

*May-Port CG  
High School  
“Patriots”*

**(OUR MISSION IS C.L.E.A.R.)**



*Extra-Curricular  
Activities Handbook*

## ***ADMINISTRATIVE REVIEW***

Additional situations not defined in this handbook will be at the discretion of the administration. All decisions made will be done so with the best interest of the students in mind.

## **ACTIVITIES DIRECTOR'S MESSAGE**

Welcome to May-Port CG Public School Activities. The school district supports the activities program as a positive extra-curricular activity. We will use the following guidelines:

1. Activity participants are treated as regular students. No special consideration is given them for grades or assignments.
2. The activities programs are conducted for the benefit of the participants with maximum concern for their safety, health, and well being.
3. Full allegiance must be given to the North Dakota High School Activities Association and its constitution and by-laws.
4. All involved must be mindful that participation in activities is a privilege earned by meeting certain expectations. The same holds true for both student and non-student spectators.
5. It is the policy of May-Port CG Public Schools that educational activities, employment programs and services are offered without regard to race, national origin, sex, religion, disability or age.

In pursuance of these policies and beliefs, the activities are organized under the direction of the Activities Director, who is directly responsible to the Superintendent.

Students are encouraged to participate in at least one of the activities offered by the May-Port CG Public Schools to bring added fulfillment to their school experience.

*Eric Nygaard*

## *Extra-Curricular Academic Eligibility*

NDHSAA rules APPLY TO ALL EXTRA-CURRICULAR ACTIVITIES.

1. Basic eligibility requirements for the North Dakota High School Activities Association are:
  - a. Passing at least 4 academic units of the spring semester.
  - b. Be a regularly enrolled student of the school that they represent.

### WEEKLY ACADEMIC ELIGIBILITY

1. The May-Port CG School District goes beyond the criteria set in number 1 above.
2. The following criteria will be used:
  - a. Eligibility will be checked weekly by the principal.
  - b. When the weekly grades are checked, and it is found that a student is not failing any subjects, the student will be allowed to participate in competition and practice with his/her group.
  - c. A student who is found to be failing no more than one subject will be placed on a warning status for that week. If during the subsequent week the student who was placed on warning status is still failing any subject, the student will be considered ineligible and will not be allowed to compete with his/her group.
  - d. If a student is failing more than one subject during a weekly check, that student will be considered ineligible and will not be allowed to compete with his/her group.
  - e. The eligibility check will take place on Thursday and the eligibility period will run from Sunday through the following Saturday.
  - f. During the 2<sup>nd</sup> and 4<sup>th</sup> nine week periods, students failing either the nine week period or the semester will be deemed ineligible.
3. Eligibility for starting each of the Nine Week Periods is as follows:
  - a. 1<sup>st</sup> Nine Weeks— Students receiving passing grades for all subjects in both the nine weeks grade and the semester grade, from the previous year, will receive a 2 week grace period. Students not receiving passing grades for all classes in both the nine weeks and semester will be ineligible for a 2 week period. (The beginning of the year ineligibility period will begin with the first day of classes or their first contest, whichever is earliest.) Grades will be checked after the 2<sup>nd</sup> week of school to determine the new eligibility. Any student not passing at least 4 academic units for the previous semester will be subject to the NDHSAA eligibility penalties. Any student receiving a failing grade at the conclusion of the 4<sup>th</sup> 9 weeks/2<sup>nd</sup> semester will be ineligible for activities after the school year concludes.
  - b. 2<sup>nd</sup> Nine Weeks—Students receiving passing grades for all subjects at the end of the 1<sup>st</sup> nine weeks will receive a 2 week grace period. Students not receiving passing grades for all subjects will be ineligible for a 2 week period (does not compete in activity, no week of warning will be given), and grades will be checked after the 2<sup>nd</sup> week to determine eligibility.
  - c. 3<sup>rd</sup> Nine Weeks—Students receiving passing grades for all subjects in both the nine weeks grade and the semester grade will receive a 2 week grace period. Students not receiving passing grades for all classes in both the nine weeks and semester will be ineligible for a 2 week period. Grades will be checked after the 2<sup>nd</sup> week to determine eligibility. Any student not passing at least 4 academic units for the semester will be subject to the NDHSAA eligibility penalties.
  - d. 4<sup>th</sup> Nine Weeks—Students receiving passing grades for all subjects at the end of the 3<sup>rd</sup> nine weeks will receive a 2 week grace period. Students not receiving passing grades for all subjects will be ineligible for a 2 week period (does not compete in activity, no week of warning will be given), and grades will be checked after the 2<sup>nd</sup> week to determine eligibility.

