

TGU School District Athletic, Group & Organization Handbook



TGU School District # 60
“Home of the TGU Titans”

Handbook for Students, Parents/Guardians, Coaches & Advisors

TGU ATHLETIC, GROUP AND ORGANIZATION OVERVIEW

Introduction & Purpose

The TGU athletic programs, groups and organizations are an integral part of a school experience. TGU offers a variety of sports, activities, groups and organizations to all students who have skills and a desire to participate. Policies, procedures, and regulations in this handbook comply with school board policies and administrative procedures. They are designed to provide for successful experiences for students and efficient operation of our athletic programs, groups and organizations.

The purpose of the TGU School District Athletic, Group & Organization, Parent/Guardian, Coaches and Advisor Handbook is to provide a basic understanding of the philosophy, rules, & general policies of the District. No written policy, rule or regulation can cover all situations. All TGU District Policies are on file in each school office. The school board reserves the right to review and update policies and procedures throughout the school year. Please review the handbook and keep it available for future reference.

Philosophy

TGU School District believes that a strong athletic, group and organization programs are an extension of the classroom. Athletic and group participation offers students an opportunity to develop and grow physically, intellectually, emotionally, and socially. The positive benefits that participation in athletics and groups include, but are not limited to self-esteem, self-discipline, self-confidence, and the development of school spirit. Participants learn the values associated with competition, and benefit from the experience of both winning and losing. These experiences provide an integral part of the foundation needed to be a productive citizen, capable of leading a full and enriched life.

Sportsmanship Philosophy and Guidelines

The TGU School District believes in good sportsmanship and positive attitude by participants, parents and fans. This document has been prepared to ensure that everyone involved at TGU has a common understanding of these basic principles. We believe that participation is as important as winning. We believe that students should be coached and advised to participate to the best of their ability and to understand that to do well is to do well honorably. The promotion of sportsmanship and fairness is the obligation of all school personnel and is directed to the behavior of spectators, coaches, advisors and players.

TGU is a member of the North Dakota High School Activities Association and participates in the NDHSAA Sportsmanship Program. We expect school staff, students and parents to know and embrace the following fundamentals:

1. Respect should be demonstrated for opponents and for their school at all times. TGU should treat visitors and their supporters as guests and accord them the consideration all deserve.
2. Respect should be demonstrated to officials at all times. As impartial arbiters who are trained to do their jobs to the best of their ability, officials should be given respect and an attitude of good sportsmanship regardless of the outcome.
3. Knowledge and proper respect for the rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, participants should strive to maintain self-control at all times. A proper perspective should be maintained by all, if the potential educational values of athletic competition are to be realized.
4. Participants should appreciate skill in performance regardless of school affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged by all. In order for good sportsmanship to exist, it is essential that all participants understand their responsibilities and behavior before, during, and after contests.

RESPONSIBILITY OF ATHLETE, PARTICIPANT, COACH & ADVISOR

Each North Dakota High School Activities sanctioned sport has its own season regulations that may be found at www.ndhsaa.com

Responsibilities of an athlete and participant

Participants are responsible to give their best, participate to win, follow training guidelines, and exhibit good conduct and fair play at all times.

During a competition, an athlete/participant:

- Learns that winning and losing are part of the game/activity and learn to accept both.
- Has complete control of themselves at all times. Horseplay, displays of temper, use of profanity and disrespect for coaches/advisors and officials will result in loss of respect for the athlete and in disciplinary action from the coach/advisor.
- Will respect the decision of officials. Officials do their best to see that a contest is being played smoothly, honestly, and conducted in accordance with the established rules.

In the classroom, an athlete/participant:

- Are students first and athletes/participants second. The student must give time and energy to the classroom studies to insure good, acceptable grades that meet the requirements for participation.
- Should maintain proper dress and appearance, good grooming and personal cleanliness. The participants are leaders and have only one chance to make a good first impression.
- Students must be passing all classes and have an acceptable attitude as per TGU Handbook and Policy(5-02) Eligibility and Interscholastic Activity.

Responsibilities of the Coaches and Advisors

Coaches and Advisors are responsible to give their best, coach & advise to win, follow school and district handbook, policy & guidelines, and exhibit good conduct and fair play at all times.

