

INTRODUCTION

We, the Stanley School District, consider activities to be an opportunity for students to develop skills, attitudes, and self-esteem, and are intended to enrich physical, emotional, and social growth of the students for a lifetime of future opportunities. The primary focus of the challenge of achieving good sportsmanship is on the student but others are also involved.

The School Board believes that administrators must insist that good sportsmanship is the goal; athletic directors must realize the value of sportsmanship and set the tone for the implementation of its good practice.

The coaches must accept the responsibility of making each athletic contest a showcase for education. They are expected to be models of self-control and dignity for players and spectators.

The players must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate. Student fans must be reminded that their conduct reflects on their school, and that poor sportsmanship will not be tolerated.

Adult spectators must realize that they also must exhibit good sportsmanship at athletic events. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self-control and dignity while participating in athletic events.

Administrators and coaches shall practice good sportsmanship. Students will be taught good sportsmanship and be held accountable for their actions. Spectators will be reminded and encouraged to be appropriate role models for young people. The School board will support staff and administrators who enforce sportsmanship rules at athletic and other competitive events, including evicting students or adults who violate the district policy.

The opportunity to participate in activities is a **privilege**, and not a right. Extra-curricular activities are **not** a graduation requirement. As such, it requires students to conduct themselves in a manner, be it behavior, conduct, or appearance fitting to the standards for young people to represent the community of Stanley, and the Stanley School District. They are not to conduct themselves at any time on an activity trip or home activity that will in any way embarrass himself or herself or the district.

Parents are encouraged to be positive and supportive in their relationships with coaches and advisors. A team effort by participants, parents, and school officials is needed.

The activities in the school district are voluntary. Therefore, when a student signs to accept this code, it means that he/she accepts the terms and conditions set forth by the Stanley Public School District and the North Dakota High School Activities Association.

STUDENT CODE OF CONDUCT

All students attending Stanley High School are expected to conduct themselves in a manner which demonstrates respect, dignity, courtesy and kindness in the classroom, on the entire premises, and at school related activities held at all locations. Appropriate behavior at school related activities is especially important since students, whether participating or attending as spectators, are considered representatives of the school and community.

Displaying behavior deemed inappropriate may result in any or all of the following, depending upon the severity of the behavior:

- The student(s) will be warned and/or removed from the event.
- Students' privileges to attend activities involving Stanley Public School will be suspended for a defined period of time up to the remainder of the school year. Repeated offenses may result in the loss of these privileges for a year or more.
- The students will extend an apology, written or verbal whichever is appropriate, to those people offended.
- The student(s) will be suspended from school.

EXTRA-CURRICULAR ACTIVITIES

Students who participate in extra-curricular activities are subject to the rules and regulations of both the North Dakota High School Activities Association and the local School Board. Your coaches and activities directors have copies of those rules and regulations and the procedure for enforcement.

Extra-curricular activities include all sports, music, drama activities, all clubs and organizations, and any other area of activity, which is not a part of the normal class work. As the school is a member of the North Dakota High School Activities Association, other rules found in the NDHSAA Constitution and By-laws Handbook will also apply concerning eligibility.

The Stanley Public School District has a clear responsibility to maintain an atmosphere that will promote a quality learning environment. It is the intention of the Stanley Public School Board that the learning environment be safe, drug free and conducive to learning. Because the use of drugs alcohol and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for violation of standard of conduct and by educating students to deter and prevent the use of abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. The use of drug detection dogs may be employed on school-supervised areas when deemed appropriate. Therefore it shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A Student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when he/she owns it completely or partially.
3. Be under the influence of (legal intoxication not required) or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant and all other illicit drugs.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" fills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not taken in accordance with the authorized use policy.
5. Any and all tobacco products, including but not limited to cigarettes, cigars, snuff and chewing tobacco.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug or vitamin shall follow the procedures of administering medicine to students.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution.

Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school, by school, medical, or law enforcement personnel.

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Stanley Public School District encourages faculty members to be observant to student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor (2) reported to the principal.

If the counselor or principal believes that the student indeed is in need of assistance, the counselor or principal may call the student in for a conference. The counselor or principal may receive assistance from a certified addiction counselor in how to confront students.

If, after conferring with the student, counselor or principal believes that there is a probability that the student may be experiencing a drug or alcohol problem, the student and the student's parent(s)/guardian will be told that it is necessary that the student receive a formal dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student.

The School Board of Stanley Public School District believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Stanley School Board and the NDHSAA.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A minor may expect that any personal problem he/she discusses with an administrator, faculty member, social worker, Core Team Member or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition that may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Policy Implementation

Compliance with these standards of conduct is mandatory. A form for parent(s)/guardian(s) to sign and return indicating that the information in the handbook has been received and read by the student and the parent(s)/guardian(s). The principal will maintain a file of returned forms.

INELIGIBLE:

The use of or possession of tobacco, alcohol or any controlled substance as defined by ND law is prohibited. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen school weeks for any subsequent offense. The period of suspension shall begin from the date and time notification is given to the student by the school administration. Presence at a gathering where alcohol, tobacco or a controlled substance is being illegally used will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether or not the student had a reasonable opportunity to remove himself or herself from said location. By law, the arresting authorities must notify the student's school of any infraction.

Students that are ineligible as a result of academics or possession or association of alcohol or tobacco will also be unable to participate as candidates in Homecoming, Snowball or Student Council Elections or any other elections. Students that are deemed as ineligible will not be allowed to perform in any public school setting or allowed to perform in any public setting (for example: prom, banquet, regional science fair, state fair, school play, concerts, FFA, FCCLA, band, homecoming, snow-ball candidates, etc., but does not include graduation), unless it is required for a grade in a class. Also, See Extracurricular Activity Policy Book.

PRACTICE AND TRAVEL WHILE SUSPENDED

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

PERIOD OF ENFORCEMENT

This policy shall be in effect 12 months per year, including those days and months when school

and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

PENALTY FOR VIOLATIONS OF POLICY

A student shall be suspended for a period of 6 consecutive weeks from participation in any extracurricular activities for the first offense (**during his/her high school career**) and a period of 18 weeks for any subsequent offense(s) (**if occurring within 18 months of the previous offense**). In the event the suspension is administered during a season when the student is not actively participating (i.e. summer-for all students, fall-for a student participating in track, etc.) the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e. does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

The parents of a student participating in school-sponsored trips or events will be contacted and the student will be sent home early from the trip or event at parental expense for reasons of poor conduct, or possession or use of alcohol, tobacco, or other harmful substances. Additional rules the advisor may set concerning different events and sports.

EXTRA CURRICULAR ACADEMIC ELIGIBILITY

NDHSAA Rules APPLY TO EXTRACURRICULAR ACTIVITIES.

