

**WEST FARGO
PUBLIC
SCHOOLS**

**CO-CURRICULAR
ACTIVITIES**

**STUDENT & PARENT
HANDBOOK**

2011-2012

TABLE OF CONTENTS

I.	Welcome and Philosophy	1
II.	West Fargo Public School District Purpose and Objectives	2
III.	Co-Curricular Goals	3
IV.	Parent/Coach Communication	3
V.	Tryouts and Student Selection	4
VI.	Student Eligibility (NDHSAA Rules, Academic Policy, Illegal Substance Policy)	5
VII.	Sportsmanship and Citizenship	9
VIII.	School Attendance and Related Policies	10
IX.	Physical Examination Information	10
XI.	Participation Fees	11
IX.	West Fargo High School Sponsored Teams and Awards	11
X.	NCAA Initial Eligibility	13
XI.	School, State and Federal Law	14
XII.	Co-Curricular Activity Affiliations	16

Welcome to West Fargo School District Activities

Welcome to the co-curricular activities program at West Fargo Public Schools. We are excited about your Participation, and we hope that you will have a positive learning experience from your efforts.

This handbook is intended to provide a source of information for parents and students of the rules, regulations, policies and general information regarding our school district's co-curricular activities program. It will help answer a number of questions that may arise throughout your involvement. We are fortunate to have the resources to offer a variety of opportunities to our students, and we applaud the continued support from our school community.

This document contains information which should be useful to parents and students; however, not all details governing each activity can possibly be contained in this handbook. Each coach/director will inform and cover additional details specific to his/her activity and will use professional discretion as situations arise in fulfilling the responsibilities assigned to them.

This handbook will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, parents, students and coaches are expected to follow the current policies/regulations.

West Fargo School District continually strives to provide its students with the best possible opportunities through co-curricular experiences. Parents wishing to visit with a coach/director or the activities director regarding program concerns are to contact the school to set up an appointment. The doors of the activities director, principal and superintendent are always open to discuss concerns and methods to improve the co-curricular program of the school. Parents and students are always encouraged to follow the proper chain of command in addressing their concerns.

Best of luck for an enjoyable and successful school year!

PHILOSOPHY OF ACTIVITIES IN THE WEST FARGO PUBLIC SCHOOL DISTRICT

Co-curricular activities are for the benefit of all youth and for supporting and improving the image of the West Fargo Public School District. The co-curricular program is to ensure growth and development that will increase the number of individual participants and serve as a laboratory where students learn to cope with problems and handle situations similar to those encountered in the contemporary world.

Participation in such activities is considered a privilege. These activities are "extra" opportunities provided through the direction of the West Fargo School District.

Our program should develop physical, intellectual and emotional growth; special skills in activities of each student's choice; commitments such as loyalty, cooperation, good sportsmanship/conduct and team play and knowledge of activities to use in leisure time in life beyond high school.

Purpose and Objectives for West Fargo Public School District

PURPOSE:

- To teach the student to become a more effective citizen in a democratic society
- To support and improve the image of high school co-curricular activities
- To strive always for performing excellence that will lead to highly competitive groups and teams
- To ensure growth and development that will increase the number of individual participants
- To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered in the contemporary world
- To stimulate physical, intellectual, creative, social and emotional growth
- To promote special skills in activities of each student's choice
- To build commitments such as loyalty, cooperation, fair play, and team play

OBJECTIVES:

- The student shall learn team work. In order to work with others in a democratic society, a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Placing the team and its objectives higher than personal desires, is an objective for the student athlete. Other objectives:
 1. To Be Successful – Today's society is very competitive. People do not always win, but they succeed when they continually strive to do so. People can learn to accept defeat only by striving to win with earnest dedication and a desire to excel.
 2. Sportsmanship – Participants must accept success and defeat like a true sports person, knowing they have done their best. They must learn to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
 2. Improve - Competitors must continually try to better themselves, establish goals and constantly try to reach that goal.
 4. Enjoy Co-Curricular - It is necessary for individuals to acknowledge all the personal rewards they derive from activities and to give sufficiently of themselves in order to preserve and improve the program.
 5. Develop Health Habits - It is important to obtain a high degree of physical fitness through exercises and good health habits and develop a desire to maintain this level of physical fitness after formal competition has been completed.