- The coach/advisors have the greatest responsibility for the development of sportsmanship and influence on the attitudes and behaviors of students and the community. Coaches and Advisors must value sportsmanship and teach it through their words and example. Therefore, coaches and advisors should embrace the following:

- Establish team/group or organizational rules and curfews;
- Shall provide supervision of students;
- Instill discipline & sportsmanship with appropriate consequences for team or group members who display inappropriate behavior;
- Respect the officials' judgment and interpretation of the rules;
- Monitor players, ensuring they have transportation after an away event;
- Lock doors, turn off lights and secure the building following practices;
- Follow all guidelines outlined in the district's Concussion Management Program;
- Confirm, before a student participates in a sport, that a physical examination has been completed and the student athlete and their parent/guardian has documented that they have viewed the district's Concussion Management Program.
- Be a role model for students; following rules and laws as set forth by the District, NDHSAA, and North Dakota Century Code.

Coaches and Advisors should model the following traits:

- Treat students with respect and dignity;
- Create a positive and competitive learning environment;
- Involve themselves and their players in a positive public relations standing.

Coaches and Advisors should avoid the following inappropriate behaviors:

- Use of profanity;
- Ejection from contest;
- Berating of players and officials;
- Inciting spectators or players to inappropriate behavior.

PARTICIPATION AND AWARDS

Participation

The goal of TGU athletics, groups & organization is to offer opportunities for students to participate in a variety of activities. The TGU School District encourages all students to participate in athletics, groups and organizations. **Participation in the TGU athletics, groups and organizations is a privilege, not a right.** Since it is a privilege, the coaching and advising staffs and administration have the authority to suspend or revoke the privilege when the rules and standards of the program are not followed.

Available sports, groups and organizations at the TGU Schools:

Cross Country	7-12 Co-op with Rugby & Surrey
Football	7 & 8, JV & Varsity
Volleyball	7 & 8, JV & Varsity
Basketball	Elementary, 7 & 8, JV & Varsity
Wrestling	TGU Towner Co-op with Rugby 7-12
Hockey	9-12 Co-op with Bottineau
Track and Field	7-12 Co-op with Rugby & Surrey
Baseball	7-12 Co-op with Rugby & Surrey
Golf	Grades 7-12
Future Farmers of America (FFA)	Grades 7-12
Math Counts	Grades 7 & 8
Science Olympiad	Grades 7-12
Drama	Grades 9-12
Teens Night Out	Grades 7-12
Kids Night Out	Grades 3-8
Pep Band	Grades 7-12
Honor Society	Grades 8-12
Student Council	Grades 7-12
Annual Staff/Yearbook	Grades 11-12
Academic Acalympics	Grades 7-12
Spelling Bee	Grades 3-8
Geography Bee	Grade 4-8
Tobacco Coalition	Grades 7-12
Academic Honors	Grades 9-12

Awards and Lettering

The school varsity letter is one of the highest awards the school awards to students. In order to letter, you must be on a varsity team and satisfy the requirements stated below.

Varsity Team Recognition

Awards for the varsity teams will consist of TGU Letters, pins, among other team awards. The school will furnish awards for athletes and participants who meet the qualifications for lettering. These will be awarded at an athletic banquet.

Basic Qualifications for Lettering

Each coach/advisor will keep records of students' /participants' participation. The records will be used as a basis for determining if a student letters. A student must complete a season in order to letter and not have incurred an alcohol, tobacco and/or any controlled substance violation or suspension during the season.

- Cross Country: As per co-op school.
- Football: Be a member of the varsity team at the conclusion of the season, and meet team requirements.
- Volleyball: Be a member of the varsity team at the conclusion of the season, and meet team requirements.
- Basketball: Be a member of the varsity team at the conclusion of the season, and meet team requirements.
- Wrestling: As per co-op school.
- Track & Field: As per co-op school.
- Baseball: As per co-op school.
- Golf: Be a member of the varsity team.
- Hockey: As per co-op school.
- Statisticians & Managers: Work as a stat/manager during the varsity season as per coach.
- Drama: Be a member or stage hand for the One Act Play Cast
- Academic Honors: Achieve a 3.25 GPA each of the first three nine week grading periods.