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

WEEKLY ACADEMIC ELIGIBILITY

1. The Stanley Public School 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. A student who was 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 but may practice with his/her group.
 - C. Any junior high student who is failing any class will not be eligible to participate in any extracurricular activities the following week.
 - 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 or practice with his/her group.
 - E. The eligibility week will begin on Tuesday and will end the following Monday.
3. Eligibility for starting each of the Nine Week Periods is as follows:
 - A. 1st Nine Weeks – Students are eligible as long as they have met the criteria set forth by the NDHSAA, plus passing all classes starting the 3rd week of school.
 - B. Grades will be computed from the beginning of each semester. Only semester grades will be used for eligibility as stated by NDHSAA by law.

- C. Students not receiving passing grades for all subjects will be ineligible for a 2 week period (Does not compete in activity, no week or warning will be given), and grades will be checked at the end of the 1st week to determine eligibility.
4. In case of NDHSAA sponsored activities and interscholastic activities such as FFA, FCCLA, FBLA, Speech, Drama and Music where the activities are not continuous, the eligibility of the students will be checked one week in advance of the activity and again the week of the activity, following the rules previously stated.

ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION:

All students are required to attend a full day of school in order to participate in an activity that evening. Principal's discretion in emergency situations.

In order to participate in evening practices when a student has been absent the absences must be excused as defined under excused absences. This includes all appointments.

PARTICIPATION

It is the goal of this athletic program to offer the opportunity to participate to every student who has the desire to do so. However, no student is obligated to take part in athletics, nor is participation in athletics required. It is also stressed that participation in Stanley Public School's Athletic Program is a privilege, not a right. Since it is a privilege the coaching staff, in accordance with Stanley School policy and due process procedures; has the authority to suspend or revoke the privilege when the rules and standards of the Stanley Athletic Program are not followed.

OBJECTIVES OF CO-CURRICULAR ACTIVITIES

The Stanley School District, hopes each participant in each sport or activity will gain:

- An appreciation for the sport or activity.
- Conditioning needed to participate and meet the demands of the sport or activity.
- Formulate desirable and healthy lifestyles.
- Learn basic fundamental skills.
- Develop skills and abilities to their greatest potential.
- Attain knowledge of rules, techniques, and methods.
- Exposure to a variety of social situations, which will enable them to develop sportsmanship, team cooperation, loyalty, courtesy, and self-control.
- Motivation to uphold the high scholastic standards set by the Stanley Public Schools.
- To perform at a high level of competition.
- To represent their school in a positive manner.

RESPONSIBILITIES OF A STANLEY SCHOOL ATHLETE

All athletes have the responsibility to give their best, play to win, follow training guidelines, exhibit good conduct and fair play at all times so as to be a credit to their school. Athletes as well as coaches are always on display. We are judged by the company we keep. Our actions in everyday life, both private and public, are a direct reflection on this athletic program and our school.

STUDENT-ATHLETE CODE OF CONDUCT

- Show respect at all times for coaches, opponents, and game officials.
- Accept the decisions of the contest officials.
- Avoid offensive gestures or language.
- Display modesty in victory and graciousness in defeat.
- Follow the rules of the game.
- Show respect for public property and equipment.

DURING COMPETITION, AN ATHLETE:

Learns that both winning and losing are part of the game and learns to accept both. Be modest in victory and gracious in defeat.

Does not use illegal tactics in an attempt to defeat the opponent or to beat the rules of the game.

Has complete control of himself/herself at all times, whether on the field, court, sideline, or bench. Horseplay, displays of temper, use of profanity, disrespect for coaches or officials will result in loss of respect for the athlete and in disciplinary action from the coach.

Will respect the decision of officials. The breaks of the game may go against you, but the officiating is not the blame. Officials are human beings who are doing their best to see that the contest is being run smoothly and honestly and also conducted in accordance with the established rules.

RESPONSIBILITY OF THE ATHLETE IN THE CLASSROOM

Must realize that he/she is a student first, an athlete second. The student-athlete must give time and energy to classroom studies to insure good and acceptable grades that meet the standards set forth by the NDHSAA and the Stanley Public School system.

Students must be passing in at least four academic subjects, which have a credit value of one-half unit per semester or equivalent to be eligible to participate in extra-curricular activities. Students must have passed at least four academic subjects the previous semester to be eligible for the following semester.

Maintain 20 hours of passing work in academic areas. Grades are to be computed from the beginning of the semester. Classes must have a value of 1 /2 credit per semester.

Junior high students must be passing 3/4 of their classes to be eligible.

Junior high students participating on the varsity or junior varsity level must be passing all academic courses.

Must maintain satisfactory citizenship and behavior record by giving respectful attention to classroom activities and by treating teachers, administrators, and fellow students with respect. Tardiness, horseplay, and unnecessary talking are unacceptable

behavior habits that, if not corrected by the student-athlete, may result in suspension from the athletic program.

Must be in attendance the day of or the day preceding a contest in order to be eligible to compete. The principal and athletic director will decide any exceptions to this rule.

ON CAMPUS, AN ATHLETE:

Must maintain proper dress and appearance, good grooming and personal cleanliness. You are a leader and you have only one chance to make a good first impression.

Will refrain from fighting, scuffling, horseplay and juvenile behavior in and around the school building.

Suspended athletes from school will not be permitted to work out with, travel with, or participate with the team. Eligibility for subsequent contest(s) will be left to the discretion of the coach and/or administration.

During the athletic event/school practice an athlete will:

Since our Student/Athletes will be spending a great deal of time in the locker room, we expect you to keep this facility as neat and sanitary as possible. We want you to take pride in our facility. We expect each member of our team to adhere to the following locker room guidelines:

- Hang all equipment in your locker in the proper place.
- Keep all your valuables locked up. Your locker provides you a place for storing your valuables. If you do not have a lock the school will not be responsible for lost or stolen items. Do not leave your valuables out in the open.
- Do not throw tape or garbage on the floors. Trash receptacles are in our locker rooms for this purpose.
- Keep the floors clean and neat.
- Do not leave cups or bottles in the locker room or on the floor.
- Do not leave towels, clothes, or shoes on the floor or in the locker room, put them in your locker.
- No horseplay will be allowed in the locker room.
- Do not leave game jerseys lying around the locker room. You are responsible for lost or stolen school items.
- Do not bring visitors into the locker room without first clearing it with your coach first.
- Remove muddy workout shoes before entering the facility.

Notify the coach if he/she needs to miss a game or practice session that scheduled.

Be on time for classes. Tardiness is inexcusable.

Maintain neat and clean locker space. Be proud of your dressing area and keep it neat.

Take a shower for hygiene purposes and for aiding the body in its temperature adjustment after workout. Rough horseplay, towel popping, or throwing objects is not allowed in the showers or the dressing room.

Dress appropriately. Must maintain proper dress and appearance, good grooming and personal cleanliness. During the winter months bring essential clothing: hat, gloves, blankets, etc.

DURING TEAM TRAVEL, AN ATHLETE WILL:

Travel to and from all out of town contests with the team. If, for some reason, you need to ride home with your parents, you must clear this with the office, before leaving for the contest, and you must have a completed Travel Release Form (Form F) from one of your parents to the office. Under no circumstances will you be released to ride home with anyone other than your parents, or a person designated by your family.

