

HWC
Activities
Handbook
2019-20

TABLE OF CONTENTS

Page 3.....	Activities Directors' Message
Page 4.....	Participant Objectives
Page 5.....	Expectations
Page 6.....	Activity / Participation Fee Schedule
Page 7.....	Activity / Participation Fee Waiver Form
Page 8.....	Activity / Participation Fee Refund Form
Page 9.....	Gate Admission Charges
Page 9.....	Season Activity Passes
Page 9.....	Activities Philosophy
Page 9.....	Basic Principles of Activities
Page 9.....	Athletic Associations / Conferences
Page 9.....	Activities on Church / Family Night
Page 9.....	Wednesday After-School Activities
Page 10.....	Spectator/Student Relationships
Page 10.....	Sportsmanship
Page 10.....	Competitive Schedules
Page 10.....	Supervision of Facilities
Page 10.....	Letters & Awards
Page 10.....	Fund-Raising
Page 11.....	HPSD Fund-Raising Request Form
Page 12.....	Preseason Parental Meetings
Page 12.....	Meetings With Activities Director(s)
Page 12.....	Sports-Booster Clubs
Page 12.....	Gifts and Bequests to the District
Page 12.....	Rules for Out-of-Town Contests
Page 13.....	General Conduct
Page 13.....	Citizenship
Page 13.....	Minimum Athletic Training Hours
Page 13.....	Practice Attendance
Page 13.....	Student Attendance in School
Page 13.....	Activity Injuries Policy
Page 13-14.....	Academic Eligibility ~ Requirements
Page 15.....	Suspension Policy (<i>Substances</i>)
Page 16.....	Available Activities
Page 17-19.....	Patron Complaint Form (<i>Exhibit KACB-E</i>)
Page 20-21.....	Policy FFE (<i>Extracurricular Participation Req</i>)

ACTIVITIES DIRECTORS' MESSAGE

The Harvey Public School District and the Fessenden-Bowdon Public School District enthusiastically support an activities program as a positive and valuable means of education and recreation when organized along the following guidelines.

1. Participants in extracurricular activities 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. Coaches/Advisors employed as regular faculty members and just as other teachers, are expected to exhaust all legitimate channels for promoting the highest level of excellence in the program, and are to be evaluated on the basis of their loyalty and contribution to the total school program.
5. All involved must be mindful that participation in activities is a privilege earned by meeting certain expectations.
6. A "participation fee" is ***NOT*** an "equal playing time fee." Payment of participation fees does not guarantee equal playing time.
7. Exemplary sportsmanship is an expectation of both the Harvey and Fessenden-Bowdon Public School Districts. Good sportsmanship is a primary goal of our activities programs. Both adults and students are expected to exhibit good sportsmanship during athletic and other activity events.
8. When activities are scheduled, venue consideration is based on a number of factors including, but not limited to, geography and proximity of opponent, scheduling balance, District/Region opponents, locker room space, available seating, etc. Every effort will be made to provide equity and balance in scheduling of extracurricular events.

In pursuance of these policies and beliefs, the activities are organized under the direction of the Activities Directors, who are directly responsible to the Building Principals and/or the Superintendents/School Boards.

Students are encouraged to participate in at least one of the activities offered by each of the Harvey and Fessenden-Bowdon Public School Districts to bring added fulfillment to their school experience.

Mr. Daniel W. Stutlien
HWC Activities Director

&

Mr. Warren Strand
HWC Asst. Activities Director

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 and community in an appropriate manner.

WHAT PARENTS EXPECT OF ATHLETIC COACHES

1. Clear, honest, open communication.
2. Clear goals set and expectations explained at the start of the season.
3. Safe, fair, and positive environment.
4. Professional role model while treating each athlete with understanding, respect, and dignity.
5. Provide an enthusiastic and organized practice and game experience.
6. Maintain current knowledge of sport.
7. Maintain proper supervision at practices and events.