Policy Adopted: **Adopted March 13, 2006**

## **SCHOOL ATTENDANCE**

In order to be eligible for extra-curricular practice or events, a parent must provide prior notification of absence and student must be in attendance a minimum of 4 periods, on the day of the activity, unless pre-approval is obtained from the principal.

## **GUIDELINES FOR PARTICIPANTS**

Participants should be taught to:

1. Treat opponents the way they would want to be treated. Home team players, particularly, should adopt this philosophy. It is tough enough to play away from home without being mistreated by opposing players and spectators.
2. Shake hands with members of the opposing team after the game in full view of the crowd. Don't go away mad. If you and a member of the opposing team have had a hard battle on the court or field, make an attempt to talk it out and learn to respect your opponent for his/her efforts.
3. Don't argue with officials. You seldom, if ever, win. All you accomplish is to get yourself excited (possibly costing your team a penalty or technical), incite the crowd, and generally create a negative attitude. Remain at the optimum level of controlled excitement to allow opportunity for your best performance.

## **SPECTATOR AND STUDENT RELATIONSHIPS**

The effect on the morale, spirit and loyalty of students, alumni, and other members of the school and community must be recognized. The development of furtherance of loyalty, pride in the school, sportsmanship of players and spectators, appreciation of skillful performance and realization of the educational aspects of activities will continue to be emphasized, rather than the use of the program as a money-making venture or as spectacular advertising of the school, team, players, or coaches. Activities will be conducted at the highest possible level, and the students, alumni, and other interested citizens will be encouraged to support the entire program in every legitimate way. **Failure to adhere to this policy can result in suspensions from attending school activities.**

## **PARTICIPANT OBJECTIVES**

The objectives, which we hope each participant in an activity will gain by participating, are:

1. To develop an appreciation for the activity.
2. Conditioning of participants to meet the demands of the activity.
3. To formulate desirable health habits.
4. To learn basic skills of the activity.
5. Development of skills and ability to the greatest possible capacity.
6. Attainment of the knowledge of rules, etiquette, technique, and methods of the activity.
7. To expose the participants to a variety of social situations which will enable them to develop sportsmanship, team cooperation, group loyalty, courtesy and self-control.
8. Stimulate desire to uphold scholastic standards.
9. Present interesting performances.
10. Represent the school in an appropriate manner.

## ALCOHOL/TOBACCO/DRUG SUSPENSION

No student shall use, possess and/or consume any drugs, alcohol or tobacco during the calendar year. Violation will result in suspension from extra-curricular activities and school privileges. Possession is defined as “not removing yourself from the presence of drugs, alcohol or tobacco as soon as you realize that it is present.”

Eighteen year old students are subject to all school rules.

1. Suspensions are cumulative during each of two phases and enforced year round: Phase 1 (grades 7-8) and Phase 2 (grades 9-12).
  - a. First offense in each phase: six consecutive weeks
  - b. Second offense in each phase: 18 consecutive weeks
  - c. Third and subsequent offenses in each phase: 36 consecutive weeks
  - d. Each suspension period will begin only after the previous suspension period has ended.
2. Counseling sessions for each Alcohol or Drug violation are mandatory.
3. Athletes will forfeit all awards, lettering rights and post season nominations to all-star teams if their suspension occurs anytime between the first day of the season through it's completion.
4. This policy will be enforced through the entire school.
5. Any student found to be using, under the influence of, or in possession of alcohol or tobacco while on school property or at any school function will face the following penalty:
  - a. 1<sup>st</sup> offense 3 days out-of-school suspension
  - b. 2<sup>nd</sup> offense 5 days out-of-school suspension, plus student must enroll in and attend chemical dependency classes. It would be expected that a parent attend these classes with the student.
  - c. 3<sup>rd</sup> offense Meet with Board for an expulsion hearing.
6. Any student found to be using, under the influence of, or in the possession of drugs while on school property or at any school function will be subject to proceedings for the suspension/expulsion of the student. The matter will be turned over to the local law enforcement agency.