Dress neatly and properly on all trips. Coaches will advise you regarding the proper attire.

Conduct himself/herself properly on the school bus or in a school vehicle. He/she will follow the printed rules for bus ridership that govern all Stanley Public School bus riders.

Receive permission from the coach before bringing any radios, electronic games, etc., aboard the bus.

Leave the bus spotless and free of any trash.

Be informed of departure and return times for each trip by a notice posted on the bulletin board or chalkboard. It is your responsibility to be on time for all departures and to inform your parents of the time to pick you up after the contest. Every effort will be made by the coaching staff to notify proper personnel as to unexpected changes in arrival times. -

DISCIPLINARY PROCEDURES

Each coach will have the authority, with the concurrence of the athletic director, to suspend or place on probation for an extended period of time, any student-athlete for major or minor infractions of rules for that team. Any student suspended from athletics must be given:

1. Reason for suspension(s)
2. The time and provision of the suspension
3. Procedures for reinstatement back into the program
4. Opportunity to appeal

Athletics is one of the last places where students expect and readily accept discipline. Discipline is what you do for an individual, not what you do to an individual. Rules should be kept to a minimum but rigidly and fairly enforced. Each coach has the prerogative to establish additional rules

pertaining to their team. Have a good reason for each rule you implement. Why is it needed? How does it benefit the player? How does it benefit the team?

Student/Athletes are held to a higher standard. In addition, to our General Policies as noted in our Student/Parent Handbook, the following behaviors, but not limited to, are deemed detrimental and might fundamentally alter the Stanley Athletic Program:

- Fighting or arguing with teammates.
- Use of profanity.
- Dirty play and unsportsmanlike conduct on the field, court, sidelines, or bench.
- Arguing or contacting an official or judge.
- Arguing or refusing to comply with a coach's directive.
- Theft of property.
- Being disloyal to team, program, or school.
- Acts of poor sportsmanship and class at home or at another school.
- Failure to take care of athletic/school equipment and facilities.
- Failure to notify coaches when absent from school or practice.
- Failure to attend meetings or tutorials.

Remember all NDHSAA and Stanley High School rules must be enforced regardless of whether you agree with them or not. A copy of team rules will be handed out to each participant along with a copy submitted to the athletic director.

Penalties for loss of eligibility or violations of team rules should be administered fairly and with consistency. When team rules are violated it is the coaches responsibility to provide an appropriate penalty. If school or NDHSAA violations are reported the principal or superintendent shall investigate the alleged violation. If he finds probable cause to believe the allegation is true he shall inform the athlete, coach and athletic director.

If a suspension is issued it shall begin from the date and time notification is given the school administrator. The student has the right to a hearing within three school days of the 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, anabolic steroids, and any controlled substance, any interscholastic contests or activities participated in by that student after his initial hearing will be forfeited and the suspension begins from the date that guilt was established.

APPEAL PROCESS

Students have the right to appeal disciplinary action that results in suspension or dismissal from athletics. The appeal must be conducted with the parents or guardians of the athlete before the Appeals Committee. This committee will consist of the Athletic Director, Head Coach, Principal or principal designee and

Superintendent. If the appeal results in reinstatement to the team, guidelines will be established for the participant's return.

DISCIPLINARY ACTIONS

First offense: Disciplinary action and may face a one game suspension.

Second offense: May face a three game suspension and further disciplinary action. Third offense: May be removed from athletics or face other disciplinary action.

LAW ENFORCEMENT NOTIFICATION TO SCHOOLS

The 1991 North Dakota State Legislature amended Chapter 15-21.1 of the North Dakota Century Code so that law enforcement agencies must notify school administrators in writing if the agency has probable cause to believe a student is in violation of the parts of the law dealing with the NDHSAA alcohol/drug rule.

CONCERNS ABOUT OFFICIALS/JUDGES

If you have a complaint concerning an official's ability or conduct you are to bring it to the attention of your coach. Berating the official in public, the press, or on radio or TV violates a player's code of ethics and the rules of sportsmanship. The Stanley Public School District will initiate disciplinary action if a player violates this rule.

HAZING

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student or any third party in order for the student to be initiated into, or affiliated with any school group, club, athletic team or grade level. Hazing might include, but is not limited to the following:

- Any activity involving an unreasonable risk or physical harm, including paddling, beating, whipping, branding, electrical shock, sleep deprivation, exposure to weather, placement of harmful substances on the body and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products, or any food, liquid or other substance that subjects the student to an unreasonable risk of physical harm.
- Any activity involving actions of a sexual nature or the simulation of a sexual nature.
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation that creates a hostile, abusive, and intimidating environment for the student.
- Any activity involving a violation of federal, state or local law, or violation of school district policies and regulations.

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

EQUIPMENT GUIDELINES

The following guidelines have been established regarding the wearing and issuance of equipment by the Stanley Public Schools:

- Wear all equipment issued unless the practice schedule calls for less.
- Wear only equipment issued unless approved by the coaching staff or Athletic Director.
- Do not alter jerseys unless given permission.
- Do not take equipment from designated areas.
- You the Student/Athlete are responsible for all equipment checked out in your name.

WEIGHT ROOM GUIDELINES

Stanley Public School believes that in order to be competitive our athletes should be involved in a strength-training program when not participating in another sport. In season strength training is at the discretion of the head coach. With our athletes participating in several sports all of our coaches encourage their athletes to follow the school strength program posted in the weight room. Changes to the school strength program should be addressed in the spring and implemented in the summer.

A supervisor must be in the weight room with the athletes. When leaving the weight room the supervisor must make sure the athletes rack the weights and leave the room neat and clean.

- Shirt, shoes, and shorts are required in the weight room whenever you are using the equipment.
- Make sure that all lifters are using safe techniques and a spotter.
- Make sure they are training with a safe weight.
- Do not remove weight equipment from its designated area.
- Keep the room clean and orderly by having your athletes close the windows and rack the weights when they are finished.

- No horseplay of any kind will be tolerated in the weight room.

OPEN GYMS

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

- Open gyms are open to all athletes and all sports.
- They do not allow athletes currently in season in another sport to participate without permission from the coach of the sport in season. We must work very hard to respect each others program and allow athletes to focus on the season they are currently in.
- Kids sometimes feel they can do everything, but it's hard enough keeping up with academics, family responsibilities and their practices without getting up early or staying late working on skills for their next sport.
- A coach must be present in the gym at all times.

PHYSICALS

Every athlete must have the proper physical forms on file before they are allowed to

practice. Every two years an athlete must have a physical examination completed by a Doctor of Medicine or Osteopathy, Nurse Practitioner, or Physicians Assistant under the supervision of a physician. **(Health Form A)** is used the year the athlete has the physical examination. The year in-between examinations each athlete must file a form updating his health history. **(Health Form B)** is used for the health update filled out by the athlete's parents. Any change in the athlete's health history will require a new physical examination.

The physical examination or health updates must be taken April 15 or later to count for the coming school year.