Exceptions to lettering qualifications

A coach may letter a participant if the participant is considered to have been of exceptional value to the team. Exceptions may include, participating in a sport/activity for four years and not lettering, a letterman who is injured and is unable to complete the season, or a specialist of some type. This decision will be made between the head coach and the athletic director. **NOTE:** Any student who has qualified for a letter but has been dismissed from the squad for disciplinary reasons will not receive a letter.

Honors Academic Lettering

Students in grades 9-12 who achieve a 3.25 GPA during each of the first three nine week grading periods shall earn an academic letter. First time letter winners will receive a letter and a pin, subsequent letters will be with a bar.

ALCOHOL, TOBACCO AND OTHER DRUG USE AND ABUSE

Infractions

The following rules apply to all TGU athletes, group and organizational participants.

- No possession or use of any tobacco products;
- No use or possession of alcoholic beverages;
- No use or possession of illegal drugs;
- No use or possession of anabolic steroids.

North Dakota High School Activities (NDHSAA) and TGU Rules

- Participants, regardless of age, who are involved in activities will be expected to abstain from the use of alcohol, tobacco and/or any controlled substance;
- The use or possession of alcohol, tobacco and/or or any controlled substance as defined by North Dakota Law is prohibited.
- First violation: Participant shall lose eligibility for a minimum of six consecutive school weeks.
- Second violation: Participant shall lose eligibility for eighteen school weeks.
- Students in violation will be prohibited from being on school property after the completion of the school day and from attending school activities, other than those related to academic course requirements. An exception will be made in the case of a graduating student participating in commencement exercise.
- Exceptions will be made for students who choose to continue as a member of a team. They will be allowed to attend practice, preparatory activities and home and away events, as long as they are under the supervision of the team coach/advisor. Students will not be allowed to leave school early to attend an event. They will not be allowed to dress in team uniform for home or away events.
- Suspensions conclude at the end of the school year unless a school-sponsored event takes place following the last day of school (ie: State Competitions).
- A minimum of three days in-school or out-of-school suspension will be administered for use or possession of alcohol, tobacco, and/or any controlled substance while on District property, attending school, or at a District sponsored event.
- Any student who appears to be under the influence of a prohibited substance will be taken to an administrator's office. Parents/guardians will be notified and may be asked to pick up the student. If other students or school personnel appear to be in imminent danger, the administrator may have the student removed from the school.

Enforcement

Violations may result in any or all of the following: suspension or expulsion, notification of proper authorities, prohibited or illegal substances will be confiscated and may be turned over to law enforcement, parent/guardian notified, referral to school counselor or outside entity. If any athlete/participant is in violation the above rules, the athlete will receive an extracurricular/co curricular suspension as per the North Dakota High School Activities Association Guidelines & TGU Policies.

BEHAVIORS

Bullying (Policy ACEA)

TGU School District expects everyone to do their part to prevent bullying. A Bullying Policy has been adopted, as per ND law. A complete copy of the policy is located in the back of this handbook.

Hazing (Policy ACEB)

Hazing activities of any type are inconsistent with the educational goals of the TGU School District and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the students to be initiated into or affiliated with a student organization, or for any other purpose. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a teacher, coach, building principal, or other administration. Any person may report hazing directly to the Superintendent.

Nondiscrimination & AntiHarassment (Policy AAC)

The TGU School District is committed to an environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law. The complete policy is outlined in the Student Handbook and on file in each district school.

Violent and Aggressive Behavior (Policy ACE)

The TGU School District tries to provide a learning environment that is safe, drug free and conducive to learning. There are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and shall result in immediate action by the school administration.

All acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, verbal abuse, intimidation extortion, bullying, gang activity, stalking, defiance, sexual harassment, terrorist acts and /or threats, shall result in specific consequences, determined by the seriousness of the act. This may include suspension or expulsion from school and exclusion from school premises and possible legal action against other individuals.

Student Suspensions (Policy FFK-AR)

Administration will inform parents/guardians and coaches/advisors when a student has been suspended or expelled. If a student is suspended/expelled either in school (ISS) or out of school (OSS), the student will not be permitted to practice with, travel with, or participate/compete with the team. A suspended/expelled student will not be allowed to attend any school sponsored events, activities, or trips while suspended/expelled.