Sportsmanship Objectives for West Fargo Public School District

CODE OF ETHICS FOR EVERYONE:

- To emphasize the proper ideals of sportsmanship
- To stress values derived from playing the game fairly
- To show courtesy to visiting teams and officials
- To applaud good plays made by either team
- To consider officials as proper authorities who make decisions without demonstration
- To remember it takes quality participants and effort to win games.
- To take pride in promoting good sportsmanship among spectators.
- To attempt to become more familiar with the rules and fundamentals of the game in order to become a better spectator.

Co-Curricular Goals for West Fargo Public School District

To establish and maintain a program that will produce the greatest possible number of participants in each interscholastic activity.

TEAM:

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

PARTICIPANT:

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

STUDENT BODY AND SCHOOL:

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

PARENTS AND COMMUNITY:

- Understand the important implications of a school activity event/competition.
- Recognize that control and responsibility for the co-curricular programs rest with school personnel.
- Value the co-curricular program in creating community unity and pride.
- Encourage commitment in support of all co-curricular activities from the parents and community.

NOTE: All interscholastic activity programs shall be conducted in accordance with the letter and spirit of the rules and regulations of the West Fargo Public School District, Eastern Dakota Conference, North Dakota High School Activities Association and the National Federation of State High School Associations.

Parent/Coach Communication

PARENT/COACH RELATIONSHIP:

As students become involved in the co-curricular program in the West Fargo Public School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things may not go the way the student wishes. This creates an opportunity for students to talk with their respective coach/director to discuss the situation. When the students handle the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and the parent. These are encouraged. It is important that both parties have a clear understanding of the other's position. Parents have a right to understand what expectations are placed on their child when involved in the co-curricular program. This begins with clear communication with the coach/director.

In situations that require a conference between the coach, **student**, and the parent, the following procedures should be followed:

1. Call to set up an appointment to meet with the coach/director and student.
2. Include the activities director and/or principal when necessary.
3. Do not confront the coach/director before or after an event. It is necessary to allow a minimum of 24 hours following a practice/event to expire prior to meeting with the coach.

(In all cases, the meeting needs to be held in the presence of the student.)

Communication To Expect From the Coach/Director

1. Philosophy of the coach.
2. Expectations the coach has for your child and other team members.
3. Schedule of all practices and events.
4. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that may affect your child.

Communication To Expect From the Parent/Guardian

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's/director's philosophy and/or expectations.

Appropriate Concerns to Discuss With Coaches

1. The treatment of the student mentally and physically.
2. Ways to help improve your child.
3. Concerns about the student's behavior.

Issues That Need to Be Avoided in Discussing Concerns With the Coach

1. Playing Time
2. Team Strategy
3. Other students/team personnel

When the Meeting With the Coach Does Not Provide a Satisfactory Resolution:

1. Call to set up a meeting with the activities director and/or principal to discuss the issues.
2. At that meeting the next appropriate action can be determined.

Research indicates that students involved in co-curricular activities have a greater chance for success beyond high school, thus reinforcing the importance and benefits of these programs.

Many of the character traits required to be successful participants are similar to those found to promote a successful life after high school.

Tryouts and Student Selection

All eligible students have the opportunity to try out for a school activity. Each activity has a starting date, and there should be a minimum of three days of tryouts/practices prior to the selection of team members. Sub-varsity and lower level students in each respective activity should be invited to try out for a higher level program.

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

Co-Curricular Eligibility for West Fargo Public School District Students

NDHSAA AND WFPSD ELIGIBILITY:

The West Fargo Public School District is a voluntary member of the North Dakota High School Activities Association and the National Federation of High Schools. Both of these associations have developed rules and guidelines that govern the majority of our co-curricular programs. (See page 8 for a brief summary of the NDHSAA condensed version of our state's eligibility rules.) A complete description of these rules can be found in the NDHSAA Handbook, a copy of which is available in the West Fargo High School office.