PARTICIPATION FEES

Activity fees are set at \$30.00 for students grades 9-12 per sport, and \$20.00 for students grades 7-8 per sport.

FAMILY NIGHT

As a courtesy to all church organizations and families, no school activities will be scheduled Wednesday evenings. Teams and organizations involving student's grades 7-12 are to conclude practices and activities prior to 5:45 p.m.

PRACTICE ATTENDANCE

Practice attendance is required at all practice sessions. Attendance in school is required for the student to participate in all daily practices or contests. Being absent from practice is excused only for medical appointments with a doctor note or receipt or family emergencies. All absences for other reasons must be pre-arranged with the Activities Director and will be judged as to excused or unexcused.

AWARDS

Students participating in a varsity sport or activity, but not lettering, will receive a certificate of participation.

Students lettering the first year in a varsity sport or activity shall receive a "S" letter award plus a pin (showing the sport - football for football, winged shoe for track, etc.), and a bar for the year, as well as a certificate of participation.

Students lettering in their second, third, and fourth year shall receive a bar for each sport lettering in and a certificate of participation.

SCHOLARSHIPS

Individual student/athletes based on their-athletic or activity achievement and academic successes earn scholarships. The student athlete must undertake a number of steps to insure that she/he is eligible when the time arises that a scholarship may be possible. She/he must not put off responsibilities or failure to qualify may result.

The Student/Athlete must meet criteria established by the NCAA or other governing organization before he/she can even be considered for scholarship money. A student/athlete must begin the process of qualifying academically as well as

athletically for any post secondary participation as early in high school as possible. Grades and citizenship are an integral part of the athletic process beginning as a freshman and continuing until graduation. If the core curriculum grade point average is not met, eligibility will not be possible no matter how outstanding the athlete is in his athletic endeavor (ask the running back from Ohio State). You must start early in your career.

CONCERNS REGARDING ACTIVITIES OR PROGRAMS

Step One:

Individuals with concerns must first address their concerns with the coach or director of the activity. This should be done no sooner than a day after an activity. Individuals should contact the coach or director and set up an appointment.

Step Two:

If the concern relates to an athletic or academic co-curricular program and if the concern cannot be resolved between the individual(s) and the coach/director, then the individual(s) with the concern shall contact the activity director and/or the principal to request a review of the situation. Upon receipt of the request, the activity director and/or the principal shall proceed by involving all parties to resolve the concern, as the activity director and/or principal deem appropriate. After review, the activity director and/or principal shall (in writing) inform all parties involved of their decision no later than 15 calendar days following the receipt of the request for review.

Step Three:

If a satisfactory solution is not reached between parties in the steps above, either party may make written request for review to the superintendent. The written request for review shall state the specific concerns and must document that steps 1 and 2 were followed. The superintendent shall review previous work and written decisions, along with making his/her own investigation if deemed appropriate. The superintendent shall issue, within 30 calendar days of receipt, a written decision to all parties involved.

INJURIES

The Stanley School District will provide competent coaches/advisors, and safe facilities and equipment. Nevertheless, injuries do happen. If an injury occurs, notify a coach/advisor. Medical costs for injuries are not the responsibility of the Stanley school district. The NDHSAA has dropped the supplemental insurance coverage throughout the state. Injury costs are the sole responsibility of the participants and/or their parents/legal guardians. The Stanley School District does not carry insurance to cover the costs involved in an injury.

COACHES SECTION

MISSION

The mission of Stanley Public School District is to "Provide diverse educational opportunities to all individuals in a safe environment." In accomplishing our mission, co-curricular programs are a valued complement to the curricular program for students enrolled in our middle and high schools. Co-curricular activities include a variety of offerings in individual and team athletics, dramatic performance, and academic teams.

A core value of Stanley School District co-curricular program is to support the growth and development of all interested students by structuring opportunities for the fullest possible participation of the most students.

CHAIN OF COMMAND

School Board.

The school board, responsible to the people, is the ruling agency for the Stanley School District. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the co-curricular activities program in terms of its value to the community.

Superintendent

The superintendent is responsible to administer the school according to adopted policies of the school board, rules and regulations of the Department of Public Instruction, and in accordance with state school code. It is his duty to establish a definite school activities policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses.

High School Principal

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic administrator and the coach.

Activities Director

The primary responsibility of the Activities Director is the administration and supervision of the co-curricular activities program of Stanley High School. The Activities Director is the official school representative in matters dealing with the North Dakota High School Activities Association. The Activities Director's duties will be those described in his job description and any others as designated by the principal/superintendent. He will provide the leadership necessary for the day-to-day operation of the co-curricular activities.

Head Coaches.

All head coaches shall be responsible to the Activities Director for the total operation

of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the activities administrator.

COACHES CODE OF CONDUCT

As the coach of an activity which, by its nature, promotes academic excellence in the schools and which seeks to foster a climate of learning and scholarship through competition, I agree to support and abide by the following statements:

Abide by all the rules and regulations for competition as stated in the *Handbook* issued by the NDHSAA.

Model and nurture a spirit of fair play and good sportsmanship for my students, at all times.

Discourage and curtail quibbling during competition on the part of my students. No extraneous comments or remarks should be directed toward teammates, opponents, or officials.

Encourage my students always to award the benefit of the doubt both to the opponents and to the officials.

Help my student/athletes understand that competition can foster intellectual growth in all students.

Teach my students to cooperate with one another and to offer encouragement to other teams to do their best. I believe that this not only promotes fair competition, it is also the essence of good citizenship.

Winning is a consideration, but not the only one, nor the most important one, you should care more about the child than the winning of the game.

Remember student/athletes are involved in athletics for fun and enjoyment.

Ensure that you are knowledgeable in the rules of each activity that you lead, and teach these rules to the participants.

Do not use foul or abusive language, threats or violence towards a referee, acting referee, spectator, official or player.

Coaches will control their teams and the parents of the players on their teams at all times.

Place the emotional and physical well being of the participants ahead of any personal desire to win. Treat each player as an individual, keeping in mind the wide range of emotional and physical development of children within the age groups that you lead.

Provide a safe playing situation for all participants. Organize practices that are fun and challenging for all players. Give all players the opportunity to improve their skills, gain

confidence and develop self-esteem; teach them the basics.

Win With Integrity: Our goal should be to always strive to instill the desire and skills needed to achieve victory. As coaches it is our job to ethically do everything we can do to give our kids a chance to win within the rules. Obviously, we will not win every contest; its putting forth the effort to give your chance to win that's important. There is no disgrace in losing if you honestly gave it your best effort.

PHILOSOPHY

It is the philosophy of the Stanley School system that athletes shall enjoy as many sport seasons as the student wishes to participate in. No coach shall try to influence any athlete to specialize in a certain sport. Coaches must bear in mind that their sport is but one part of our schools educational system. Therefore, it is important to support and cooperate with all the other coaches, activity directors and teachers for the well being of the total program. All remarks coaches make should reflect confidence in ones fellow coaches and respect for their programs.

Establishing values creates a foundation for every successful team. Each of our athletic programs must do all it can to promote community values by assuring that our athletes and coaches behave in a manner consistent with them.