Eligibility Standards & Guidelines

Grade Eligibility Following the 3rd Monday in each nine-week grading period and thereafter, grade eligibility will be checked. Administrators will check eligibility on Friday or the last day of the school week. Students who are ineligible cannot compete/participate in co-curricular or extra curricular activities during that week. Students are allowed to practice during the ineligible time. Students may be placed in an alternative setting until they are eligible.

Acceptable Attitude Eligibility An Acceptable Attitude is expected at all times. An unacceptable attitude may include but is not limited to profanity, undesirable behaviors, disrespect and misconduct to staff or students at school or at a school sponsored activities.

- If a student is found in violation, they will be given a U for that weeks eligibility.
- If a student receives two or more U's, in a week, the student will be ineligible for the following weeks competition.
- If a student receives a U, two consecutive weeks, the student will be ineligible for the following weeks competition.

Student and Parent/Guardian Notification Parents/guardians will be notified of their child's ineligibility.

Ineligibility Time Period Ineligible students may not participate for one week beginning at 8:00 A.M. Monday following eligibility check until 8:00 A.M. the next Monday.

Absences Students who are absent any part of the day, other then for medical appointments or pre-approved circumstantial absences, will not be allowed to participate in that day's practice/competition. Students are expected to be in attendance at school the day following a competition. Final determination regarding absences will lie with administration.

Suspension/Expulsion Administration will inform parents/guardians, coaches/advisors when a student has been suspended or expelled. When a student is suspended/expelled, either in school (ISS) or out of school (OSS), the student will not be permitted to practice, travel, participate/compete or attend any school sponsored events, activities, or trips.

Missing Assignments/Notes Due to School Event

- Students missing school for any reason must contact their teacher(s) and collect their assignments;
- Assignments/ notes missed by the student shall be made up and turned in at the discretion of the teacher.

North Dakota High School Activities Association (NDHSAA):

NDHSAA is the governing body for high school extra-curricular activities in North Dakota. Some of the most common regulations are:

- Age: High School eligibility ends at age 20
- Sports Physicals - must have one annually after April 15th
- No use or possession of alcohol, tobacco, or any illegal substance.
 - May not possess any electronic device used for smoking or vaping.
- Enrollment: Athletes are eligible for eight semesters after entering the ninth grade.
- Transfers: If a student transfers to another high school without the parents moving to the new district, the student will be ineligible for varsity activities for 180 days.
- Further information is available at www.NDHSAA.com

MEDICAL/HEALTH AND WELLNESS

Medical Requirements and Wellness Policy

- Prior to participation (including practice) a student participating NDHSAA sanctioned athletic activities and representing his/her school must have on file with the superintendent, principal, athletic director or school nurse, an annual NDHSAA-approved Athletic Pre-Participation Health History Screening and Physical Examination clearance form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physician Assistant under the supervision of a physician); the Athletic Pre-Participation Health History Screening and Physical Examination is valid for one school year; a physical examination completed before April 15 is not valid for participation the following school year. **Preparticipation Physical Examinations completed for the 2019-20 school year will be accepted during the 2020-21 school year upon submission of a parent and athlete signed waiver (previously known as Form B). Students who did not have a Preparticipation Physical Examinations completed for the 2019-20 school year must complete a Preparticipation Physical Examinations completed for the 2020-21 school year.**
- No one will not be allowed to practices or participate in games until a physical form has been filed with the school.
- In the event of an injury, the student should immediately report the injury to his/her supervising coach/ advisor for proper procedure and documentation.
- Student, Parents/Guardians must have a Concussion Acknowledgement Form on File in the Office prior to the start of practice.
- The TGU School District is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity.
- The TGU School District does not provide athletic insurance.

Healthy School Nutrition Environment Wellness Policy (Policy ABCC)

Nutrition Education & Promotion

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods. The District should strive to:

1. Educate teachers and other staff members responsible for nutrition education (e.g. provide training regarding the Dietary Guidelines for Americans and how to teach them);
2. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation.
3. Integrate nutrition education into core curricula that is aligned with state standards and requirements.
4. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum.
5. Emphasize caloric balance between food intake and physical activity.
6. Provide students with the knowledge and skills necessary to promote and protect their health;
7. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
8. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques). All foods and beverages offered to students during the school day must meet or exceed the USDA Smart Snacks in School nutrition standards. The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

Other School Sponsored Activities

The District shall promote the physical and nutritional goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these and other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.