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

CO-CURRICULAR REGULATIONS:

1. NDHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, etc. (see page 8).
2. No participant may quit one activity and report to another after the season (first event) without the consent of both coaches/directors.
3. Participants must ride to and from contests in school designated transportation. Exceptions:
 - A. Injury to participant - requiring alternate transportation
 - B. The participant's parent checks the student out with the coach at the site of the event.
4. A display of unsportsmanlike conduct toward an official or an opponent or use of profanity during events or practice will result in counseling by the head coach and possible school administrator. The possible consequence could result in a suspension or an expulsion from the program depending on the severity of the circumstances.

(SUSPENSIONS FOR VIOLATIONS NOT RELATED TO ALCOHOL OR DRUGS)

If a suspension is needed due to a violation of team rules, the student with his/her parent or guardian will be provided a due-process hearing conducted by the coach with the presence of activities director and or/a school administrator. During the hearing the student will have the opportunity to explain or justify his/her actions.

ACADEMIC ELIGIBILITY:

No student in grades 9-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such student shall at the same time have any unsatisfactory record of scholarship. NOTE: Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests, activities and events.

While participating in co-curricular activities or other school-related events students must be maintaining passing grades in at least 25 class hours per week. The passing grade will be computed from the beginning of the semester, quarter, or mid-quarter and related to such subjects that have a minimum credit value of one-half unit per semester. The 25 class hours must consist of all subjects that are carried daily for five days a week. Students who have special permission to be enrolled in less than 25 class hours per week must have their eligibility approved by the principal. (Examples are students taking college classes or having extended illnesses.) Academic eligibility of students in grades 9-12 shall be determined at the end of each quarter or grading period and at the mid-point of each quarter or grading period. Students' eligibility at the end of each semester shall be determined by their final course grades. Co-curricular supervisors and administrators will monitor academic standings and notify individual students if they become ineligible. Summer school grades may not be used for eligibility purposes. (See additional information on page 7.)

Notification of Eligible and/or ineligible Students:

After grades are submitted to the office it may take a few days to complete the list of ineligible students. To guarantee that all students are treated consistently, the period of ineligibility will begin on the day the list is presented to staff members. Likewise, if students are currently ineligible but have met academic requirements for the new marking period, they will become eligible on the day the list is presented to staff members. Spring sports that have contests following graduation will be governed by the eligibility list that was in effect for the last portion of the fourth quarter prior to final tests and final grades.

ILLEGAL SUBSTANCES POLICY:

The use or possession of tobacco, alcohol, or other drugs including prescription and synthetic drugs is prohibited. Any co-curricular participant who is in violation of the fore mentioned shall be suspended from participation in interscholastic contests, co-curricular activities, and other school related events for a minimum period of six consecutive school weeks for the first offense. In addition students will not be eligible for any special awards or letters. For any subsequent offense, the violator will be dropped from all further participation in co-curricular activities for the remainder of the academic year. In athletics, debate and speech, a violation during the off-season, including summer, also results in a six-week suspension. However, since the student is not actively participating in an activity sponsored by West Fargo High School during this time period, the six week suspension will commence when the student reports to the first official practice day of their respective activity. Summer violations pertain to other co-curricular activities as well. This will result in a six week suspension once school starts in the fall. NOTE: Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests or events. Students involved in activities will be required to attend an intervention program for each offense. Consequences for violations reported to the WFHS Administration: *1st Offense* = 6-weeks minimum suspension; *2nd Offense* = 18-weeks minimum suspension (or remainder of academic year); *3rd Offense*: dropped from all co-curricular programs for remainder of high school career. (See additional information on page 7.)

Suspension Process

From the day the school administration has been notified of a violation, the student will be suspended. The student will be informed of the length of his/her suspension based upon the information provided the school administration from a reliable agency or source (law enforcement agency, school staff personnel, etc.). The student and parent(s)/guardian(s) have a right to appeal the suspension through a due process hearing held in the administrative office in the presence of the activities director and/or a principal. If the suspension is upheld, the student and parent(s)/guardian(s) may appeal the decision by asking for an additional hearing to be held at the district administration office. The student and family have the right to have an attorney present. Once the hearing has been upheld by the school district, any hearings outside of the school's jurisdiction will have no bearing on the suspension.