Since our school has a primary purpose of education each coach should strive to stand for something besides the obvious goal of winning.

RESPONSIBILITIES OF HEAD COACHES

Report

- To athletic director and principal all pertinent information needed to run a successful program.
- Supervise and oversee
 - All coaches and levels within your sport. Responsible for varsity athletes and managers. The duties listed below are important to running a viable program. Your assistants should help you in every way possible.
- Creating a Program
 - Create a vision for your program.
 - Provide leadership and organization for your program.
 - Carry out the objectives of the Stanley High School co-curricular program.
- General Responsibilities:
 - Formulate realistic but challenging goals.
 - Make your long-range goals be lofty enough to make participation in your program inviting and worthwhile.
 - Don't establish these goals in a manner that will tie you down to exact accomplishments within a specific time frame.
 - During the season look to provide the team with several short-term goals in order to keep them focused.
 - Stay abreast of new Ideas and techniques in your sport through books, magazines, clinics, Internet, etc. Stay informed of rule changes.

- Attend mandatory NDHSAA rule clinics.
 - Be knowledgeable of the Stanley Public School system rules and regulation.
 - Meet with your staff to standardize techniques, drills, system of play, etc. to insure consistent teaching within all levels of your sport.
 - Is available to counsel all participants in decision making relative to college choice, vocation, or daily problems.
 - Cooperates with Activities Director, all other coaches/advisors to upgrade total co-curricular activities program.
 - Cooperates with teaching staff, parents, members of the news media, and other citizens to ensure good public relations.
 - Promotes respect by example through appearance, manners, behavior, language, and conduct during practices and contests.
 - Maintain equipment.
 - Obtain school purchase order from business manager before ordering anything for your program.
 - Collect all money from players for personal equipment or clothing ordered through the school.
 - Collect and submit to the business manager all money from any fundraiser you conduct.
 - Assist Athletic Director and Principal in scheduling of transportation, games and officials.
- Pre - Season Responsibilities:
 - Holds a pre-season meeting with student/athletes and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for lettering, etc.).
 - Arrange for a systematic Issuance of equipment.
 - Insure that your athletes have the proper physical examination forms on file before they begin practice.
 - Explain all Stanley Public School and NDHSSA eligibility rules.
 - Explain any rule changes for the coming season.
 - Complete roster for athletic director to mail out.
 - Prepare transportation request for principal.
 - Outline the responsibilities of each assistant coach.
 - Meet with Junior high and grade coaches to discuss your expectations of them
- In - Season Responsibilities:
 - Assume responsibility for care of equipment and to notify custodians if facility work is needed.
 - Assume supervisory control over all phases of your sport.
 - Make certain that the athletes in your program are supervised at all times. Locker room supervision before and after practice and on *away* trips. Assign assistants as needed.
 - Apply discipline in a firm and positive manner.
 - Report all violations of training rules to athletic director and principal.
 - Organize practices.
 - Fundamentals

- Tempo Enthusiasm
 - Team Scheme
 - Condition
- Develop a game plan that gives you a chance to be successful against a given opponent.
- Conduct yourself in an ethical manner at practice or games.
- Emphasize safety.
 - Check your practice area.
 - Check equipment.
 - Teach safe techniques.
 - Check weather conditions when conducting outside activities and winter storms when scheduling winter practices.
- Provide athletic director with a copy of all general correspondence given to players, parents or media.
- Arrange to have game results provided to the media.
- Alert faculty when your athletes will miss class time at least one full day ahead of time.
- Follow school rules pertaining to team travel to and from games.
- If an athlete leaves your team, be sure to collect all uniforms or equipment from him immediately.
- Publicly support the entire Stanley athletic program and our entire school system.
- Provide an atmosphere conducive to good sportsmanship and assists visiting team, coaches, and officials.
- Post - Season Responsibilities:
 - Arrange for a systematic return of all equipment
 - Report any equipment damaged or not returned to athletic director.
 - Arrange for cleaning, inventory and storage of all equipment.
 - Turn In a list of winners of varsity letters and/or other awards to athletic director.
 - Turn in a list of players winning Ail-District, All-Conference awards to athletic director with your season summary.
 - Make sure all practice areas, locker room, training room and equipment rooms are cleaned and in order.
 - Submit to the athletic director a schedule and officials for next season.
 - Submit to athletic director evaluations for varsity assistants, junior high and grade coaches.
 - Submit to superintendent and give copy to athletic director recommendations for facility improvement and a list of equipment needs for next season.

RESPONSIBILITIES OF ASSISTANT COACHES:

Report

- To head coach and athletic director. Your loyalty, cooperation and support as well as your coaching ability are essential to any successful program.

Supervise

- Athletes

- Managers

Basic Functions:

- Provide leadership and supervision of your sport.
- Carry out the objectives of our entire athletic program.
- Be responsible for a segment of the team as assigned by the head coach.

General Responsibilities

- Is familiar with the policies of the NDHSAA, Stanley School District, and Stanley High School.
- Is responsible to the head coach and Activities Director for that portion of the program-as assigned-as-directed b the head coach and Activities Director (varsity, junior varsity, junior high, and elementary).
- Attends coaches meetings, clinics, and in-service programs. Studies film, magazines and books related to sport for professional improvement.
- Is available to counsel all participants of that portion of the program as assigned in decision-making relative to student concerns or daily problems.
- Cooperates with head coach and all other coaches/advisors to upgrade total co-curricular activities program.
- Cooperates with teaching staff, parents, members of the news media, and other citizens to ensure good public relations.
- Oversees the safety conditions of the facility or area in which assigned sports activities are conducted at all times the athletes are present.
- Promotes respect by example through appearance, manners, behavior, language, and conduct during practices and contests.
- Is prompt and consistent in meeting team for practices and contests.

Major Pre-Season Responsibilities

- Cooperates with other coaches in conditioning programs to promote physical fitness.
- Assists head coach with pre-season meeting with students and parents to inform them of the philosophy of the program and of rules and regulations (schedules, practice times, attendance, criteria for lettering, etc.)

Major In-Season Responsibilities

- Assists with equipment issue and record maintenance of issued equipment.
- Assists with planning, organizing and implementing the teaching of fundamentals, strategy, rules, and techniques.
- Properly supervises student-athletes under immediate care and is the first to arrive at practice and the last to leave.
- Ensures all participants have made necessary arrangements for transportation home when returning from road trips.
- Secures all doors, lights, windows, and locks before leaving facility when custodians are not on duty.
- Inculcates good health habits in squad members, including the reinforcement of sound training rules.
- Maintains properly supplied first aid kit and emergency care permission forms (on physical Form A).
- Carries out procedures for handling injuries and completing injury report forms.
- Takes proper care of equipment, supplies, and facilities. Assists head coach and athletic administrator in pre-game preparations.

- Provides an atmosphere conducive to good sportsmanship and assists visiting team, coaches, and officials.
- Teach student-athletes to use only legitimate and ethical means in attempting to win a game.