## PARTICIPATION IN OTHER ACTIVITIES

The following is a partial list of activities that students are **NOT eligible** for during an alcohol or tobacco violation:

Homecoming bonfire, royalty, dance, sock hop  
Senior privileges  
Extra-curricular activities/sports performances  
Prom  
Swing Choir and Jazz Band performances/concerts  
Awards Night/Parent's Night  
All school dances  
FBLA, FCCLA, Speech, One-Act Play performances or activities.  
Any activity deemed to be extra-curricular by the Administration.  
Class Officer Elections or School Group Elections

The following is a partial list of activities that students are **eligible** for even though they have an alcohol or tobacco violation:

Graduation  
Spectator at school events  
Senior Academic Awards Program  
Band and Choir concerts  
Science Fair  
FBLA, FCCLA, Speech, Student Council and One-Act Play meetings  
Athletic practices  
Swing Choir and Jazz Band practices  
Classes and class activities  
Any activity that is considered to be academic by the Administration

## FORFEITURE OF AWARDS

Students must be eligible for the entire season (the 1<sup>st</sup> day of practice until the return home from an activity that completes the season) in order to letter or be nominated by a coach for any school sponsored activity awards, as well as NDHSAA and NDHSCA awards, and All Star teams. Students are eligible for awards given by other groups in which the coach has no input in the selection process.

## **LETTERING**

The lettering for extra-curricular participants will be determined by the individual coaches/advisors. These requirements will be communicated to the participant at the beginning of each season.

## **PREVIOUS SUSPENSIONS**

The MPCG School District will enforce all NDHSAA suspensions placed on a student from a previous school that transfers into the MPCG School District. The transfer student will complete the suspension they are serving from the previous district. They will then be under the MPCG School District policy once enrolled in school and when they complete their suspension, their next suspension will be their 2<sup>nd</sup> violation.

## **TRANSPORTATION**

Extra-curricular participants must ride to and from out-of-town competitions on transportation provided by the school. Very few exceptions will be allowed and must be requested through the proper channels. ie—Parent sign-off or Travel Waiver.

### **PARENT SIGN-OFF—Travel Waiver**

A parent or legal guardian must be present to sign a student off the bus/van at an away school activity. A brother, sister or other relative does not constitute a parent. The coach/advisor will have a sign-off sheet that must be checked in order for the student to leave. This will be for all school activities.

In certain instances a student will need to ride home from an event with another adult. In these instances, the student's parent/guardian must contact the athletic director/building principal prior to the event. There is a travel waiver that will need to be filled out and given to the athletic director. The responsible party must be another adult. A student will not be allowed to drive themselves to any out of town events.

## **CODE OF CONDUCT**

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, physical or sexual assault of other students, teachers, or patrons, or other acts of conduct unbecoming to a student of the May-Port CG School District in school or outside of the school, shall be subject to a possible suspension from extracurricular activities and all other school activities which involve a public performance (for example: prom, banquets, regional science fair, state fair, school play, concerts, FCCLA, Band, homecoming candidates, etc., but does not include graduation).

- A. All students attending schools in the May-Port CG School District shall be covered by the *Code of Conduct* policy.
- B. The principal shall conduct an investigation and hearing and report his/her findings to the committee prior to any suspension being administered.
- C. The length of suspension will be determined by a committee of: the building principal, the head coaches of varsity sports, and any teacher/advisor for any extra curricular activity in which the student is currently participating. (For example: band, choir, drama, FBLA, FCCLA, etc.)

## **INJURIES/INSURANCE**

Parents should be aware that serious injuries can happen in athletics. Our coaching staff will do everything they can to prevent serious injury, but they can still happen. If your daughter/son comes home and complains of any type of injury caused by a school activity, please call the coach of that sport immediately. Injuries are going to be a part of athletics, our coaches will handle them to the best of their ability and many times will recommend that the participant see a doctor.

The May-Port CG School District will NOT provide any supplementary activity injury insurance for this school year. Student injury will now be the parent's responsibility.