WHAT ATHLETES EXPECT OF COACHES

1. Be a positive role model, enthusiastic, and encouraging.
2. Be treated fairly and with respect.
3. Provide an atmosphere for open communication.
4. Understanding of an athlete's personal life and commitments outside the sport.
5. Create a safe environment and be knowledgeable about health and training issues.
6. Be knowledgeable about the sport.

WHAT COACHES EXPECT OF ATHLETES

1. Year round commitment as a representative of athletics.
2. Show respect for coaches, teammates, opponents, and officials.
3. Be self-disciplined and self-motivated.
4. Keep the sport in perspective: family ~ school ~ sport.
5. Place the needs of the team before the needs of yourself.
6. Be prepared for the season both mentally and physically.
7. Show good sportsmanship both on and off the field, court, or mat.
8. Be a positive influence in the school and the community.
9. The athlete should have honest communication between coaches, teammates and parents.

WHAT COACHES EXPECT OF PARENTS

1. Be a positive supporter of the program, athletes, and coach.
2. Recognize that coaches strive to coach and discipline without prejudice.
3. Coaches expect parents to contact them first with open and honest concerns about their child's participation in the program.
4. Look at each athlete as a part of the team rather than as a separate individual.
5. Respect the personal life of coaches.
6. Be in attendance at the pre-season parent/athlete meeting.
7. Have realistic expectations and keep the sport in perspective: family ~ school ~ sport.

ACTIVITY / PARTICIPATION FEE SCHEDULE

The Harvey Public Schools and the Fessenden-Bowdon Public Schools Administrative Teams, with the advice and consent of their respective School Boards, have adopted a flat activity participation fee of **\$85 per Student** for **Grades 7-12** during the 2019-20 school year. Payment of this fee is required for participation in not only extracurricular activities, but also for participation in both competitive co-curricular activities and other student activities offered in each School District (see partial list in box below). This is a **Per Student Per Year Fee, *not per individual activity!*** Students will **NOT** be allowed to participate in any school sponsored activities until this fee is paid in full.

Payment of this fee also entitles each paying student to an **Activity Pass** for free admission to all Harvey and Fessenden-Bowdon Public School District home activities / events (**does not include tournaments**). Students will be **required** to present their pass at the admission gate in order to gain admission ~ Failure to present the pass, even if one is purchased, will require the standard \$4.00 fee for student admission.

Students in **Grades K-6** also **may purchase an Activity Pass for \$85** for the 2019-20 school year. K-6 students, likewise, will be required to present their pass at the gate to gain free admission to Harvey and Fessenden-Bowdon High School home events.

A **Total / Family Student Cap of \$225** has been established for families with several children. If a hardship exists, please feel free to submit a completed **Waiver Request Form** to either the Superintendent or the Activities Director (**page 7 of the 2019-20 Student / Parent Activities Handbook**).

<u>Harvey Public Schools Activities</u>	
Cross Country	Softball
Football	Baseball
Volleyball	Golf
Basketball	Track
Wrestling	Cheerleading
Speech	Yearbook
Student Council	School Paper
FBLA	FCCLA
FFA	SADD
Science Club	Drama/One Act Play
Competitive Music/ Musical	Academic Teams

HARVEY & FESSENDEN-BOWDON PUBLIC SCHOOL DISTRICT
WAIVER REQUEST FORM -- ACTIVITY / PARTICIPATION FEE

Dear Parent/Guardian,

To apply for a waiver or a reduction of the Participation Fee, please complete and return to the office of the Activities Director or Superintendent.

A. STUDENT FOR WHOM APPLICATION IS BEING MADE:

	NAME	GRADE	SCHOOL	ACTIVITY
1.				
2.				
3.				
4.				

B. NAME OF PARENT/GUARDIAN:

TELEPHONE:

ADDRESS:

C. TOTAL NUMBER IN FAMILY (HOUSEHOLD):

D. DESCRIBE THE NATURE OF THE SPECIAL HARDSHIP CONDITION:

E. QUALIFIED FOR FREE LUNCH: (*Circle One*) YES NO

F. QUALIFIED FOR REDUCED PRICE LUNCH: (*Circle One*) YES NO

I hereby certify that all of the information furnished above is true and correct to the best of my knowledge.

