

**HETTINGER PUBLIC SCHOOL AND HETTINGER-SCRANTON COOPERATIVE
AGREEMENT
SCHOOL ACTIVITIES-CODE OF CONDUCT**

Participating in a Hettinger Public School, Scranton Public School, or Hettinger-Scranton Cooperative Agreement activity program is a privilege which requires students to uphold high standards of citizenship, conduct, and appearance that are appropriate for the students who represent both Hettinger Public School and Scranton Public School, and the communities of Hettinger, Scranton, and Reeder. To participate in a school activity, parents/guardians and students must sign the acknowledgment form at the end of this handbook. Parents/guardians and students must accept the terms, conditions, and rules set forth by both Hettinger Public Schools and the Hettinger-Scranton Cooperative Agreement, the North Dakota High School Activities Association (NDHSAA), and the coach/advisor of each activity.

*****All required forms, which shall be listed below, and participation fees (when applicable), must be turned into the High School Office. Students will not be allowed to participate until a White Athletic Card has been given to the head coach. Refer to student handbooks for more information regarding required forms, physical examination guidelines, or participation fees.**

*****The following forms MUST be turned in to the High School office before any athlete may compete in any activity:**

- 1. Medical Release Form**
- 2. Physical Form Clearance Sheet**
- 3. Concussion Forms: One acknowledgment form, and one cognitive testing for concussion form.**
- 4. ImPACT Concussion Baseline Test**
- 5. Activity Fee Paid (when applicable)**

SCHOLASTIC ELIGIBILITY: Refer to the student handbooks for the policies at Hettinger Public Schools and Scranton Public Schools.

SUSPENSIONS AND EXPULSIONS: Refer to the student handbooks for procedures regarding both in-school and out-of-school suspensions as well as student expulsions.

SCHOOL ATTENDANCE: At the middle school and high school level, a student must be in attendance at school by the end of period 3, 10:08 am, or they will not be eligible to practice, or play in any competition that day.

SPECIFIC TEAM/ACTIVITY RULES: Individual programs may have additional training rules/regulations that apply to students. Program participants will be made aware of any specific program rules/regulations that exist. The Athletic Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required.

These team specific rules will include information regarding practice and game/event attendance.

INJURIES: Hettinger Public School and Scranton Public School will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF HETTINGER PUBLIC SCHOOL OR SCRANTON PUBLIC SCHOOL.** Hettinger Public School and Scranton Public School do not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.

ALCOHOL, TOBACCO, AND DRUGS: Use or possession of alcohol, tobacco, or other controlled substances defined by North Dakota law is prohibited. See the student handbooks for specific violation procedures per NDHSAA, HHS, and SHS policies to begin at the time of *notification* of the violation.

GENERAL CONDUCT: Any conduct deemed detrimental to the team, both during the season and out of season, will result in consequences on a case-by-case basis at the discretion of applicable administrators and coaches. These consequences could include, but are not limited to, loss of playing time, loss or ineligibility for awards, game suspensions, or removal from the team.

***Inappropriate usage of social media outlets falls under this guideline.

TRANSPORTATION GUIDELINES

1. All participants are *required* to ride the district required transportation. At no time may students drive themselves to a contest. In few instances, parents may be allowed to transport their athlete, but it has to be cleared through the Principal prior to the event.
2. We encourage all students to ride home with their team. However, if a parent wishes to bring their child home, that person must make a face-to-face contact with the designated travel coach after the competition to sign the release form. If someone other than a parent needs to take the athlete after the game, the parent must first call the Principal no later than 24 hours in advance to notify the Principal of travel arrangements. If approved, the responsible adult taking the athlete home must make a face-to-face contact with the designated travel coach after the game to sign the release form.
3. **Head Coaches have 100% autonomy in deciding whether or not to release athletes to any adult: parent or otherwise.** If the coach determines that releasing the student is a safety risk for any reason, that student will ride home with the team. We apologize for any inconvenience this may cause, but we will not put our students in a potentially dangerous situation.
4. A student who is suspended for any reason is not allowed to travel with the team if it interferes with school hours. They may travel with the team if they leave after school hours, or weekends, but they may not dress, or participate.

SPECIAL NOTES:

*The Code of Conduct is in effect for the entire school year, including practice or events before or after school begins and ends, for all students whether or not they are in an activity. These regulations are in effect for co-op students from other school districts as well.

*Entire, detailed policies governing school activities sponsored by HHS and SHS can be found in student handbooks.