### **May-Port CG HIGH SCHOOL TEAM RULES (FOR ALL VARSITY SPORTS)**

#### **A. Practice**

1. Participants are expected to attend every practice.
2. An unexcused absence from practice will result in a one quarter/half/game/meet/match suspension.
3. A second unexcused absence will result in a two quarters/game/meet/match suspension.
4. A third unexcused absence will result in removal from the team.
5. Excused absences include family emergency and illness. Personal appointments should be scheduled so they do not conflict with practices.
6. Any school disciplinary action that results in a participant missing practice will be considered unexcused.
7. Contact coaches ahead of time in case of a conflict.

#### **B. Curfew**

1. Weeknights – 10:00 pm
2. Weekends – 12:00 am
3. Nights before games – 10:00 pm
4. First offense will result in a one game/meet/match suspension.
5. Second offense will result in a two game/meet/match suspension.
6. Third offense will result in removal from the team.
7. Contact coaches ahead of time if there is a conflict.

#### **C. Dress Code**

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

#### **D. Uniforms**

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

#### **E. Conduct**

1. Any conduct detrimental to the team will not be tolerated. Punishment, which may include suspension or removal from the team, will be determined by the coaching staff.

### **PLAYING TIME**

Playing time will be left to the discretion of the coach. Head and assistant coaches, the activities director, other administration and school board members will not take the time to discuss playing time with parents, as it is non-negotiable. If a student-athlete has a problem with their playing time, they are encouraged to set up a one-on-one meeting with the coach to discuss the matter.

### **TEAM SELECTION PROCEDURE**

In the event that large participation numbers dictate cuts, the coach will let players and parents know about the tryout process at his or her pre-season meeting. Much like playing time, any decision on cuts will end with the head coach. Activities director, administration, and school board members will not be involved. Student-athletes that are cut will have their participation fee refunded.

## **PROTOCOL FOR PARENT CONCERNS/COMPLAINTS**

If a parent has a concern or complaint, they along with their son/daughter need to make arrangements to visit with the coach/advisor of that activity. If they do not receive satisfaction on that level, they should proceed to the next step and arrange a sit down meeting with the coach/advisor and the Athletic Director and/or the building Principal. When contacting the Athletic Director/Principal, you will be asked to contact the Advisor/Coach before receiving any action from the Athletic Director/Principal. If and only if there is not satisfaction on that level should they take it to the school Superintendent.

### **ADMINISTRATIVE POLICY ON PROCEDURE OF HANDLING ALCOHOL, TOBACCO, OR SUBSTANCE ABUSE VIOLATIONS**

1. Written reported violation to building principal or athletic director.
2. Principal and athletic director will conduct investigation.
3. If investigators find the student guilty of possession of alcohol, tobacco, or other controlled substance as defined by North Dakota law or by the MPCG School Policy, the student will serve the suspension under the guidelines of the NDHSAA and the MPCG policies.
4. The student does have the right to appeal the investigator's decision to the school's designated hearing officer for a hearing. The student will have the right to a hearing within 3 days of such notification.
5. If the student disagrees with the ruling of the hearing officer, they have the opportunity to request the local school board to review the hearing procedures conducted by the building principal, athletic director and the hearing officer.

### **MISSED SCHOOL TIME/MAKE-UP WORK**

Students need to realize that along with participating in extra-curricular activities come many responsibilities. There will be some activities that will take a student away from school during the day. Although, these instances do not count against your attendance record, you are still required to do any and all assignments.

Any time that you are going to miss school due to an activity, you will be expected to talk to all of your teachers and get the assignments that you are going to miss because of that activity. You will be expected to have those items completed at the same time as the other students in that class who are not attending an activity. There might be some instances when you will be required to turn in assignments before you leave. This is why it is necessary to talk to each teacher before you leave. They will inform you of what they expect of you at that time.

### **PARTICIPATION FEES**

Students in grades 7 and 8 will pay an activity fee of \$50 per activity. Grades 9-12 will pay a \$75 per activity fee. Reduced rates are available based on need, as determined by the free and reduced lunch applications. Participation fee's must be paid before the contest in order to participate.