Signature of Parent/Guardian

Date

-----(*For School Use Only*)-----

ACTION:

_____ Full Waiver

_____ Reduced Waiver

_____ Denied for the following reason:

Activities Director

Superintendent

Date

HARVEY & FESSENDEN-BOWDON PUBLIC SCHOOL DISTRICT
REFUND REQUEST FORM -- ACTIVITY / PARTICIPATION FEE

Dear Parent/Guardian,

To apply for a refund of the participation fee, please complete and return to the office of the Activities Director or Superintendent.

A. STUDENT FOR WHOM APPLICATION IS BEING MADE:

	NAME	GRADE	SCHOOL	ACTIVITY
1.				
2.				
3.				
4.				

B. NAME OF PARENT/GUARDIAN:

TELEPHONE:

ADDRESS:

C. CHECK ONE:

Out for Season because of Injury / Illness. (*Attach Physician Statement*)
Date of Injury/Illness:

Parent/Guardian moving from the School District
Date Parent/Guardian Moving:

Other: (Please Explain)

I hereby certify that all of the information furnished above is true and correct to the best of my knowledge.

Signature of Parent/Guardian

Date

-----(*For School Use Only*)-----

ACTION:

Approved in Full

Approved in Partial

Denied for the following reason:

Activities Director

Superintendent

Date

GATE ADMISSION CHARGES

Varsity Athletic Events: Adult: \$6.00 (*BBB & GBB Doubleheaders will be \$6.00*)
 Student: \$4.00 (*BBB & GBB Doubleheaders will be \$4.00*)

SEASON ACTIVITY PASSES

7-12 Student Activity Pass \$85.00 Adult Pass \$125.00
K-6 Student Activity Pass \$85.00

Season activity passes allows admittance to all school activities with the exception of tournaments, dinner concerts, musicals, one-act play performances, and other "special" activities.

ACTIVITIES PHILOSOPHY

The program of interscholastic activities at Harvey and Fessenden-Bowdon Public Schools is organized and conducted as an integral part of the total educational program of the school. The objectives of the programs must conform in every respect to the general mission of the school.

Strong and healthy bodies, alert minds, a high sense of sportsmanship, enjoyment, and a love of teaching and coaching should be the outcome of the activities programs at the school. For the student and alumni alike, the values include the development of a sense of pride in the total educational program, the development of tradition and school spirit, sportsmanship and loyalty.

BASIC PRINCIPLES OF ACTIVITIES

Certain principles must be adhered to:

1. Coaches/Advisors shall meet all requirements expected of faculty members, be employed on the same salary schedules, and shall abide by the same rules and regulations and privileges pertaining to all other faculty members.
2. All participants shall be afforded the utmost protection while engaged in school sponsored events both during the event and while traveling to and from events. The participant's general health and physical welfare must be the *FIRST* concern.
3. Sound equipment, safe conditions, and channels for assuring proper training and medical attention shall be available at all times.
4. No member of the staff or faculty shall feel that employment depends on winning or losing, although we shall strive to the utmost to give our best effort.
5. Activities during school time will be kept to a minimum.

ATHLETIC ASSOCIATIONS AND CONFERENCES

The rules, principles, and the spirit of the NDHSAA, and other organizations to which the school may belong, will be considered minimum standards, and will be vigorously subscribed to and enforced.

SCHOOL SPONSORED ACTIVITIES ON CHURCH / FAMILY NIGHT

Wednesday night is designated as Church / Family Night in the Harvey and Fessenden-Bowdon communities. School sponsored activities are to be concluded prior to 6:00 PM. Everyone is to be out of the building by 6:00 PM.

1st & 3rd WEDNESDAY AFTER SCHOOL ACTIVITIES

Music and all clubs and organizations can meet and work in their areas on the 1st & 3rd Wednesday of each month. Music will have exclusive rights until 3:45 PM. Athletic teams may practice after 3:45 PM (*church/family night rule continues in effect*). No athletes shall be in the gym, locker room, or practice field until 3:45 PM when music practice is completed.