The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active transport programs, staff wellness programs, staff

professional development programs related to wellness, alternatives to using good as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

Nutrition Standards

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program.

The District shall comply with applicable nutrition standards established in federal regulations for all competitive foods and beverages sold on school grounds during the school day to students (see USDA Smart Snacks in School nutrition standards).

Except as otherwise provided, all foods and beverages provided for celebrations, for snacks, or as rewards, or sold for fundraising by the District, should be selected judiciously, taking into consideration the nutritional value of the food being served, the goals of this policy, and the frequency of use.

Concussion Management Program (Policy FCAC)

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations. These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that: a. Is not part of the district's curricular or extracurricular program; b. Is established by a sponsor to serve in the absence of a district program; c. Receives district support in multiple ways (i.e., not school facility use alone); d. Requires participating students to regularly practice or train and compete. e. The District has officially recognized through board action as a school-sanctioned activity. The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria above. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train and compete.

Removal Decisions Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The designated administrator shall make this determination, and the designated administrator shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The designated administrator may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play The Board designates the administrator on duty to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Suicide Policy: (TGU School Board Policy FCAE)

The mental health of our TGU Students is important. As a school district, we have counselors available to students and parents. TGU School District has a policy in regard to suicide prevention. The purpose of this policy is to protect the health

and well-being of all district students while on school property by having procedures in place to prevent, assess the risk of,

intervene in, and respond to suicide. The District:

1. Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
2. Further recognizes that suicide is a leading cause of death among young people;
3. Has an ethical responsibility to take a proactive approach in preventing deaths by suicide; and
4. Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and one which helps to foster youth development.

VOLUNTEER PROGRAM

- *Volunteer:* A volunteer is person who, with consistency, helps and supports the school, team or activity. They are able to work with students one on one.
- *Chaperone:* A chaperone is person who, on a one-time basis, helps and supports the school, team or activity. They are not able to work with students without school personnel in attendance.

Volunteers in school and activity:

TGU School Districts recognizes the benefits for volunteers in our classrooms and in our athletic programs. People who are interested in volunteering in TGU Schools must ensure the following steps have been taken:

- I. Volunteer must successfully complete a Criminal Background check with Law Agency. (own expense)
- II. The teacher or coach where the volunteer is requesting to assist needs to complete a Volunteer Request Form and submit it to administration.
- III. After the completion of steps one and two and the district has received the results the volunteers' background check, the teacher, coach/advisor will be notified of the acceptance of the volunteer.
- IV. If there appears to be a reason the volunteer cannot help in a classroom or with a program, the Superintendent will meet with them to explain.
- V. Final approval of volunteers lies with administration.

Expectations of Volunteers with in the TGU School District:

- I. The volunteer must read and sign the TGU Athletic, Group, and Organization Handbook and the TGU School District Student/Parent Handbook.
- II. The volunteer is expected to follow the rules and guidelines set forth by the TGU School District for all staff members and coaches.
- III. The volunteer understands and follows the chain of command within the school and program.
- IV. The volunteer will be a good role model, set good examples for students, players and the program.

Reasons for Dismissal of a Volunteer:

- I. Should behaviors and/or attitude of a volunteer be contrary to the guidelines established by TGU School District or Coaching Staff, one or more of the following steps may be taken to alleviate the situation.
 - The situation will be brought to the coach and/or volunteer, and will have an opportunity to offer his/her point of view.
 - The volunteer may be requested to remedy the situation.
 - The volunteer may be requested to withdraw from volunteering in the program for the season.
 - The coach/volunteer may be suspended from volunteering for any activity in the upcoming year(s).

ADDITIONAL ITEMS

Athletic Passes

TGU School District sells passes that will grant admission to all TGU sporting events. Contact the TGU school offices if you are interested in purchasing a sports pass.

