

Edmore Public School
Activity Handbook
2017-2018

A STATEMENT

This handbook is meant to answer questions ahead of time which may be posed by the participants of school activities and/or their parents.

A PHILOSOPHY

An extra-curricular program should accomplish several goals to justify its existence. One of the prime goals should be to secure the maximum participation of all eligible young people. Along with securing the participants, we must establish and maintain a sound program of development so that the participants can compete favorably against the opponents scheduled. A well structured developmental program will do much to move our young people into a sensible balance of being able to win and to lose. It should also serve to develop the proper attitudes toward individual and group effort.

Students participating in activities shared with the Langdon public school district will follow the Langdon public school activity handbook. **Students participating in activities sponsored by Edmore public school will follow the Edmore activity handbook.**

GENERAL INSTRUCTIONS

These are those instructions which are common to every extra-curricular endeavor under the sponsorship of the Edmore School System. These will be presented in this handbook with specific instructions for a particular area being presented separately by the head coach or advisor.

1. PHYSICAL EXAMINATION, PARENT'S CONSENT, CONCUSSION VIDEO:

All student athletes participating in NDHSAA sanctioned sports programs will be required to file a pre-participation health history screening and physical examination clearance form (page 4) with their school office prior to their participation on a yearly basis. This may be done by the following medical professionals: Medical Doctor, Doctor of Osteopathy, Physicians Assistant, Nurse Practitioner (MD, DO, PA, NP). The Athletic Pre-Participation Health History Screening and Physical Examination is valid for ONE school year; a physical examination must be completed on or after April 15 to be valid for participation the following school year.

Senate Bill 2281

Each school district that sponsors or sanctions any athletic activity in this state and which requires a participating student to regularly practice or train, and compete, is subject to terms of a concussion management program.

The school district shall ensure that BEFORE a student is allowed to participate in the athletic activity, the student and the student's parent or guardian shall document that they have viewed information, made available in written or verifiable electronic form by the student's school or school district, regarding concussions incurred by students participating in athletic activities.

2. GENERAL ELIGIBILITY REQUIREMENTS:

- A. A student shall have been in attendance as many school days as he/she missed at the opening of the semester, should his/her enrollment not have been made at the opening of the semester, providing however that he/she shall have made such enrollment and begun regular class work prior to the 11th day of the semester.
- B. A student shall not compete for more than four seasons in any one branch of interscholastic contests, provided that competition while in the seventh/eighth grade shall not constitute one of the four seasons.
- C. A student shall not have participated in a similar athletic contest during the same sports season as a member of any other than a high school team nor as an unattached individual in non-school contests during the high school season in that sport and the penalty for this violation shall be loss of eligibility from the date of infraction to the end of the season in that sport. A school may petition the Board of Directors for exemptions from provisions of this section on behalf of a talented student involving competition with U.S. Olympic or International ramifications.
- D. Students who have participated in athletics representing a member school and who have not yet graduated from high school shall not compete on an "all-star" team, or in an "all-star" game, contest, or meet during the school year in sports sponsored by the Association. An "all-star" team is one made up wholly or in part of players selected in any manner from two or more schools, teams, or areas. Violation of this regulation shall result in loss of eligibility of the student for a period of one year from the date of the last violation. Nothing in this regulation shall prohibit any student from participating as an unattached individual or as a member of a non-school team in these sports during the off-season for that sport in the school term, providing the contest is not "all-star" in character.
- E. A student shall not have been enrolled in any institution of higher rank than a secondary school, except, in the case of an accelerated student doing work in an institution of higher rank. Such student shall continue to qualify for high school competition, if taking three or more high school subjects in the high school in which he/she is enrolled and fulfilling all other eligibility requirements.
- F. A student shall not be a graduate of a four year high school course, nor a graduate of a senior high school offering three courses comprising the tenth, eleventh, and twelfth grades. Neither shall he/she compete after having earned credits sufficient to meet the graduating requirements in any course of study prescribed by the school he/she is to represent unless such credits have been earned in less than eight semesters of school attendance.
- G. A student shall not be eligible to compete in interscholastic activities on or after the day on which the twentieth anniversary of his/her birth occurs.
- H. A student shall be an amateur and shall always have contested under his own name. (See Article VIII, Bylaws)

- I. A student shall have been in attendance at the school which he/she represents for eighteen school weeks upon transferring from another school unless his/her parents have become residents of the school district to which he/she transferred or unless the school from which he/she transferred does not offer work of the corresponding year in which he/she is ranked, and in the instance of a pupil transferring from a public high school to a private or parochial high school in the same city, or vice versa, he/she shall not be eligible to represent the new high school for eighteen school weeks. Should a school district maintain more than one high school, residence shall be understood to refer to the territory assigned to a specific high school by the Board of Education, and any transfer by a student from one school to another within the school district without a corresponding change in parental residence shall result in a loss of eligibility for eighteen school weeks.