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.

SPORTSMANSHIP

The school administration is committed to the practice of sportsmanship in the conduct of all interscholastic competition. To be successful, it is critical that everyone consistently behaves in a sportsmanlike manner ~ coaches, student activity participants, parents and other fans, spirit groups and officials.

Sportsmanship is defined as those qualities of behavior that are characterized by generosity and genuine concern for others. That means everyone ~ opposing teams, coaches and fans. And, of course, respect for the officials.

Remember, competition is a game, not a war. To you parents: Please fill our stands in support of your sons and daughters. We encourage you to bring your friends and neighbors and attend what we believe always is one of the "best" shows in town! We only ask that you **BE A FAN, NOT A FANATIC.**

COMPETITIVE SCHEDULES

The main purpose of the interscholastic contest is to furnish equitable competition and reasonable opportunities for the highly skilled and specialized participants.

SUPERVISION OF FACILITIES

Under **NO CIRCUMSTANCES** is a student to be in a building of the Harvey or Fessenden-Bowdon Public School District without direct **ADVISOR / COACH SUPERVISION.**

LETTERS AND AWARDS

An award is a symbol of accomplishment. Its value lies in its implication rather than in its monetary worth. The purpose of an award is to give recognition to participants who exemplify the highest standards and who have met the criteria for such an award. It is important that criteria be determined and published to remove any question about the requirements for receiving an award. Each Coach/Advisor will determine the specific criteria for earning a letter in the activity pertaining to practices, participation, or scoring. Participants will be informed of the criteria prior to the beginning of the activity. The value of athletics lies in the participation itself; the award being the symbol of accomplishment.

FUND-RAISING

Prior approval in writing by the Activities Director must be received to participate in any fund-raising endeavor for activities sponsored by Harvey and Fessenden-Bowdon Public School Districts. All funds from approved fund-raising efforts must be deposited in the appropriate school fund-raising account as required by the NDCC.

HARVEY PUBLIC SCHOOL DISTRICT
FUND-RAISING REQUEST FORM

GROUP OR ACTIVITY MAKING REQUEST:

TYPE OF FUND-RAISING METHOD:

FUNDS WILL BE USED FOR:

Will there be a need for a permit? Yes No

If you circled YES above, has the permit been secured? Yes No

Signature of Advisor

-----**(For School Use Only)**-----
-

Approved Yes No

Disallowed (*Reason*):

Activities Director

Superintendent

Date

PRESEASON PARENTAL MEETINGS

All head coaches are required to arrange a preseason meeting with parents/guardians to review school policy and rules and other requirements for their individual sports.

While differences of opinions will occasionally exist, parents and coaches should be working together to bring out the best in student-athletes. When differences do occur, it is imperative for all concerned that the difference be worked out as close to the source as is possible. If the chain of command has been followed and no workable resolution results, a parent or student may file a complaint form (see pages 17-19: KACB-E ~ Patron Complaint About Personnel Form Exhibit).

MEETINGS WITH ACTIVITIES DIRECTOR(S)

All head coaches are required to attend weekly meetings (or as otherwise determined) called by the Activities Director(s).

BOOSTER CLUBS

The Harvey and Fessenden-Bowdon Public School Districts recognizes each of the respective area Sports-Boosters Clubs. These clubs were established with the purpose of supporting, both financially and morally, and making possible deserved and equal recognition of all student participants. The Booster Clubs have been organized to develop a closer understanding of activities for both parents and students, to interact and further develop the relationship between parents, students, coaches, and the school, and to gain personal enjoyment from the schools' activity programs. The Booster Clubs shall completely refrain from interfering with the policies or operation of the individual activity programs and the schools as a whole. The Harvey and Fessenden-Bowdon Public School Activities Directors shall serve as the liaison between the school and the sports-boosters.

GIFTS AND BEQUESTS TO THE DISTRICT

The Superintendent, on behalf of the Board, is authorized to accept gifts to particular schools or the District. The Superintendent shall report such acceptance to the Board which shall officially acknowledge the gifts and thank the donors. In instances where the Superintendent doubts the appropriateness or usefulness of a gift, the decision shall be referred to the Board for its decision.