Major Post-Season Responsibilities

- Assists head coach with preparation of list of collected, inventoried, and stored equipment.
- Assists head coach with preparation of list of squad members to complete the season (letter-winners, sub-varsity participants, special award recipients).
- Assists head coach with preparation of summary of season including record of games and any other special or noteworthy accomplishments.
- Assists in providing recommendations for equipment or supply purchases or repairs for the following season.
- Assists in evaluating total program and submitting recommendations for program improvements to Activities Director.

RESPONSIBILITY OF JUNIOR HIGH AND GRADE COACHES

Reports:

- To head coach and athletic director.

Supervises:

- Athletes
- Managers.

Basic Functions:

- To provide direction and leadership for that particular level of the program.
- To carry out the objectives of our entire athletic program.

General Responsibilities:

- Stay abreast with changes in your sport through contact with the varsity coaches, books, magazines, and clinics, Internet, etc.
- Formulate realistic goals for your program.
 - Make your long-range goals be lofty enough to make participation in your program inviting and worthwhile.
 - Don't establish these goals in a manner that will tie you down to exact accomplishments within a specific time frame.
 - During the season look to provide the team with several short-term goals in order to keep them focused.
 - Stress participation. Everyone you dress should play in each game.

Pre - Season Responsibilities:

- Arrange for a systematic Issuance of equipment.
- Make sure that each athlete has the proper physical examination forms on file before they practice (not required on the grade level).
- Complete roster and give to athletic director.

In - Season Responsibilities:

- Assume responsibility for the equipment and facilities you use.
- Assume supervisory control over your athletes.
 - At practice.
 - In the locker room.

- Bus trips.
- Report all training rule violations to the principal and athletic director.
- Organize practices.
 - Fundamentals
 - Tempo
 - Enthusiasm
 - Team Scheme
 - Conditioning
- Prepare a game plan that allows all available athletes a chance to contribute.
- Conduct yourself in an ethical manner at practice and games.
- Emphasize safety.
 - Check practice areas.
 - Check equipment.
 - Teach safe techniques.
 - Stay alert for weather changes when conducting outside activities and when scheduling winter practice sessions.
- Alert faculty when your athletes will miss class time at least one full day ahead of time.
- Provide athletic director with a copy of all correspondence given to players, parents or faculty.
- Follow school rules pertaining to team travel to and from games.
- Publicly support the entire Stanley athletic program and our entire school system.

Post - Season Responsibilities:

- Arrange for a systematic return of all equipment.
 - Report any damaged or lost equipment to the athletic director.
- Properly store and inventory all uniforms and equipment.
- Prepare and submit to the athletic director a season summary and recommendations for next season.

POLICIES AND PROCEDURES

NDHSAA CONSTITUTION AND BY-LAWS

Stanley High School is governed by the NDHSAA and pertinent information from the NDHSAA Constitution and By-Laws can be found elsewhere in this handbook. It is the responsibility of all coaches/advisors to be knowledgeable of the general guidelines of the Association as well as the specific rules for their activity. Complete copies of the NDHSAA Constitution and By-Laws can be found in the blue three-ring binders located in the coach's office and in the Activity Director's office.

LEGAL LIABILITY

The general "Rule of Thumb" we must follow is: "Would a reasonable person have acted as you did under similar circumstances?" The problem is that the concept reasonableness is open to various interpretations. Among the many things you must take into consideration:

- Of the environment your athletes will play and practice in.
- You must warn them of potential hazards found in the sport they are participating in,
- You must provide adequate supervision at all times.

- o You must provide appropriate instruction and drills for the age and skill level of the athletes.
- o Care of injuries and the return to play from injuries.

CARE OF INJURIES

Injuries from the very minor to extremely severe are unfortunately a risk athletes take when choosing to participate in athletic activities. Coaches must be very careful treating and responding to the injured athlete. Don't try to push them back into play too early, even if they want to return if there is any doubt that continuing to play will make the injury worse we must hold them out. For professional advice advise the athlete and his or her parents to contact:

- Mountrail County Medical Center (701) 628-2424

LAW ENFORCEMENT NOTIFICATION OF VIOLATION

The 1991 North Dakota State Legislature amended Chapter 15-21.1 of the North Dakota Century Code so that law enforcement agencies must notify school administrators in writing if the agency has probable cause to believe a student is in violation of the parts of the law dealing with the NDHSAA alcohol/drug rule.

DISCIPLINE

Athletics is one of the last places where students expect and readily accept discipline. Discipline is what you do for an individual, not what you do to an individual. Rules should be kept to a minimum but rigidly and fairly enforced. Each coach has the prerogative to establish additional rules pertaining to their team. Have a good reason for each rule you implement. Why is it needed? How does it benefit the player? How does it benefit the team?

Remember all NDHSAA and Stanley High School rules must be enforced regardless of whether you agree with them or not. A copy of your team rules must be submitted to the athletic director.

ENFORCEMENT

Penalties for loss of eligibility or violations of team rules should be administered fairly and with consistency. When team rules are violated it is the coaches responsibility to provide an appropriate penalty. If school or NDHSAA violations are reported the principal or superintendent shall investigate the alleged violation. If he finds probable cause to believe the allegation is true he shall inform the athlete, coach and athletic director.

If a suspension is issued it shall begin from the date and time notification is given the school administrator.

The student has the right to a hearing within three school days of the 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, anabolic steroids, and any controlled

substance, any interscholastic contests or activities participated in by that student after his initial hearing will be forfeited and the suspension begins from the date that guilt was established.

Coaches and other school officials are not expected to police off school grounds or non-school activities. We do have the responsibility to investigate credible complaints registered against our athletes. A credible complaint is made in person or signed documents presented. An anonymous tip is generally not considered a credible tip requiring investigation. It could lead to an investigation if the anonymous tip adds to a list of other suspicions you may have concerning an athlete. In this case share your concerns with the athletic director and principal.

APPEAL PROCESS

Students have the right to appeal disciplinary action that results in suspension or dismissal from athletics. The appeal must be conducted with the parents or guardians of the athlete before the Appeals Committee. This committee will consist of the Athletic Director, Head Coach, Principal or principal designee. If the appeal results in reinstatement to the team, guidelines will be established for the participant's return.

EDUCATE THE PUBLIC

As a coach, it is important to educate the parents as well as the players of all the rules, policies and procedures of the program. Many parents do not know or understand the rules and laws of the game. This commonly generates conflicts and bad referee situations on game day. At the start of the season, define spectator areas, conduct, parent contributions, etc. Spectators are not allowed to coach.

OPENING TEAM MEETINGS

Coaches should schedule a team meeting shortly before the starting date of their season. Varsity coaches should also consider inviting parents to attend these meetings as well. Your agenda could include:

- o Tryout policy
- o Cutting policy
- o Lettering policy
- o Playing time
- o Staff philosophy
- o Style of play
- o Warning of hazards
- o Team rules
- o Academic requirements
- o Practice schedules
- o Weekend practices
- o Holiday breaks
- o Parent expectations
- o Player responsibility for uniforms and equipment
- o Travel policy
- o Nutrition

CUTTING POLICIES

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

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

Responsibility for selecting the team is the sole responsibility of the coaches of the team. They must inform their athletes before practice begins of:

- How long the tryout period will be.
- What the tryout shall consist of.
- The number of players you intend to carry on the squad.
- The criteria that will be used for selection.