The co-curricular activities and other school related events include though not exclusively, the following:

Co-Curricular Activities

Athletics (Cheerleading / Dance)	
Art Club	Madrigal Singers
Carolers	National Honor Society
Chess Club	Newspaper
Debate	Pep Band
DECA	Percussion Ensemble
Drama	Speech
Environthon	Student Council
FBLA	Student Congress
Jazz Band	Technology Ed Assoc.
Jazz Ensemble	VICA
KEY Club	Yearbook

Other School-Related Activities

- American Math Competition
- Band/Choir/Orchestra Trips
- Career Development Club
- Close-Up
- Festival of Nations
- JETS
- Math Track Meet
- MSU Modern Language Fair
- Science Olympiad
- Youth Leadership

Newly created activities or events are subject to these rules at the discretion of the administration. Class-related trips do not fall under these guidelines.

CO-CURRICULAR POLICIES - WEST FARGO HIGH SCHOOL (8-4-11)

I. ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

No students in grades 9-12 shall participate in any competitive co-curricular interscholastic contest representing the school if such student shall at the same time have any unsatisfactory record of scholarship. While participating in co-curricular activities, a student must be doing passing work in at least 25 class hours per week (the passing grade will be computed from the beginning of the semester, quarter, or mid quarter and related to such subjects that have a minimum credit value of one-half unit per semester). The 25 class hours must consist of all subjects that are carried daily for five days a week. A student who has special permission to be enrolled in less than 25 class hours per week must have his/her eligibility approved by the principal. (Example: A student who is taking college classes or has extended illnesses).

Academic eligibility for a student in grades 9-12 shall be determined at the end of each quarter and at the mid-point of each quarter. Student eligibility at the end of each semester shall be determined by his/her semester grade (a student must have earned 2.5 credits to be eligible at the end of each semester). The period of ineligibility will be from list to list (which in most cases is a time span of about 5 weeks). Following the spring semester, a student will be ineligible until the 1st mid-quarter list is published in the fall of the next school year. **Summer school grades cannot be used for eligibility purposes.**

Co-curricular supervisors and administrators will monitor academic standings and notify individual students if they become ineligible.

II. USE OR POSSESSION OF TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

The use or possession of tobacco, alcohol, or any controlled substance (including prescription and synthetic drugs) as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of the foregoing regulation shall be suspended from participation in interscholastic contests / activities including scrimmages for a minimum of six weeks in her/his activity season. A student found in violation will be required to attend an intervention program. In addition he/she will not be eligible for any special awards or letters provided by the West Fargo School District for that activity season. Students under suspension may continue to practice with the team through the completion of the season.

The period of suspension shall begin from the date notification is given to the student by the school administration. If information is withheld from the administration, the length of the suspension shall commence the day the administration is notified. For any subsequent offense during the same school year, the violator will be dropped from all further participation in co-curricular activities at West Fargo High School for the remainder of the academic/activity school year. A student always has the right to a hearing.

OFF-SEASON POLICY

In athletics, speech, and debate a violation during the off-season, including summer, will result in a six-week suspension. However, since the student is not actively participating in an activity sponsored by West Fargo High School, a subsequent **four-week** suspension, or **two** interscholastic contests / activities **including scrimmages** (whichever is greater) will go into effect during the student's next season. A student must report on the official first day of practice and meet all team expectations and criteria or they will be dropped from the team. A student found in violation will be required to attend an intervention program. The student will be ineligible for any West Fargo School District sponsored awards or letters and may not hold a leadership position for that affected activity season. A student will not be able to join a new activity while under suspension for a second offense. Students in other school related activities will be affected by the policies as related to possession or use of tobacco, alcohol or controlled substances if and when the date of the violation and subsequent suspension period occurs during the time of the student's competitive and/or performance date(s).

MULTIPLE VIOLATIONS

The following is a summary of the length of suspension for a West Fargo High School student found in violation of this co-curricular code.