The Board may accept devises, legacies, bequests and gifts. Title to the property, real, personal, or mixed shall be held in trust under the terms and conditions provided. Unless otherwise provided, no part of such property not the income from the property shall be diverted or used for any other purpose.

RULES FOR OUT-OF-TOWN CONTESTS

On trips representing the school, each student must bear in mind that behavior reflects not only upon the student but also upon the school and community. Therefore, each student shall be accountable for any adverse publicity that is the result of inappropriate behavior. Whenever students are participating in a school sponsored activity, it is required that they ride to and return from the activity by means of transportation provided by the school. A student that rides to a game out of town on the bus must return on the bus unless parents are present and the student is released to the parent. If a student is riding home with parents other than their own, the student must present to the coach/advisor written permission from one's parents in advance to get permission from the Advisor/Coach and prior approval must be received from the principal or activities director.

During the months of inclement weather, participants are required to be properly clothed and prepared for any emergency that might arise on their bus. All students must be wearing, or have in their possession, overshoes or boots, adequate head covering, mittens or gloves, and in general, warm clothing to safeguard the health and safety of the students. Generally, no activity busses will be permitted to travel should the temperature and wind chill factor be - 60⁰.

GENERAL CONDUCT

The Harvey and Fessenden-Bowdon Public School Districts expects students in activities to be good citizens about school and in the community. A student in activities is in the public eye. When in activities, the student holds a position of influence. It is the student's responsibility to set a good example for other students and be a credit to their respective schools. Students are expected to exercise a high state of social maturity through self-discipline.

CITIZENSHIP

Suspensions of from one to six weeks may be imposed by the Coach/Advisor, Activities Director, or Principal, for acts of poor citizenship that are detrimental to the image of their respective schools.

MINIMUM ATHLETIC/PARTICIPANT TRAINING HOURS

The minimum training hours for athletes/participants are 10:30 PM on week-nights (*Sunday through Thursday*) and nights before contests. On weekends, training hours are 12:30 AM. Coaches may require additional or more stringent training hours or rules and may also extend training hours under special circumstances as prearranged with the coach.

PRACTICE ATTENDANCE

Attendance is required at all practice sessions. Attendance in school, *for the full day*, is required for the participation in daily practice or contests. Being absent from practice is excused only for medical or family emergencies. All absences for other reasons must be prearranged with the Coach/Advisor and will be judged as excused or unexcused.

STUDENT ATTENDANCE IN SCHOOL

Student participants should be in attendance for the *full school day* of a scheduled activity. Absenteeism for other than acceptable reasons will mean suspension from participation in the activity scheduled for that date or participation in the next scheduled activity. Acceptable reasons for being absent include emergency, illness, and medical appointment.

ACTIVITY INJURIES POLICY

Whenever an injury occurs, no matter how minor it may seem, promptly complete an injury report and submit to the Activities Director.

ACADEMIC ELIGIBILITY ~ WEEKLY REQUIREMENTS

Weekly eligibility will be coordinated with the staff and by the principal and activities director. Eligibility for participation in NDHSAA sponsored and competitive club activities is determined by this school policy. Weekly, each student, before representing Harvey or Fessenden-Bowdon Public School Districts in any NDHSAA sponsored or competitive club activity, must have verified eligibility. The school will verify the student's eligibility by providing an eligibility sheet, listing all students that are currently engaged in activities covered by this policy. Eligibility for all participating students shall begin at 7:00 AM Monday, and continue until the next Monday at 7:00 AM. This policy is designed to give each student an opportunity to compete weekly, if the student is eligible.