COMMUNICATION GUIDELINES

The following are communication guidelines put in place by the Hettinger-Scranton Athletic Departments. All coaches, parents, and athletes are expected to follow these guidelines.

Communication Parents Can Expect From a Coach:

1. Philosophy of the coach
2. Expectations of the athlete and team
3. Location of all practices and games
4. A copy of the team rules

***Discussion of your son's or daughter's role on the team will be between the coach and the athlete only.

Communication Coaches Expect From Parents:

1. Concerns related to your son or daughter's mental, physical, or emotional well-being
2. Specific questions about a coach's expectations of parents
3. Notification of any injuries or illnesses
4. Prior notification of any student absences from practices or games

APPROPRIATE Parental Concerns to Discuss with Coaches:

1. Mental or physical treatment of your son/daughter
2. Ways in which you can help your son/daughter improve
3. Concerns about your son/daughter's behavior

INAPPROPRIATE Parental Concerns to Discuss with Coaches:

1. Playing Time
*Playing time discussions will be between the coach and athlete only.
2. Team Strategy
3. Play Calling
4. Team Selection
5. Another Athlete

If a conversation with a coach turns to any of those five topics, our coaches are instructed to immediately end the discussion. Parents can reschedule a meeting with the coach to continue an appropriate discussion at a later date. Further, any vulgarity, rude behavior, or threats will signal an immediate end to any discussion.

24-HOUR RULE

The Hettinger-Scranton Nighthawk Activities Programs are proud to serve our communities and offer opportunities for growth for all of our student-athletes. We appreciate the support of all our fans and family members. Your continued support and encouragement is an integral part to our Nighthawk programs.

Hettinger Public School and Scranton Public School understand, and realize emotions do run high at times, and sometimes we say or do things which we may later regret. Therefore, the

Hettinger-Scranton Athletic Departments have instituted the following protocols for a 24-Hour rule:

1. No parent may approach a coach to discuss a situation no earlier than 24 hours after the situation occurred.
2. If the situation happened on a Friday, the 24-hour rule extends to Monday. Parents may not contact coaches on the weekends. They are entitled to their time of relaxation as well.
3. If the situation happened on a Saturday, the 24-hour rule extends to Monday. Parents may not contact coaches on the weekends. They are entitled to their time of relaxation as well.
4. It is considered highly inappropriate, and will be dealt with accordingly, if a parent goes to a coach's home to discuss a situation at any time. Coaches are entitled to their private space, and it is unnecessary for this privacy to be breached.
5. After 24 hours has passed, parents may email or call the coach to set up a face-to-face meeting to discuss the situation at hand, as long as it does not violate "Inappropriate Parental Concerns to Discuss with Coaches."

The Hettinger-Scranton Activities Departments understand a parent may have a simple question they may wish to ask the coach after an event. This is understandable. If a coach is willing to talk to you prior to 24 hours, that is well within their right to do so. If they are willing to talk to you when you approach them, please do so. We want our coaches to be approachable and open to conversation. However, if a coach feels the conversation has turned threatening, or unproductive, they will immediately invoke the 24-hour rule. When a coach does invoke the 24-hour rule all discussion will end immediately, and can be picked up after 24 hours. The ONLY way consequences will be put into place for a parent who violates the 24-hour rule is if the following protocol occurs:

- 1. If a coach invokes the 24-hour rule, and a parent does not comply, the 24-hour rule will go into effect when:**
 - a. The coach notifies the appropriate Athletic Director**
 - b. The appropriate Athletic Director will contact the parent by phone, email, or personal meeting to investigate the matter.**
 - c. The appropriate Athletic Director will then make a report and decide if action needs to be taken.**
 - i. Action will be decided on a case-by-case basis. Each person will have an opportunity to say their side of the story.**
 - d. The report will be filed with both Athletic Directors, so it will be on file at both schools.**
 - e. The offending person will be notified, on official school letterhead, of any consequences which may be put in place.**
 - f. An ending date to the consequence will also be provided to the offending party.**
- 2. A coach has the express right to end any conversation if they feel the conversation has turned combative or unproductive.**

- 3. IT IS THE DUTY OF THE COACH TO REPORT ANY INFRACTION OF THE 24-HOUR RULE IN A TIMELY MANNER. ADMINISTRATION WILL NOT TAKE UP A COACH COMPLAINT IF IT IS LODGED LATER THAN 72 HOURS PASSED THE INFRACTION. TIMELY DISCLOSURE MEANS A TIMELY RESOLUTION TO AN ISSUE.**