1st Offense: A student will be suspended for a minimum of six consecutive school (activity) weeks from the time of notification of the violation. The student may be allowed to practice (with the approval of the coach and team). However, the student will not be able to participate in any competitions or performances of his/her activity during the period of suspension. The student will be required to attend an intervention program. The student will be ineligible for any West Fargo sponsored awards or letters and may not hold a leadership position for that affected activity season. If the violation occurs in the off-season, see off-season policy above.

2nd Offense: A student will be suspended for a minimum of 18 consecutive weeks from the time of notification of the violation. If the second offense occurs during the same school year as the 1st offense, the suspension will be extended for the remainder of the school year or 18 additional weeks, whichever is longer. A student may be allowed to practice (with the approval of the coach and the team), but they will not be able to participate in any interscholastic competitions or performances of his/her activity. If following the 18-week suspension, the suspension does not cover a **minimum of six weeks** or **four** interscholastic contests / activities **including scrimmages** of the student's affected season, the suspension will be extended until a minimum of six (activity) weeks has expired. Additional intervention will be required.

3rd Offense: Loss of eligibility in all activities for the remainder of a student's high school career.

7

NDSHAA CONDENSED ELIGIBILITY RULES

Attention Co-Curricular Participants! You Are Eligible:

- If you have been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the opening of the semester.
- If you ENTERED SCHOOL EARLIER THAN 10 DAYS AFTER THE OPENING OF THE SEMESTER.
- If you have COMPETED IN A SPORT FOR LESS THAN 8 SEMESTERS as a high school student.
- **If you have not COMPETED IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION.**
- If you have not ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to at least two high school subjects.
- If you EARNED CREDITS IN (**FIVE SUBJECTS/2.5 CREDITS AT WFHS**) the preceding semester.
- If you maintain a PASSING AVERAGE IN (**FIVE SUBJECTS AT WFHS**) during the present semester.
- If you have not GRADUATED from a 4-YEAR HIGH SCHOOL or equivalent.
- If you have not ACCEPTED AWARDS other than those having symbolic value and costing more than seventy-five dollars.
- If you are under 20 YEARS OF AGE.
- If you are an AMATEUR in the sport in which you are competing or if you have not competed under an ASSUMED NAME.
- If you have not TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents.
- If you are in your 9TH SEMESTER OF ATTENDANCE and have not reached your 18TH birthday.
- If you are in your 8th semester and your 7TH & 8TH SEMESTERS ARE CONSECUTIVE.
- If you have a current file of a DOCTOR'S OR NURSE PRACTITIONER'S CERTIFICATE of physical fitness and have read the West Fargo Public Schools concussion management information.
- If you have not been found in violation for the use or possession of tobacco, alcohol or illegal drugs.

(CHECK WITH YOUR A.D. OR PRINCIPAL FOR POSSIBLE EXCEPTIONS TO THE ABOVE RULES)

I have read and understand the West Fargo High School Co-curricular policies and the NDHSAA condensed rules.

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____

Sportsmanship and Citizenship

SPORTSMANSHIP:

It is of vital importance that all persons involved in co-curricular activities strive to follow and practice the code of ethics (page 2) whether they play the role of coach, participant or spectator. We all carry the responsibility of demonstrating good sportsmanship and serving our community by being positive ambassadors for the West Fargo Public School District.

COACHES

As educated and trained professionals, coaches play an important role of setting the example by demonstrating good sportsmanship for their team members, student-body and adult fans to follow. It is important for the coach to reinforce the West Fargo School District's goals and objectives described on pages 2 and 3 with emphasis in practicing and instilling the code of ethics.

PARTICIPANTS

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

SPECTATORS

Student and adult spectators need to keep in perspective that high school activities are educational experiences that need to be kept in the proper spirit of competition. It is our hope that all fans will abide by the following guidelines. The West Fargo Public School District appreciates your cooperation.