Reasons for a Teacher Initialing a Student for a Particular Work

1. Failing work

The rules for weekly eligibility are as follows:

- 1. If a student is failing two different classes on the weekly eligibility sheet, the student is not eligible to participate in any activities covered by this policy for the following week. Parents are to be notified of the ineligibility by the Activities Director or a designate.**
- 2. If a student is failing a class for two consecutive weeks the student is ineligible to participate in any activities covered by this policy for the following week. Parents are to be notified of the ineligibility by the Activities Director or designate.**
- 3. The grade for determining eligibility must be computed using the cumulative total for the nine week or semester grading period.**
- 4. At the end of a 9-week grading period, any student that receives one or more failing grades on their report card will be ineligible for the week after report cards have been issued.**
- 5. In accordance with NDHSAA regulations at the end of a semester grading period, any student not passing 4 subjects will be immediately ineligible until after the first 4½ weeks of the next semester.**
- 6. A student may appeal an ineligibility to the building principal. The principal or designate will investigate the student's appeal and rule on the eligibility for the week.**
- 7. A student that is failing for two consecutive weeks in a class is highly encouraged to meet with the teacher giving the failing grade to work at improving this grade. The student's parents are also encouraged to make contact with the instructor.**

The following procedures will govern the handling of eligibility sheets.

- 1. Reminders to Staff will be provided by noon Tuesday.**
- 2. If a student is absent and fails to make up work or receives failing grades because of this work, this is marked as failing on the next eligibility sheet.**
- 3. The parents of all students failing classes will be notified by letter from the Activities Director.**

SUSPENSION POLICY FOR USE OF TOBACCO, ALCOHOL, OTHER DRUGS, IMMORAL, ILLEGAL OR OTHER INAPPROPRIATE BEHAVIOR

A student who is guilty of possession or use of tobacco, alcohol, or other illegal drugs or engages in illegal, immoral or inappropriate behaviors that reflect poorly on the school and community shall be on the first offense: **

1. Suspended from extracurricular activities and all other school activities which involve a public performance or public recognition (public performance or public recognition activities include such activities as prom, banquets, school plays, school concerts, science fair, royalty candidates, etc., but does not include graduation) for a period of six weeks for the first violation. The second violation would be for 18 weeks.

2. Must receive counseling, expenses to be paid by the student or parent (*if applicable*), before they will be allowed to engage in any further school activities for the remainder of high school. The counseling for the first offenses will be

Tobacco, use or possession	4 Hours
Alcohol, possession of	4 Hours
Alcohol, use of	4 Hours
Non-prescribed drug, use or possession	4 Hours

3. Before being allowed to resume participation in any school activities, a statement by a counselor must be presented to the school activities department stating that the required number of hours has been completed.

**** This policy is in effect year round, with the year running from June 15th ~ June 14th.**

**** The first day of suspension begins when the administration is notified of the infraction.**

AVAILABLE ACTIVITIES

Baseball

Basketball

Cheerleading

Cross Country

Football

Golf (*Boys & Girls*)

Softball

Track (*Boys & Girls*)

Volleyball

Wrestling

One-Act Play

FBLA

FCCLA

FFA

Instrumental/Vocal Music & Musical

National Honor Society

Speech

Student Council (*HS*)

Student Council (*Jr. High*)

Yearbook

COACH/ADVISOR

Mr. Justin Stanley

Mr. Trent Roemmich (*Boys*)

Mr. Fred Meland (*Girls*)

Ms. Chelsey Marchand

Ms. Kelsey Mongeon

Mr. Bret Dockter

Mr. Kevin Bierman

Mr. Justin Lematta

Mrs. Kim Thorson

Mrs. Corbin Storbeck

Mr. Kelly Hase

Mrs. Angel Opdahl

Mr. Chad Faul

Mrs. Kathy Walsh (*H*)

Ms. Sandra Pifer (*FB*)

Ms. JoDee Free (*H*)

Mr. Lane Moellenkamp (*FB*)

Mrs. Heidi Olson (*H*)

Mr. Mark Reeves (*FB*)

Mrs. Nicole Armstrong (*H*)

& Mrs. Kate Dockter (*H*)

Mrs. Nancy Bollingberg (*FB*)

Mrs. Corbin Storbeck

Mrs. Nicole Armstrong (*H*)

& Mrs. Kate Dockter (*H*)