ENGAGEMENT GUIDELINES

**These guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the Athletic Director immediately.

1. Communication regarding any other extra-curricular conflict will begin strictly between the student and the coach/advisor. The Athletic Director will not discuss any concern that has not already been discussed between the student and coach/advisor.
2. If the conflict continues, the student, coach/advisor, and Athletic Director can meet to further discuss the issue. Depending on the concern, this meeting may also include the parent(s).
3. If the conflict continues, the parent may meet with the Athletic Director. ****ANY DISCUSSION REGARDING AN EXTRA-CURRICULAR CONFLICT WILL BE PASSED ALONG TO BOTH THE STUDENT AND THE COACH/ADVISOR INVOLVED – INCLUDING PHONE AND EMAIL COMMUNICATIONS.**

It is important to note that the Hettinger-Scranton Athletic Departments do not guarantee a resolution to all extra-curricular concerns. Further, not all concerns will be granted a step #2 or #3 meeting at the discretion of the Athletic Director.

NDHSAA ELIGIBILITY RULES INTERPRETATION AND APPLICATION

The following paragraphs provide an interpretation of the North Dakota High School Activity Association (NDHSAA) rules for participation in co-curricular programs for the Hettinger-Scranton Cooperative Agreement. Please take the time to review these important rules:

Section V of Article XIV of the NDHSAA policies states: “A student shall be doing passing work in **at least twenty (20) hours per week**, the passing grade to be computed from the opening of the semester and to relate to such subjects only as severally and individually shall have credit value of one-half unit per semester.

*Students must be passing at least **twenty (20) hours per week in a given quarter**. This includes all courses except S/U graded courses. Courses that are graded with the S/U include office, library, and teacher aides, tutorial classes, and VRE. Therefore, if a student is receiving a passing grade in at least four (4) classes that meet daily, excluding S/U graded classes, he/she would be eligible. If he/she is not passing at least four (4) classes or has incomplete grades (this includes detention time), he/she is ineligible.*

Section VIII of Article XIV of the NDHSAA policies states: After attending the first semester of the ninth grade, he/she shall have credit on the school records in the unit per year or half unit per semester subjects of at least four (4) half units earned and recorded at the close of the last semester in which he/she was enrolled as a student, thirty days or more of attendance or participation in interscholastic competition within any shorter period being sufficient to constitute enrollment in any semester. Failure to acquire four half units at the end of a semester will make him/her **ineligible for a period of four (4) weeks** the following semester.

All ninth grade students entering Hettinger Public School, or Scranton Public School, will be eligible for fall activities. At the end of the first semester, grades will be checked, and if the student is not passing twenty (20) credit hours, he/she will become ineligible for a period of four (4) weeks.

Eligibility is determined after each week at Hettinger Public School and Scranton Public School. This means grades will be checked at the end of the school day on Wednesday. Students who are not passing twenty (20) hours per week will not be allowed to participate for one (1) week. After the one-week period of time grades will be reassessed. If the student is passing twenty (20) hours they will become eligible to compete. The student will remain ineligible for subsequent periods of one week at a time until he/she is passing twenty (20) hours of course work. If ineligible due to accumulated detention hours or incomplete work, the student will remain ineligible until all detention hours have been served or the work has been completed. There is no waiting period of one (1) week for detention or grades of incomplete.

Section XII of Article XIV of the NDHSAA policies states: The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota law is prohibited. The following sanctions will apply to a student who is in violation of NDHSAA policies regarding academic and athletic eligibility.

Currently Participating

Penalty shall be six weeks for the first offense and eighteen weeks for second offense, as indicated by NDHSAA Section XII bylaws. Suspension will start at the time the school is notified of the violation.

Non-Participating

Penalty shall be six weeks for first offense, eighteen weeks for second offense, and third offense student will be suspended for the remainder of the school year. Suspension will start at the time the school is notified of the violation. There will also be a two week or two contest suspension, whichever comes first. The two week or two contest suspension starts from the first authorized date of competition for the activity he/she is participating in. To satisfy the two week or two contest suspension, the student must remain with the program in which the suspension was served through the completion of the season.

Leadership Role

Any participant who has a violation will not be eligible for a leadership role for a period of twelve calendar months from the date the school is notified of the violation.

Recognition/Awards

Any student who has a violation that occurs during the season or prior to the banquet will not be awarded a letter or receive any other recognition/awards for that activity.