1. Remember that the event is for the students. They are participating and parents/fans are watching because of their enjoyment in the experience. Exhibits of good sportsmanship enhance the educational experience of all participants.
2. Refrain from distracting participants when they are competing/performing.
3. Recognize and appreciate the skill of the performers regardless of their school. Applauding good play demonstrates class, generosity and good will.
4. Treat officials with respect before, during and after the contest. Contests cannot be conducted without officials as they are an integral part of the event and should be recognized as impartial arbitrators.
5. Display good conduct. All spectators need to be responsible for their actions. Management has the authority to remove any spectator who does not conduct themselves in a respectful manner. Abusive or inappropriate behavior is to be avoided.
6. Remember that your view of the event could be quite different than that of an official or the opposing team and spectators.
7. Recognize the fact that spectators represent the school district and community as do participants and coaches. Respect, cooperate and respond positively and enthusiastically to cheerleaders and event staff.
8. Spectators are to respect others, property and the spirit of high school competition.

MISBEHAVIOR DURING CONTESTS

Students or adults who are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred from interscholastic activities, either as a participant or as a spectator or both. This includes student and adult spectators.

CITIZENSHIP:

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

School Attendance and Related Policies

Attendance

A student must be in attendance the immediate half day (three periods) prior to participating or practicing in any co-curricular activity. The only exception to this will be with the principal's permission. Friday's absence does not affect a Saturday contest.

Black Out Night

Wednesday night after 6:00 PM has been designated as "Blackout Night" in the school district. This is the night devoted to church activities in our community. There will be no activities within the school on this night so students may participate in church related activities without interference from the school.

Missing School For Co-Curricular Events

Students who miss school for co-curricular events are responsible to check with teachers in advance and complete any assignments before the event takes place. Any work not completed in advance will result in no credit for that work unless other arrangements have been approved by the teacher.

Signs and Locker Posters

Student signs or locker posters are not allowed in any part of the building except the commons. We ask that all lockers and hallways be kept neat and clean.

Fund Raising Activities

All fund raising activities of West Fargo High School organizations must be approved by the Activities Director. **All fund raising monies need to be deposited to each respective school.**

Injuries on School Property or at School Functions

Costs incurred because of the need for medical, dental, and hospital services for injuries sustained on school property or at school functions are the responsibility of the parent or guardian. The West Fargo School District does not provide medical insurance coverage or benefit payments for students.

Sports Medicine Coverage

West Fargo Public School District has been contracted with Sanford Health Orthopedics & Sports Medicine as our provider for sports medicine services. There are two licensed athletic trainers contracted through Sanford Health Sports Medicine. One is stationed at the high school site and the other is located at the Sheyenne Center site for the majority of the school year. Both are available for our co-curricular programs after school each day. Please inform the coach and the West Fargo certified trainer of any injuries or conditions that may have an impact on his/her participation and general health.

PHYSICAL EXAMINATION:

Effective from the date of April 15, of each year, students involved in athletic activities will be required to have a physical examination to be eligible to practice and to participate in athletic contests for the subsequent school year. Students, parents and coaches will also be required to read concussion management material and sign a risk of injury waiver form prior to reporting to practice.

Participation Fees

1. Fee Schedule:
 - A. Freshmen, Sophomore, JV and Varsity athletics - \$35.00 per activity
 - B. 7th & 8th grade athletics - \$25.00 per activity
 - C. Junior Varsity and Varsity Cheerleaders - \$35.00 per activity
 - D. Packatahnas - \$35.00
 - E. Drama (cast), Madrigals, and Speech (one year annual fee for any combination) - \$35.00
 - F. Junior High Drama - \$25.00
 - G. Students in grades 7 & 8 who participate in a varsity program - \$35.00 per activity
 - H. Maximum fee per family per school year - \$140.00
 - I. Students are expected to pay the fee prior to the first game or performance.
 - J. Fees are to be paid in the main office.
2. Refunds:
 - A. If a student becomes ill, is injured, or transfers from West Fargo High School and less than one-half the activity season is completed, a **full** refund will be made.
 - B. If a student becomes ill, is injured, or transfers from West Fargo High School and more than one-half the activity season is completed, **no** refund will be made.
 - C. Students who voluntarily drop out of an activity after the first contest will receive **no** refund.
 - D. Refunds will be made by check in the principal's office.
3. Miscellaneous:
 - A. Receipts will be provided upon payment of each activity. It is the responsibility of the parent to provide these as proof of the \$140.00 limit. Please contact the administrative offices at either the high school and/or middle school for assistance.
 - B. The team manager, statistician, trainers, set workers (play productions) will not pay a fee.
 - C. Students/families not able to pay the activity fee need to receive permission from the activities director or principal.