WARNINGS

Be sure to let your team know about the possibility of injuries from using certain techniques (both legal & illegal). Failure to warn could make you legally liable if an injury occurs. Warnings should be issued for but are not limited to:

- Use of the head while blocking and tackling in football.
- Intentional fouling in basketball.
- Diving for a dig in volleyball.
- Dehydration in running sports.
- Awareness of implement throwing areas in track.

PHYSICALS

Every athlete must have the proper physical forms on file before they are allowed to practice. Every two years an athlete must have a physical examination completed by a Doctor of Medicine or Osteopathy, Nurse Practitioner, or Physicians Assistant under the supervision of a physician. **(Health Form A)** is used the year the athlete has the physical examination. The year in-between examinations each athlete must file a form updating his health history. **(Health Form B)** is used for the health update filled out by the athlete's parents. Any change in the athlete's health history will require a new physical examination.

PARTICIPATION FEES

Activity fees are set at \$30.00 for students in grades 9-12 per sport, and \$20.00 for students in grades 7-8 per sport.

PRACTICE ATTENDANCE

Practice attendance is required at all practice sessions. Attendance in school is required for the student to participate in all daily practices or contests. Being absent

from practice is excused only for medical appointments with a doctor note or receipt or family emergencies. All absences for other reasons must be pre-arranged with the Activities Director and will be judged as to excused or unexcused.

AWARDS

Each coach will decide what post season awards to give. A copy of all award winners shall be given to the Activity Director. He will then order awards for the athletic banquet.

Students participating in a varsity sport or activity, but not lettering, will receive a certificate of participation.

Students lettering the first year in a varsity sport or activity shall receive a "S" letter award plus a pin (showing the sport - football for football, winged shoe for track, etc.), and a bar for the year, as well as a certificate of participation.

Students lettering in their second, third, and fourth year shall receive a bar for each sport lettering in and a certificate of participation.

TEAM PICTURES

The head coach on each level should set up a day for team and individual pictures to be taken. Be sure to have enough prints made for programs, trophies etc. Each coach can make his/her own arrangements for the pictures if pictures have not yet been taken.

TRANSPORTATION

Coaches should work with the athletic director on departure times and busses needed. The athletic director will then submit the request to the principal for approval if the position is not a shared position.

Coaches must insist of players, managers, cheerleaders etc. riding the team bus to and from games. Students may ride with parents or other adults if the parents have made arrangements in the school office. These occurrences should be rare on the varsity level. Under no circumstances can an athlete drive him or herself or ride with another student.

Coaches should also hold their team accountable for reasonable bus cleanliness.

PRACTICE ON GAME NIGHTS

Practice planning must take into consideration the time/room custodians need for gym setup. Arrangements must be made to have locker rooms ready when teams arrive. Practices must be concluded to allow teams the appropriate amount of time for gym setup and pre-game warm-up. Junior High and JV teams need 20 minutes warm-up. Varsity teams need 30 minutes.

OPEN GYM

Coaches that open the gym to allow their athlete to get some pre season

work in must follow the following guidelines:

- o Open gyms are open to all athletes and all sports.
- o They do not allow athletes currently in season in another sport to participate without permission from the coach of the sport in season. We must work very hard to respect each others program and allow athletes to focus on the season they are currently in.
- o Kids sometimes feel they can do everything, but it is hard enough keeping up with academics, family responsibilities and their practices without getting up early or staying late working on skills for their next sport.
- o A coach must be present in the gym at all times.

OVERLAP OF SEASONS

When seasons overlap due to post-season competition athletes must be allowed to concentrate on their sport involved in post-season competition. Once eliminated from advancement they shall be allowed to join their next season's activity.

WEIGHT ROOM

Stanley Public School believes that in order to be competitive our athletes should be involved in a strength-training program when not participating in another sport. In season strength training is at the discretion of the head coach. With our athletes participating in several sports all of our coaches should encourage their athletes to follow the school strength program posted in the weight room. Changes to the school strength program should be addressed in the spring and implemented in the summer.

A supervisor must be in the weight room with the athletes. When leaving the weight room the supervisor must make sure the athletes rack the weights and leave the room neat and clean.

- o Make sure that all lifters are using safe techniques and a spotter.
- o Make sure they are training with a safe weight.
- o Keep the room clean and orderly by having your athletes close the windows and rack the weights when they are finished.

CONCERNS ABOUT OFFICIALS

If you have a complaint concerning an official's ability or conduct you are to bring it to the attention to the NDHSAA, Berating in the press or on radio or TV violates a coach's code of ethics and the rules of sportsmanship. The Stanley Public School will initiate disciplinary action if a coach violates this rule.

REQUISITIONS

Grade, Junior High, and assistant coaches should make recommendations to their head coach for equipment needed for the following year. Head coaches should then present their needs to the school superintendent and give a copy to the athletic director for approval. Fall and winter coaches should make their requests shortly after the completion of their season. Spring coaches should make their requests in January proceeding their season.

PURCHASE ORDERS

All purchases made by the school must be accompanied by a school purchase order obtained from the business manager.

UNIFORM ROTATION

Uniforms are one of the largest expenditures for our athletic program. This rotation only serves as a guide and not a mandate for purchasing. Extenuating circumstances may force the school to purchase uniforms earlier or latter than the rotational schedule indicates. In all cases, coaches must clear all purchases through the AD and Superintendent.

FUNDRAISERS

Many coaches have run various types of fundraisers to supplement the funding of their programs. The superintendent must approve all fundraisers. To bring some uniformity to this process and to make it easier for our office staff to process this income:

VOUCHERS

If you have encountered an expense you feel the school should reimburse you for, you must fill out a school voucher and submit it to the school business manager. Items such as mileage to meetings, meals while attending meetings, scouting trips etc. are typically reimbursable. Obtain a voucher from the business manager.

CLINIC ATTENDANCE

Coaches are encouraged to stay up to date in their sports by attending instructional clinics. Submit your request to the superintendent.

MANDATORY RULES CLINICS

Head coaches will be reimbursed for mileage and a meal. Coaches of sports during the same season should pool rides whenever possible. Each coach is responsible for costs if they are required to attend a makeup clinic.

IN STATE COACHING CLINICS

Head coaches and varsity assistants may have registration, mileage and some (room, meals) expenses paid.

OUT OF STATE COACHING CLINICS/CONVENTIONS

Head coaches may have some of their expenses paid based on the location of the clinic. Consult with the superintendent for specifics.

STATE TOURNAMENT ATTENDANCE

Our team participating:

Coaches and advisors directly in charge of the program will be provided transportation and rooms (rooms depend on location of tournament).

Coaches are responsible for their athletes throughout.