If a student begins his/her high school career in some school other than the one in the district of his/her parents' residence or if the student who has previously transferred from one high school to another without a corresponding change in parental residence re-transfers to the district in which his/her parents reside, he/she shall be immediately eligible in said school if the re-transfer is made at the **beginning** of the school year. If the re-transfer is made **during** the school year, he/she shall not be eligible to represent the new high school for eighteen school weeks or the balance of the school year, whichever is the lesser, if the student has participated in interscholastic activities in the school from which he/she is re-transferring; however, re-transfers from a private or parochial high school to a public high school in the same city, or vice versa, shall result in a period of ineligibility for eighteen school weeks regardless of when such re-transfer is made.

In the event that the school district in which a student's parents reside does not have a high school, the first high school attended by the student shall be considered his home district for the purpose of this rule.

Should an elementary school district establish a high school, this rule shall be waived for all students enrolling in said high school at the initial opening of school that year and such students shall be immediately eligible. Thereafter the rule shall apply as for all other high schools.

- J. A student who, because of unavoidable circumstances, such as broken home conditions, death of parents or guardians, abandonment or other exceptional or emergency reason, finds it necessary to change schools, may be declared eligible by the Board of Directors, provided the administration of each school involved files a statement with the NDHSAA that the change was necessary and there was no undue influence or recruitment. Rulings in such cases will be considered by the Board only when in regular session and after a complete investigation by the NDHSAA professional staff and/or Board of Directors.
- K. When some of the senior high schools within the same public school district are organized as three-year high schools and others are organized as four-year high schools, students finishing ninth grade in the school system operating a three-year high school have the privilege of transferring to the four-year high school system without loss of eligibility if the transfer is made at the start of the first semester of the tenth grade. Such transfers are not permitted from four-year high schools to the

three-year high school without loss of eligibility. This in no way abridges the right of a student to establish his eligibility in any high school of his choice at the beginning of the ninth grade.

- L. A student shall not participate in any interscholastic contest after his/her eighth semester unless he/she is under 18 years of age, nor after his/her seventh semester if his/her seventh and eighth are not consecutive.

3. **ACADEMIC ELIGIBILITY:**

- A. Grades 3-6: Must be passing in all subjects and have all work completed to be eligible.

- B. Grades 7-12:

Eligibility will first be checked at mid-quarter for quarter one.

- If a student is failing, they will be ineligible for two weeks.
- Grades will be checked every two weeks for the remainder of the semester.
- If a student is failing at the end of the semester, they are ineligible for two weeks.

All grades will be checked at mid-quarter of quarter three.

- If a student is failing, they will be ineligible for two weeks.
- Grades will be checked every two weeks for the remainder of the semester.
- If a student is failing, at the end of semester two, they will be ineligible for two weeks at the beginning of the next year unless they attend summer school and pass an equivalent class as approved by administration.

These rules are in addition to the rules as set by the NDHSAA.

Members of the Student Body:

Students who do not belong to an extra curricular team or organization and are ineligible are not allowed to sign up for fan buses or related activities until they once again become eligible.

5. ALCOHOL, TOBACCO OR CONTROLLED SUBSTANCES:

- A. Use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any extra-curricular participant who indulges in any of these harmful practices will be suspended from all participation for a period of **six school weeks for the first offense along with 20 hours of community service and 1 hour of counseling. For the second offense, 18 weeks along with 40 hours of community service and 2 hours of counseling. The third offense, 36 weeks along with 80 hours of community service and referral for additional counseling.** NOTE: PENALTY WILL BE SERVED DURING THE SCHOOL YEAR WITH CARRY OVER TO THE NEXT ACTIVITY PARTICIPATED IN OR THE START OF THE SCHOOL YEAR. IF APPLICABLE, CHRISTMAS VACATION MAY BE COUNTED AS PART OF THE SUSPENSION PERIOD. **Community service hours must be used towards penalty only. Community service and counseling must be completed prior to regaining eligibility.**