**May-Port CG Public School**  
**Assumed Risk Agreement/Waiver**

*Note: Both student and parent/guardian must read and understand.*

We understand that participation of any nature in an athletic activity offered by May-Port CG School can be dangerous and involves risk of potential serious injury. We understand these risks; especially those involving contact sports could involve death, serious neck injuries, or spinal injuries, which may result in partial or complete paralysis. We understand injuries may occur which affect all or any part of the skeletal, muscular, visual, and circulatory systems or may impair my general well being. Such injuries could affect the participant's future ability to earn a living or to live a full and productive life.

We understand and we are willing to accept responsibility for following all rules established by the coaches regarding behavior, playing skills, and training regulations.

We recognize that May-Port CG has no liability for injuries resulting from participation in the athletic program and that the school does not carry insurance to cover expenses incurred through injuries in this program.

Also, we the parents and students do understand the risks of concussions during activities. We have been made aware of the signs, symptoms, preventions, and treatments of concussions. This was made available at the beginning of the season parents meeting, as well as available year round from the activities director.

**May-Port CG PUBLIC SCHOOLS EXTRACURRICULAR PARTICIPATION GUIDELINES  
2018-2019**

May-Port CG Public School students are encouraged to participate in extracurricular activities to round out their educational program. However, it must be clearly understood that participation in extracurricular activities is a privilege, not a right, and with privileges come certain responsibilities.

Students are representatives of the school at all extracurricular events. The conduct of the students at such events determines the reputation of our school and its students. Disciplinary action could result if any student's conduct is detrimental to his/her school or community. In addition to the NDHSAA rules, the May-Port CG School Board has established the following extracurricular participation guidelines:

1. Students in grades 7-12 may earn letters in extracurricular activities.
2. Participants must follow and abide by all North Dakota High School Activities rules. (Copies of NDHSAA laws are available in the office for review.)
3. A participant's academic eligibility will be determined by compliance with the weekly Academic Performance Report. Any student failing more than one subject after 2 weeks into a quarter will be declared ineligible for one week from all competitive events/functions. (Refer to student handbook for further details)
4. Coaches/advisors will notify all participants of curfew hours and rules before the season begins.
5. All students involved in extracurricular activities are expected to be in full school attendance the day of a game, contest, or activity. **Students participating in a Saturday event will be required to be in attendance the Friday prior to the contest. A student who must miss school on any activity day must clear the absence with the principal or activities director before missing school to be certain of their eligibility for that particular contest.** (Refer to student handbook for further details.)
6. A participant receiving school suspension will not be allowed to attend any school activity during the days of suspension.
7. A participant is to travel to and from an event with the team/group unless a parent requests and a coach/advisor permits the student to travel with the parent.
8. The proper procedure to address a positive or negative situation with a specific extracurricular activity is to visit with the following personnel in the stated order:
  - 1) Advisors/Directors/Coaching Staff
  - 2) Activities Director
  - 3) Principals
  - 4) Superintendent
  - 5) School Board
9. The building principals and activities director shall not permit groups to schedule any school activities after 6:00 p.m. on Wednesday evenings. All students must be out of the buildings and the doors closed by 6:00 p.m.

**Student's and parent's signatures of receipts and adherence to the May-Port CG Public Schools extracurricular guidelines must be on file with the Activities Director before a student will be allowed to participate in an activity or sport.**

CERTIFICATION OF RECEIPT OF AND ADHERENCE TO THE  
MAY-PORT CG PUBLIC SCHOOLS EXTRACURRICULAR GUIDELINES

\_\_\_\_\_  
PARENT'S SIGNATURE AND DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE AND DATE

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MAY-PORT CG PUBLIC SCHOOLS EXTRACURRICULAR GUIDELINES**

\_\_\_\_\_  
PARENT'S SIGNATURE AND DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE AND DATE

**I have read the concussion Fact sheet and fully understand the ramifications, rules and consequences. I also understand the steps and procedures that May-Port CG and I as parent/legal Guardian will take in any event that my son/daughter participates in.**

\_\_\_\_\_  
PARENT'S SIGNATURE AND DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE AND DATE

**Authorization for Release of Medical Information Form (HIPPA) (Form attached to Handbook)**

\_\_\_\_\_  
PARENTS SIGNATURE AND DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE AND DATE