Automated External Defibrillator (AED)

The Superintendent shall develop regulations to maintain, test, and implement the use of AEDs in the district in accordance with NDCC32-03.1-02.3. The regulations shall include a requirement that in the event of a cardiac arrest emergency, a district responder shall contact an emergency medical service provider as soon as possible. A copy of these regulations shall be kept with the district's emergency response plan.

Chain of Command

Parents/guardians are encouraged to contact the appropriate school personnel when questions or concerns arise regarding athletics/groups and organizations. Please feel free to contact them during the school day, before or after school.

The purpose of addressing complaints is to resolve problems and come to a common understanding and resolution of the issue. Communication is essential. All parties are encouraged to resolve the problem before referring it to the next highest level. The appropriate chains of command when dealing with concerns regarding coaches and athletic issues is as follows:

- An attempt should be made to resolve all concerns at the lowest level possible. Students, parents/guardians and patrons should address the coach/advisor who is directly responsible for the situation;
- If a reasonable outcome cannot be met with the coach/advisor, the next step is to contact a TGU Athletic Director.
- If a reasonable outcome is still not obtained the next step is to contact a TGU Principal;
- Unresolved matters may be referred to the superintendent for review and/or investigation.
- If there is still no resolution to the matter, the complaint would then be referred to the appropriate school board committee;
- If all remedies have been exhausted a non-personnel related complaint that has not been satisfactorily resolved, may be presented in writing to the Board for consideration to be placed on the agenda;
- Complaints concerning personnel will be heard only in accordance with applicable statutes and policies.

Curfew

All athletes and participants are required to abide by curfew hours during their season. Students will be informed by their coach/advisors of the curfew times. Students are expected to follow the team hours. Participants are reminded that a good nights sleep is essential to be successful.

Dropping/Leaving a Sport/Group/Organization

There may be times when a student feels necessary to suspend participation in a sport, group, or organization during the season/year. If this is the case;

- The student should analyze the entire situation before reaching a final decision;
- The student should talk to the coach/advisor/athletic director to determine if a resolution can be reached;
- If a student does not complete the season, they must return all uniforms and equipment to either the coach, advisor or athletic director. Failure to do so will require payment for replacement of the uniform or equipment.

General Sport Cautions

- Be alert to dehydration symptoms. Students should remain well hydrated throughout the practices and games.
- Ensure you do an appropriate warm up before the start of activity.
- Inappropriate use of equipment for the sport is not allowed, please treat equipment and facilities with care and respect.
- Report any equipment that is damaged to insure safety.
- When practice or competition is taking place outdoors, always be mindful of pending weather conditions that could threaten safety.

Locker Room Expectations

Athletes are expected to conduct themselves in a manner appropriate for their age and team. Students should not engage in roughhouse or horseplay which could lead to injury or inappropriate behaviors. Close and secure your items in lockers, please pick up all of your items. Do not leave valuables in a locker room.

Mandatory Parent/Athlete Fall Meeting

The TGU School District wishes to promote good sportsmanship and fair play with our students and parents. TGU is a member of the North Dakota High School Activities Association (NDHSAA), which supports players and officials within our schools. Being a member schools are encouraged to have a pre-season parent meeting every year. Parents and athletes are asked to attend this meeting.

Overnight Stays

- Overnight stays may be required for athletic/group or organizational competition;
- Students will respect the curfews and guidelines set forth by school personnel;
- Students will be responsible for damages occurred within the rooms;
- Parents/guardians may be asked to retrieve their child, at their own expense, if an alcohol, tobacco, and/or other controlled substance violation occurs, or if a behavior issue cannot be resolved

School Event Conduct

Students are encouraged to take part in all school activities, but they must display respect for the rights of others, as well as for the property and buildings in which the events are held. Students causing a disturbance or bothering other people by their behavior, will be asked to leave. Incidents which may lead to a dismissal include, but are not limited to: unnecessary trips in and out of the gym, running, loitering in the hallways, fighting or wrestling.

Team and Group Travel

- Round trip transportation from the school the student attends will be provided for extra/co-curricular activities held outside the District;
- The school will provide transportation from the student's attendance site to hosting site for "home" games or events. It is the parent/guardians responsibility to provide transportation home following a "home" event;
- Participants are required to use school transportation unless a parent/guardian provides written or verbal notification to the coach/advisor/administration. They have the discretion to deny or approve requests to use transportation other than what is provided by the school;
- During winter months, participants are required to be properly clothed to be prepared for any emergency that might arise. All participants must be wearing, or have in their possession at all times a coat, warm shoes, adequate head covering, mittens or gloves;
- Violation this policy may result in a penalty imposed by the coaches, advisors, or school administrator.