Mr. Warren Strand (*FB*)

Mrs. Ashley Ketterling (*H*)

Mr. Warren Strand (*FB*)

Mrs. Nicole Armstrong (*H*)

Mr. David Locken (*FB*)

& Mrs. Courtney Weisz (*FB*)

IT IS THE POLICY OF THE HARVEY AND FESSENDEN-BOWDON PUBLIC SCHOOL DISTRICTS THAT NO PERSON, SHALL, ON THE BASIS OF RACE, SEX, COLOR, NATIONAL ORIGIN, RELIGION, AGE OR DISABILITY, BE EXCLUDED FROM PARTICIPATION, BE DENIED EMPLOYMENT, BE DENIED BENEFITS, OR BE DISCRIMINATED AGAINST FOR ANY REASON. EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY IS A PRIORITY OF BOTH THE HARVEY AND FESSENDEN-BOWDON PUBLIC SCHOOL DISTRICTS. IF YOU NEED SPECIAL ACCOMMODATIONS RELATING TO A DISABILITY, PLEASE CONTACT THE RESPECTIVE DISTRICT SUPERINTENDENT AT LEAST TWO (2) WEEKS PRIOR TO DATE NEEDED.

Exhibit KACB-E ~ Patron Complaint About Personnel Form Exhibit

PERSONNEL COMPLAINT:

Date: _____

Your Name: _____

Student's Name (*if applicable*):

Address (*Home*): _____

Phone (*Home*): _____

Phone (*Cell*): _____

Address (*Business*): _____

Phone (*Business*): _____

Best way to contact you: Home Work Cell

**Name of employee about whom
you are filing a complaint:**

Date of Incident: _____

Location of Incident: _____

Briefly describe the incident:

List any individuals that have knowledge of and/or witnessed the incident:

What remedy is being sought?

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (*Exception to the 180 days would be an accusation of sexual abuse*).

ACKNOWLEDGEMENTS:

I understand the following:

1. I have the right to be free of retaliation for filing this complaint. I agree to report any conduct that I believe is motivated by retaliation for filling this complaint. I understand, however, that if this statement contains accusations that I know are false, I may be subject to disciplinary action within the District and/or external legal action from those I have falsely accused.
2. The HWC Coop will try to protect my identity from public exposure. The respondent, however, will be given a copy of this complaint in order to have an opportunity to respond to it.
3. I may have the right to file a complaint with civil rights agencies or to file legal actions in a court of law.
4. I understand that the investigating personnel are advocates for neither the complainant nor the respondent. Their responsibility is to investigate complaints from a neutral position to determine whether violations of district's policy and/or law have occurred.

CERTIFICATION:

I certify that the statements made in this complaint are true and accurate, and that I have read and understand the statements made in the acknowledgements section of the complaint.

Signature of Complainant: _____
(Must be signed for formal action to be taken)

Signature of Administrator: _____
Receiving Complaint:

Policy FFE ~ Extracurricular Participation Requirements

Philosophy:

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, School District, and community on a local, state, and national level. As such, the behavior of these students is a reflection of the entire community.

The District (*and Coop*) will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (*NDHSAA*), which govern both on and off campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy:

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA. These activities include, but are not limited to all Sports, Cheerleading, Prom, Homecoming, SnoFest, Student Government, Student Organizations (*FBLA, FCCLA, FFA, Student Council, and SADD*), Vocal & Instrumental Music Competition, Drama, Speech, School Paper, Annual Staff, National Honor Society, and all related activities/events associated with these groups.

Tobacco, Alcohol & Other Drug Use:

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The building principal 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 him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Academics:

NDHSAA requires that local Districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 69.49% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

Violation of Other Misconduct Policies:

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for anywhere from one event/activity up to a period of eighteen (18) weeks for subsequent offense(s) within the same school year. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

When the principal deems suspension from extracurricular participation necessary, s/he shall follow the procedure for suspension from extracurricular participation required by NDHSAA bylaws.

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 year round, with the year running from June 15th ~ June 14th.