the
(LEARNER NAME)

following school activities: _____,
(ACTIVITIES/EVENTS)

for the school year of: _____.
(CURRENT SCHOOL YEAR)

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

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

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

APPENDIX E

CONCUSSION FACT SHEET FOR ATHLETES

What is a "concussion"?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged" or "had your bell rung"

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:

- The right equipment for the game, position, or activity
- Worn correctly and the correct size and fit
- Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport
- Practice good sportsmanship at all times

It's better to miss one game than the whole season.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

THIS FORM MUST BE SIGNED ANNUALLY AND AVAILABLE FOR INSPECTION AT THE SCHOOL

Revised 07-11 PHYS-#7

CONCUSSION FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed By Parents/Guardians	Symptoms Reported by Athlete
● Appears dazed or stunned ● Is confused about assignment or position ● Forgets an instruction ● Is unsure of game, score, or opponent ● Moves clumsily ● Answers questions slowly ● Loses consciousness (even briefly) ● Shows mood, behavior, or personality changes ● Can't recall events prior to hit or fall ● Can't recall events after hit or fall	● Headache or "pressure " in head ● Nausea or vomiting ● Balance problems or dizziness ● Double or blurry vision ● Sensitivity to light or noise ● Feeling sluggish, hazy, foggy, or groggy ● Concentration or memory problems ● Confusion ● Just not "feeling right" or is "feeling down"

How can you help your teen prevent a concussion?

Every injury is different but there are steps your teen can take to protect themselves from concussions and other injuries:

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport
- Encourage them to practice good sportsmanship at all times

What should you do IF you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussions, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A healthcare professional, experienced in evaluating for concussions, will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it's not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine".
4. **Tell all of your teen's coaches and the student's school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

Parent/Guardian Signature: _____ Date: _____

THIS FORM MUST BE SIGNED ANNUALLY AND AVAILABLE FOR INSPECTION AT THE SCHOOL

Revised 07-11 PHYS - #8



Essentia Health Concussion Program: Return-to-Play Protocol		
Stage of Rehabilitation	Protocol Elements	Recommended Exercises
Stage 1: Very Light Exercise	• Very light aerobic conditioning • ROM/Stretching • Low-level balance activities	• 10-15 minute - o Bike - o Elliptical - o Treadmill (Walking) • Cervical ROM exercise, Trap, Pec, Hamstring, Quad, and Calf Stretching • Romberg Exercises (feet together, tandem stance, single leg balance)
Stage 2: Light Exercise	• Light to moderate aerobic conditioning • Active stretching • Moderate balance activities with change in head positioning	• 20 minute - o Bike - o Elliptical - o Treadmill (Walking) • Light weight strengthening - o Resistance band exercises - o Wall Squats - o Lunges - o Step ups and downs • Stage 1 Stretching - o Lunge Walks - o Side-to-side groin stretches



Essentia Health Concussion Program: Return-to-Play Protocol		
Stage of Rehabilitation	Protocol Elements	Recommended Exercises
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Stage 2: Light Exercise	• Light to moderate aerobic conditioning • Active stretching • Moderate balance activities with change in head positioning	• 20 minute - o Bike - o Elliptical - o Treadmill (Walking) • Light weight strengthening - o Resistance band exercises - o Wall Squats - o Lunges - o Step ups and downs • Stage 1 Stretching - o Lunge Walks - o Side-to-side groin stretches