Our team not participating:
Head and varsity assistants may be provided tickets and the district will cover some expenses. Consult with the superintendent for details.

SCOUTING

Coaches are encouraged to exchange videotapes with our opponents for scouting purposes.

PUBLIC RELATIONS

It is important that we get as much positive publicity as possible for our programs and our school. Remember first impressions count, we need to put our best foot forward and accentuate the positive. Ways to get the word out:

- o Daily school announcements
- o Monthly school newsletter
- o Press releases

Local access channel - Getting your games played on the access channel is great exposure if done on a regular basis and provides a great opportunity for your players to copy the games without hassling you.

REPORT RESULTS TO THE MEDIA

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

VIDEO RECORDING GAMES

Camcorders can be checked out from the Athletic Directors office for and returned to him/her at the conclusion of your season.

SEASON SUMMARY

Varsity, junior varsity (that have responsibility for a specific team), junior high and grade coaches will fill out a season summary form at the conclusion of their season and submit a copy to the athletic director and be kept on file.

INVENTORY

Each coach will complete a uniform and equipment inventories at the conclusion of his or her season and submit a copy to the athletic director to be kept on file.

SCHEDULING

Head coaches should address next years schedule immediately following the conclusion of their season. Consult with the athletic director if any major changes are planned. When you have completed your initial contacts the athletic director will issue the proper contracts. Head coaches and the athletic director shall work together on completing the schedules for sub varsity teams.

HIRING OFFICIALS

Head coaches can also hire their own officials within reason. Local officials should be avoided for varsity contests. Again the athletic director will issue contracts when your

final list of officials has been submitted to him/her. The athletic director will be responsible for obtaining officials for C squad and JH games.

END OF SEASON OBLIGATIONS

All coaches within the Stanley Public School system must meet certain end of the season responsibilities in order to complete their coaching assignment. Junior varsity, junior high, and elementary coaches shall complete these items under the direction of the head coach of that sport. Sub-varsity reports are to be submitted to the head coach for inclusion with the annual report for that activity.

- Collect all uniforms and equipment.
- Submit name of athlete(s) with listing of unreturned uniforms or equipment to the Athletic Director.
- Properly store all equipment and hang uniforms in the athletic storage room.
- Prepare and submit an annual report (paper and computer file) containing the following information:
 - o A brief summary of the season with schedule and results.
 - o Suggestions for improving your program.
 - o Suggestions for scheduling for the next season.
 - o Suggestions for the contracting of officials for the next season.
 - o Complete/Updated inventory of all uniforms and equipment.
 - o Names of squad members (all students who competed in any contest whether or not they completed the season) indicating letter winners, captains, managers, etc.
 - o Special awards/honors received by team members (all-district, all-conference, etc).
 - o Award winners for athletic banquet.
 - o Requisitions for next season listed in priority order.
 - o A listing of items needing repair prior to the beginning of the next season.

PARENT SECTION

The Board of Education considers student participation in activities and athletics a privilege and not a right. To be eligible for designated activities and athletics, students must sign the Stanley Activity/Athletic code of Conduct Pledge and must abide by the Stanley Public School Activity/Athletic Code of Conduct which is founded on the assumption that students whose behavior violates the policies afore mentioned may lose activity or athletic eligibility.

The Stanley Public School system realizes a parent plays a vital role in the development student-athletes. We ask that this code of conduct be distributed so parents, players and coaches have an opportunity to read them.

Students who participate in athletics and co-curricular activities are thought of as school leaders. They represent the school in the eyes of the community. They serve as role models for other students. As such, these students should be held to a higher standard of behavior. Such students need to maintain their physical and mental well being not only while at school and school-sponsored activities, but at other times as well. In an effort to achieve these goals, Stanley Public School has developed a prevention program, which includes an Athletic Code of Conduct Pledge. To participate in school sponsored athletics and designated school sponsored activities, an Athletic and Activity Conduct Pledge must be signed by students and their parents are requested to indicate support of the Code by signing the pledge along with their student.

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." (Arizona Sports Summit Accord)

I therefore agree:

- I will not force my child to participate in sports.
- I will remember that children participate to have fun and that the game is for youth, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will learn the rules of the game and the policies of the league.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating

positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- I will refrain from coaching my child or other players during games and practices unless I am an official coach.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be

subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization.
- Parental game suspension with written documentation of incident kept on file by organizations involved.
- Written warning.
- Game forfeit through the official or coach.
- Parental season suspension.

PARTICIPATION FEES

Activity fees are set at \$30.00 for students grades 9-12 per sport, and \$20.00 for students grades 7-8 per sport.

PHYSICALS

Every athlete must have the proper physical forms on file before they are allowed to practice. Every two years an athlete must have a physical examination completed by a Doctor of Medicine or Osteopathy, Nurse Practitioner, or Physicians Assistant under the supervision of a physician. **(Health Form A)** is used the year the athlete has the physical examination. The year in-between examinations each athlete must file a form updating his health history. **(Health Form B)** is used for the health update filled out by the athlete's parents. Any change in the athlete's health history will require a new physical examination.

CHAIN OF COMMAND

School Board

The school board, responsible to the people, is the ruling agency for the Stanley School District. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the co-curricular activities program in terms of its value to the community.

Superintendent

The superintendent is responsible to administer the school according to adopted policies of the school board, rules and regulations of the Department of Public Instruction, and in accordance with state school code. It is his duty to establish a definite school activities policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses.

High School Principal

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic administrator and the coach.

Activities Director

The primary responsibility of the Activities Director is the administration and supervision of the co-curricular activities program of Stanley High School. The Activities Director is the official school representative in matters dealing with the North Dakota High School Activities Association. The Activities Director's duties will be those described in his job description and any others as designated by the principal/superintendent. He will provide the leadership necessary for the day-to-day operation of the co-curricular activities.

Head Coaches

All head coaches shall be responsible to the Activities Director for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description,

and/or any duties delegated by the Activities Director.

CONCERNS REGARDING ACTIVITIES OR PROGRAMS

Step One:

Individuals with concerns must first address their concerns with the coach or director of the activity. This should be done no sooner than a day after an activity. Individuals should contact the coach or director and set up an appointment.

Step Two:

If the concern relates to an athletic or academic co-curricular program and if the concern cannot be resolved between the individual(s) and the coach/director, then the individual(s) with the concern shall contact the activity director and/or the principal to request a review of the situation. Upon receipt of the request, the activity director and/or the principal shall proceed by involving all parties to resolve the concern, as the activity director and/or principal deem appropriate. After review, the activity director and/or principal shall (in writing) inform all parties involved of their decision no later than 15 calendar days following the receipt of the request for review.

Step Three:

If a satisfactory solution is not reached between parties in the steps above, either party may make written request for review to the superintendent. The written request for review shall state the specific concerns and must document that steps 1 and 2 were followed. The superintendent shall review previous work and written decisions, along with making his/her own investigation if deemed appropriate. The superintendent shall issue, within 30 calendar days of receipt, a written decision to all parties involved.