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing

within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. HOWEVER, IF THE SUSPENSION IS NOT IMPOSED AND THE STUDENT IS FOUND TO BE IN VIOLATION OF THE ALCOHOL, TOBACCO AND CONTROLLED SUBSTANCE RULE ANY INTERSCHOLASTIC CONTESTS OR ACTIVITIES PARTICIPATED IN BY THAT STUDENT AFTER THE INITIAL HEARING WILL BE FORFEITED AND THE SUSPENSION WILL START FROM THE DATE THAT THE GUILT WAS ESTABLISHED. Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this rule. If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local Board of Education.

- B. A student who uses, possesses or shows evidence of having used alcohol, tobacco or any controlled substance as defined by North Dakota Law at any school or at any school function will be subjected to five days in-school or out-of-school suspension and from all extra-curricular activities for twelve consecutive school weeks for the first offense and eighteen consecutive school weeks for any subsequent offense. This suspension may be extended when considering the seriousness of the infraction. All community service and counseling hours will also be applied as stated above in **Section 1** of Drinking/Smoking Policy.
- C. Suspension from practice will be determined by the coach or advisor of the activity during a six or eighteen week suspension.
- D. If upon questioning a student by the administration of an act described in this section, the student denies activity that is later confirmed through evidence, the administration may impose an additional 3 weeks of suspension from extra-curricular activities as deemed necessary.

NOTE: IF APPLICABLE, CHRISTMAS VACATION MAY BE COUNTED AS PART OF THE SUSPENSION PERIOD.

6. CRIMINAL ACTS

- A. Involvement in an act, which if done by an adult would be designated a crime under the laws of the state of ND, another state, or the U.S. of America will result in the student being suspended from participation in all extra-curricular activities for a period of six consecutive school weeks for the first offense and eighteen consecutive school weeks for the second offense.

A student who is involved in a criminal act, as described in the preceding paragraph, at any school or at any school function will be subjected to five days in-school or out-of-school suspension and from all extra-curricular activities for eighteen consecutive school weeks. This suspension may be extended when considering the seriousness of the infraction.

A student would also lose all lettering privileges under these circumstances.

A violation of the laws governing the operation of a motor vehicle does not fall in this category.

NOTE: IF APPLICABLE, CHRISTMAS VACATION MAY BE COUNTED AS PART OF THE SUSPENSION PERIOD.

7. CURFEW REGULATIONS

Athletes, cheerleaders, drill team, stats, and other team members will maintain the following curfew hours while competing and participating in the activity:

Sunday through Thursday	10:00 p.m.
Friday and Saturday	12:00 a.m.
Night before a game	9:30 p.m.

These hours are the latest hours that the school will tolerate. If something special is going on you are to check with your coach on extending hours. Violation of the above mentioned times will result in the following punishment:

- 1st Offense: 1 day of games suspension from participation
- 2nd Offense: 2 days of games suspension from participation
- 3rd Offense: The student will be indefinitely suspended from the activity.

It must be understood here that the Administration and the coaches will investigate all charges and may at their discretion, take further disciplinary action if they deem it necessary toward maintaining the proper educational atmosphere within the structure of the activity programs.

8. CHURCH NIGHT: In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as "Church Night" at the school. No activities will be scheduled after 6:00 p.m. on Wednesday evenings. This gives students the opportunity to participate in the church activities on a weekday night without interference from the school.
9. SUNDAY PRACTICE: It is the policy of the Edmore School to limit the number of Sunday practices for school activities. The coach/director must check with the office before scheduling a practice on Sunday. It is understood that a church or family event will take priority over the practice.
10. OUT OF TOWN TRIPS: Students representing the Edmore School will ride to and from an extra-curricular event on the bus. A note, phone call, to the coach, advisor or administrator must be given by a parent, by noon the day of the event, in order to not ride the bus from an event. School aged friends or brothers or sisters will not be allowed to take a student to or home from an event.
11. ATHLETIC INJURIES: All injuries incurred during an extra-curricular activity must be reported to a coach or advisor by the student. Injuries requiring a call at the doctor's office or at the hospital must be recorded on the insurance report form. This is reported to the coach, advisor or the administration and should be done by a parent.
12. SCHOOL ATTENDANCE: If any student is involved in an extra-curricular activity, he/she will be required to be in school for a full day in order to practice or participate in an event that night. Any exceptions will be handled by the administration (Dr. appt., dentist/orth. appt., funerals, etc.)