West Fargo High School Teams & Awards

Students are encouraged to participate in at least one of the following teams:

	<u>Athletic Teams</u>			<u>Fine Arts Teams</u>
	<u>BOYS</u>	<u>GIRLS</u>		
Baseball	Varsity, JV	Basketball	Varsity, JV, Soph, Fr	Band (Jazz Band, Pep Band)
Basketball	Varsity, JV, Soph, Fr	Cheerleading	Varsity	Choir (Madrigals)
Cross Country		Cross Country		Debate
Football	Varsity, JV, Fr	Dance	Varsity, JV	Drama
Golf	Varsity, JV	Golf	Varsity, JV	Publications
Hockey	Varsity, JV	Hockey	Varsity	Speech
Soccer	Varsity, JV, JV2	Soccer	Varsity, JV	Student Congress
Swimming		Softball	Varsity, JV	
Tennis	Varsity, JV	Swimming		
Track & Field		Tennis	Varsity, JV	
Wrestling	Varsity, JV	Track & Field		
		Volleyball	Varsity, JV, Soph, Fr	

Awards

Only varsity letters are presented to students. The activities listed above are eligible to receive varsity letters. The head coach/director in each activity determines the criteria used in determining how a letter is earned.

Seventh, eighth, and ninth grade students can earn a varsity letter if they are a member of a varsity team and

meet the criteria established to earn a varsity letter. Participation certificates are given to students who participate, but do not letter (coach's/director's discretion).

FINE ARTS LETTER:

The fine arts letter may be earned by students who participate in band, choir, debate, drama, publications, speech and student congress. Students will receive a fine arts patch for a 1st year letter winner. Additional pins and bars will be awarded for subsequent years and honors.

ATHLETIC LETTER:

A student will be awarded a special Certificate of Award for their first two years of participation. General Requirements for Earning an Athletic Letter:

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

Varsity Letter Awards

- A. First year = Certificate and emblem
- B. Second year = Foil Certificate
- C. 3rd year and beyond = Plaque with activity emblem engraved

ADDITIONAL AWARDS:

Special Awards:

Special Awards are provided to students in each varsity activity. Each coach will determine what award is to be given per his/her activity and establish the criteria for each award.

Special Senior Awards:

1) Academic Athletic Award

Criteria:

1. Maintain a 3.60 grade point average (3 1/2 years)
2. Earn a varsity athletic letter during senior year

2) Outstanding Female and Male Senior Athlete

Criteria:

1. Attitude – student must be positive toward school, community, and athletic program
2. Scholastic – student should be working at academic capabilities (eligible as a junior and senior student).
3. Ability and achievement – student should letter in at least two sports for two years and receive special recognition in one (Team awards or state/region awards)
4. Citizenship - student has never been suspended for a training violation (NDHSAA and WFPSD)
5. Must be recommended by a coach
6. Must be a senior

Coaches recommend and vote on candidates.

Special Team Awards:

(Special pictures will be presented to teams and/or individuals based upon their achievements at the regional and/or state level)

1) Team Pictures

- A. EDC Conference Champions
- B. East Region Champions (where applicable)
- C. State Champions

2) Individual Pictures

- A. State Champion (Individual Activities)
- B. 1st Team All-State Selection (Team Activities)

12

NCAA Eligibility

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

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

The NCAA has approved the following courses at WFHS as core courses:

English

- 10th Grade Honors English
- American Literature
- AP Junior English
- AP Senior English
- Creative Writing
- Debate/Argument
- English III SP & LA
- English II
- English II
- English IV

Mathematics

- Algebra 1
- Algebra 2
- AP Calculus
- Calculus
- College Algebra
- Geometry
- Precalculus with Trigonometry
- Selected Topics in Advanced Math
- Statistics & Probability
- Trigonometry