A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town **if they leave before the school day is completed** during the time of the suspension.

The following outlines responsibilities of school officials to ensure that these policies are being followed:

1. **Suspensions:** Students who are suspended from an activity due to NDHSAA violations will be notified by the principal. A letter will be sent to the parents and the coach or advisor informing them of the student's suspension. The suspension time will be outlined in the letter.
2. **Ineligibility:** After each semester, the records secretary will prepare a list of students who are ineligible. The principal will review the list and inform students who are deemed to be ineligible due to grades or detention hours. The coach or advisor will be notified by the principal. It is also the responsibility of the coaches and advisors to check the eligibility list to make certain that all students participating in contests or events are eligible to do so.

*It is recommended that coaches and advisors have their students complete a periodic progress report.

INTERPRETATIONS OF NDHSAA POLICY

For a student who violates NDHSAA policy rules prior to a season in which he/she will participate, how is the two week or two contest penalty applied?

The six week or eighteen week penalty must be served in all cases. If this expires prior to the first game/performance of the student's season, the student must complete a two week or two game/performance suspension. The student cannot compete/appear in the first game/public performance with the team/group. If the second game/public performance is scheduled within a two week period after the first event, the student cannot compete/performance in the second event. He/she then becomes eligible for all subsequent events. If no game/public performance is scheduled in the two week period following the first event, the student is eligible to participate in the second event.

What if the student is in football and suspended during July?

The six suspension begins on the first day of practice. Suspensions are not served in the summer. The student will be ineligible for the first six weeks of the football season.

What if the student has a violation in July and only plays basketball in the winter?

The six week suspension will begin on the first day of practice in August and continue for six weeks. The suspension will have expired by the time basketball season begins. Therefore, the student will miss the first two games or first two weeks of the season, whichever comes first.

What if the student is suspended in July and plays basketball but goes out for football?

The student will be suspended for the first six weeks of the football season. They will then be eligible to compete for the rest of the football season and basketball season. The student must complete the football season to re-establish eligibility for basketball.

What if the violation occurs at the end of the year and the student is not in any extracurricular activity at the time but will participate in something the next school year?

The two event or two week suspension will be carried over to the next school year and then be applied.

What if a track athlete had a summer violation and was not in anything until track and then he/she had another violation during September of the same year?

All summer infractions will start their suspension on the first day of practice of the school year. The six week and eighteen week suspensions would still be applied beginning on the date the district is notified. If the eighteen week suspension is over before the start of track season the two week/two contest rule will go into effect.

What if the student is in band and has a summer suspension in July?

The six week suspension will begin on the first day of practice in August. If the first public performance occurs during the six week suspension the student shall not participate. Practices do not count. If the first public performance occurs after the six week suspension has expired the two week/two contest rule would go into effect.

What if a student is in band and basketball?

The student would miss the first two events or weeks of band, and, therefore, be eligible for the remainder of the year. He/she would not miss any basketball. Once a student has completed the suspension for one activity, he/she has fulfilled the suspension requirement.

How will the two week or event penalty affect drama students?

If it happens during a production, the student would be suspended from performing with that production. If it happens before any production, the student would have to miss the next production.

What does the suspension cover?

Students who are suspended cannot represent the school. They cannot travel out of the school with school clubs or activities, unless their leave time is after school hours. They cannot miss school, and they cannot perform in public with the activity or club. They can practice with the activity or club, attend meetings in the school, and participate in school level activities.

If a student is a member of NHS, can they do food drives where they go door to door?

No. He/she cannot go out in public representing the school during the suspension.

Seasons

What is defined as a season?

- ⇒ For athletics, it is the beginning date of practice to the day of the banquet.
- ⇒ For drama, it is from the beginning of practice to the final strike date.
- ⇒ For speech, it is during the defined seasons.
- ⇒ For music, FBLA, student council, NHS, etc. it is the school year.

Awards

If a student is suspended during the season, he/she will not receive a letter or any end of the season awards. This would include such honors as most valuable player, defensive player of the year, John Philip Sousa Award, etc.

Awards that are given by outside groups are allowed such as All State, starring at state in music, all-region, etc. These are awards chosen by other groups which the school does not control.

If the suspension occurs before the season, the student is eligible to receive awards and letters.

What if the suspension occurs between the state tournament and the banquet?

The season does not end until the banquet; therefore, the student is not eligible for awards at the banquet.

Can the student attend the banquet?