13. OUT-OF-TOWN TRIP EXPENSES: Students traveling to and from school sponsored activities should not need to carry large sums of money. If money is carried, keep it to a minimum. The less you carry with you in the way of money, the less you can lose.
14. VALUABLES: Valuables should always be turned in to the coach, advisor, or team manager for safekeeping. Every student should make it their responsibility to see that their valuables are being taken care of in a responsible manner.
15. CARE OF ATHLETIC EQUIPMENT: Every athlete will have to furnish their own equipment (shoes, socks, etc.) and each athlete will be issued a locker.
16. SCHOOL BEHAVIOR: School behavior reflects the type of person that you actually are. If classroom, hallway, lunchroom or extra-curricular event behavior is derogatory the student should expect a reprimand. Any student that is dismissed from class for disciplinary reasons will make up one hour detention before or after school for each hour of class time missed. The student will also not be allowed to participate in any extra-curricular activity on the day and/or evening they are dismissed from class. The severity of the punishment will depend on the type of infraction.
17. RULES PERTAINING TO SCHOOL CONDUCT:
 - A. Remain in the building at all times during the activity until told to leave.
 - B. Do not crowd the doorways.
 - C. No sunflower seeds are allowed on the bus. Candy and gum wrappers must be kept in pockets or in the garbage, not on the bus floor.
 - D. No unnecessary running around in the building.
 - E. Preference will be given to high school students in boarding the bus.
 - F. Coaches and teachers who are in charge have complete authority over groups under their supervision.
19. APPEARANCE: The school administration and department advisors do not wish to infringe upon the rights of the students in the matter of personal appearances, but we wish to inform the students that the opportunity to represent the school in competition is not a constitutional right, but rather a privilege based on the ability to perform factor. Recognizing this fact, the school administration and department advisors and coaches will set the dress code that they feel is appropriate for the various activities sponsored by the Edmore Public School.

LETTERING REQUIREMENTS:

The school letter is a symbol of achievement and representation of Edmore High School. It should be worn with pride and given the respect it deserves. The following are the requirements that are necessary in each sport in order to earn that letter:

Football:

Participants must be in good standing for the entire season. They must play in at least eight quarters of a varsity game. At the conclusion of the season, all uniforms and equipment

must be returned.

Boys' and Girls' Basketball:

Participants must be in good standing with the team and coach for the entire season and finish the season as a member of the varsity team. A player must participate in at least 12 quarters of varsity basketball. Also, a team member who was not in good standing for the entire season would not be eligible for any team awards at the end of the season.

Volleyball:

Participants must be in good standing with the team and coach for the entire season and finish the season as a member of the varsity team. A player must participate in two varsity matches to be eligible to letter.

Baseball:

Participants must be in good standing with the team and coach for the entire season. A player must participate in one-half of the league games.

Golf:

Participants must be in good standing with the team and coach for the entire season. A player must participate in at least one regular season varsity golf meet.

Track:

Participants must be in good standing with the team and coach for the entire season. A player must participate in at least three regular season varsity track meets.

NOTE: THE COMPLETION OF A SPORTS SEASON ENDS WITH THE LAST REGULARLY SCHEDULED ACTIVITY OF THE SEASON.

Choir Lettering

1. Student must participate in Regional Music Contest.

NOTE: All students are given the opportunity to compete in the Regional Music Contest.

2. Violation of the alcohol, tobacco, controlled substance, or the criminal acts policy will cause the student to lose his/her letter.

3. Students must be enrolled for the entire year in order to letter.

NOTE: The season for eligibility begins six weeks prior to the first scheduled music contest and ends with the last scheduled event in which any students from the Edmore School are competing (i.e. State Music Festival). Students must be in good standing for the entire season in order to be eligible to letter.

In special circumstances the coach may choose to award a letter to a participant that has not met the above stated criteria. In these rare instances the coach will meet with the athletic director and superintendent to explain his/her rationale for awarding the letter and receive approval from the superintendent before the letter is awarded.