Additional Core Courses

- French 1,2,3,4
- German 1,2,3,4
- Spanish 1,2,3,4

Social Science

- American Civil War
- Economics
- Law and Justice
- North Dakota Studies
- Psychology
- Sociology
- US Government
- US Government AP
- US History 20th Century
- US History to 1900
- US History AP
- World Geography
- World History 1600 to Present
- World History to 1600

Natural/Physical Science

- Anatomy/Physiology I
- Anatomy/Physiology II
- AP Biology
- Applied Chemistry
- Biology
- Chemistry
- Environmental Science
- Genetics
- Microbiology
- Physical Science
- Physics

Federal and School District Policies

Title IX – Sex Discrimination

The West Fargo Public Schools Board of Education supports the provisions of Title IX of the Educational Amendments of 1972, which commit all schools to the elimination of discrimination on the basis of sex in those programs and activities offered to its students. Any student or employee of the school district who believes they have been discriminated against, denied or excluded from participation in a district educational or activity program on the basis of sex, may file a written complaint with the school district compliance officer (High School Activities Director or Assistant Superintendent).

Title VII – Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

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

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future opportunities.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when appropriate. (See West Fargo High School student handbook for more information.)

Title VI – Racial Harassment

Title VI of the Civil Rights Act of 1964 addresses racial harassment in the public schools. Racial discrimination or harassment is considered present if a person is treated differently on the basis of his/her race, color, or national origin in the context of an educational program. A violation will be considered present without a legitimate, non-discriminatory reason so as to interfere with or limit the ability of a person to participate in or benefit from the services, activities, or privileges provided by the school district.

Racial discrimination/harassment may include, but is not limited to the following:

1. Harassing conduct that is physical, verbal, graphic or written.
2. Injury to persons or property.
3. Conduct which threatens injury to person or property.
4. General disrespect demonstrated toward person(s) and/or property.

14

Hazing Defined

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk or 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.

The West Fargo 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 due process, will result in disciplinary action being taken against the participants.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The District may also disclose directory information which may include the following information:

USE OF DIRECTORY INFORMATION

The directory information listed below may be released to the public as needed in regard to any individual student in the school district. Any parent of a student less than eighteen years old or any student eighteen years old or older not wanting any or all of this information released to the public must indicate such refusal to the principal on a form provided by the school no later than September

15th or within 2 weeks of enrollment. The objection must be renewed annually.

Directory information includes: Student name, grade, age, address, parent name(s), telephone listings, place of birth, participation in officially recognized co-curricular activities, weight and height of members of athletic teams, dates of attendance, recognitions such as the honor roll, awards received, and photograph or likeness.

15

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Activity Affiliations

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

The Cheney Middle School and our 9th grade programs are also affiliated with the F-M Area Junior High League which supports and sponsors competitive interscholastic contests in Football, Volleyball, Girls and Boys Basketball, Wrestling and Track & Field. The member F-M Area Schools include several Fargo Junior High Schools: Agassiz, Ben Franklin, Discovery and Sullivan along with Moorhead Junior High School (Horizon Middle School) and DGF Junior High School. The area 9th grade programs include Moorhead High School, Grand Forks Central, Grand Forks Red River, Valley City, Wahpeton and West Fargo High Schools.

West Fargo is a member of the Eastern Dakota Conference (EDC) which includes the following schools in 2006-07: Devils Lake (Firebirds); Fargo North (Spartans); Fargo Shanley (Deacons); Fargo South (Bruins); Grand Forks Central (Knights); Grand Forks Red River (Roughriders); Valley City (Hi-Liners); Wahpeton (Huskies); and West Fargo (Packers).

MISSION STATEMENT WEST FARGO HIGH SCHOOL

*To teach lifelong learning skills that develop responsible citizens, respectful of self
and society in an ever changing world.*

West Fargo High School hopes to prepare students to exhibit global and community awareness, communication and technological literacy, the ability to access and evaluate information, an appreciation of the humanities, respect for the individual, and self-knowledge. The ultimate purpose of all education is to make the students their own teachers.

These are accomplished through a balance of excellent broad based academic, vocational, co-curricular programs that in themselves demonstrate accountability and flexibility necessary to meet the demands of today's world.