Yes, he/she can attend, but he/she will not receive awards or letters or be able to speak or represent the team at the banquet.

Leadership

What are considered leadership positions?

Officers of clubs, captains of teams, and royalty are all examples of leadership positions.

Can a student run for an office in the student council during the time he/she is suspended if the suspension will be completed by the next year?

No, any activity that requires self-promotion such as an election would be considered a public performance or appearing and, therefore, falls within the guidelines of the one year suspension from any leadership type role.

CONCUSSION FACT SHEET FOR PARENTS AND ATHLETES

What is a concussion?

A concussion is a brain injury that:

- ⇒ Is caused by a bump, blow, or jolt to the head or body.
- ⇒ Can change the way your brain normally works.
- ⇒ Can occur during practices or games in any sport or recreational activity.
- ⇒ Can happen even if you have not been knocked out.

⇒ Can be serious even if you have just been “dinged” or “had your bell rung.”

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the signs and symptoms?

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury.

***Signs observed by Parents or Guardians**

- *Appears dazed or stunned
- *Is confused about assignment or position
- *Forgets an instruction
- *Is unsure of game, score, or opponent
- *Moves clumsily
- *Answers questions slowly
- *Loses consciousness (*even briefly*)
- *Shows mood, behavior, or personality changes
- *Cannot recall events *prior* to hit or fall
- *Cannot recall events *after* hit or fall

***Symptoms Reported by Athlete**

- *Headache or “pressure” in head
- *Nausea or vomiting
- *Balance problems or dizziness
- *Double or blurry vision
- *Sensitivity to light or noise
- *Feeling sluggish, hazy, foggy, or groggy
- *Concentration or memory problems
- *Confusion
- *Just not “feeling right” or is “feeling down”

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

*Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:

- *The right equipment for the game, position, or activity
- *Worn correctly and the correct size and fit
- *Used every time you play or practice

*Follow your coach’s rules for safety and the rules of the sport

*Practice good sportsmanship at all times

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

For more information visit: www.cdc.gov/concussion

What should you do if you think you suspect a concussion?

- 1. Keep out of play:** If an athlete has a concussion, his/her brain needs to heal. Do not return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says the athlete is symptom-free and it is OK to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away:** A healthcare professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. It is not smart to play with a concussion:** Rest is the key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Do not let the athlete convince you that s/he is “just fine.”
- 4. Tell the coaches, athletic trainers, and school nurse about ANY concussion:** Coaches, athletic trainers, school nurses, and other school staff should know if the athlete has ever had a concussion. Activities may need to be limited while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your healthcare professional, as well as your teen’s coaches, athletic trainer, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during his/her recovery.



The Hettinger-Scranton Athletic Department, in conjunction with West River Health Services, have implemented a tool called ImPACT to help with the management of concussions and to develop safe return-to-play guidelines.

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a research-based computer test developed to help evaluate an athlete's recovery following a concussion. Each athlete is given a baseline test to see if the results have changed from the baseline. This comparison helps to direct the management of the concussion. Follow up tests can be taken over days/weeks to continue to track the athlete's recovery. Conducting baseline and post-injury neurocognitive testing using ImPACT helps to objectively evaluate an athlete's cognitive status to prevent the cumulative effects of concussion.

Based on the recommendations of the National Athletic Trainers Association, athletes in 7-12 grades, participating in contact and limited contact sports will be given a baseline test every year. Contact and limited contact sports are football, soccer, volleyball, diving, wrestling, gymnastics, basketball, hockey, pole vault, high jump, baseball, softball, and cheerleading.

ImPACT has been studying sports-related concussion for over fifteen years. If an athlete in a non-contact sport gets a concussion, then ImPACT has a normative database of thousands of non-injured athletes, which can be used for evaluation and comparison.

IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!

For more information visit: www.cdc.gov/concussion

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AND HETTINGER-SCRANTON COOPERATIVE AGREEMENT*

PARENT/ATHLETE HANDBOOK

Signature Page

I have received a copy of the Hettinger Public Schools, Scranton Public Schools, and Hettinger-Scranton Cooperative Agreement Parents/Athlete Handbook.

I have read and understand all of the related material in the handbook related to my capacity as a parent/athlete for Hettinger Public Schools, Scranton Public Schools, and the Hettinger-Scranton Cooperative Agreement. I further understand it is my responsibility to follow the enclosed policies and guidelines within this handbook.

(Parent Signature)

(Date)

(Athlete Signature)

(Date)