Uniforms

Uniforms must be properly handled while washing and drying. Failure to properly care for a uniform, may result in paying for a replacement. Following some of these tips will help in the care of your uniform, if your coach does not wash the team uniforms;

- Machine wash on cold
- Wash with like colors.
- Do not use Fabric Softener, it will cause printed patterns to separate from material.
- Do not use chlorine bleach as the chance of color separation and the weakening of material is increased
- Wash uniforms inside out to protect numbering and lettering.
- Do not dry clean or iron uniforms

Following the conclusion of the season all uniforms and equipment must be cleaned and turned into either the coach, advisor athletic director. Students will be required to pay for lost or damaged uniforms.

Wednesday Practices and Activities

All activities on Wednesday for school age children/students, during the months of August-May when school is in session will conclude by 6:00 p.m.. No practice or school activity will be allowed for 7th and 8th graders on Wednesdays after school.

Exceptions will be made to 7th and 8th grade students who participate at a varsity level and who have written permission from their parents/guardians regarding Wednesday practice or workout

TGU BULLYING POLICY

Definitions

For the purposes of this policy:

- I. Bullying is defined as conduct prescribed in NDCC 15.1-19-17:
 - "Bullying" means:
 - o Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - Is so severe, pervasive, or objectively offensive that it substantially interfere with the student's educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of the student; or
 - Substantially disrupts the orderly operation of the public school; or
 - o Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of the student; or
 - Substantially disrupts the orderly operation of the public school.
 - o Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - Places the student in actual and reasonable fear of harm or damage to property of the student.
 - Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
 - "Conduct" includes the use of technology or other electronic media.

II. Protected classes are classifications/ characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

III. School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

- IV. School-sanctioned activity is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- V. School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- VI. School staff includes all employees of the TGU School District #60, school volunteers, and sponsors of school-sanctioned activities.
- VII. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

- I. Engage in bullying;
- II. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
- III. Knowingly file a false bullying report with the District.

Reporting Procedures for Alleged Policy Violations

Reporting requirements for school staff:

Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

Reporting options for students, parents/guardians and community members:

Students, parents/guardians and community members may report known or suspected violations of this policy using any of the following methods:

- I. Completing a Speak Up Report.
 - a. Forms are available in these locations: TGU Handbooks, school offices, from TGU staff or through PowerSchool Speak Up Reporting.
 - b. Forms may be returned to any TGU school staff member, turned into the school's main office, placed in the drop box located in each school library or called into the automated Speak Up Reporting System.
 - c. A complainant will have the option of including his/her name on the form or filing it anonymously. Please note that the District's ability to investigate an anonymous complaint may be limited.
 - d. The District prohibits retaliation against anyone who files a Speak Up Report.
- II. File an oral report with any school staff member. The staff member may request that a report be completed to help ensure accurate information.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The TGU School District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

- I. Initiate a report of an alleged violation of this policy; or
- II. Receive an oral report of an alleged violation of this policy; or
- III. Receive notice from any of the reporting options for student and community members.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, the Superintendent or other designated administrators) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of Speak Up Report Form of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a Speak Up Report Form of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

- I. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
- II. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
- III. Interviews with any identified witnesses;
- IV. A review of any mitigating or extenuating circumstances;
- V. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement & Others Forms of Redress

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

- I. Require the student to attend detention;
- II. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the District's suspension and expulsion policy shall be followed;
- III. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
- IV. Create a behavioral adjustment plan;
- V. Refer the student to a school counselor;
- VI. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
- VII. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- VIII. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.
- IX. Other measures as deemed appropriate by building administrators.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify

the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

- I. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- II. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- III. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- IV. Referral to counseling services for the victim and perpetrator.
- V. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students. Staff will also be provided professional development activities.

TGU Titan Coaching, Group and Organization Advisors and Athletic Director Staff

Mr. Malcolm Marcus	Athletic Director
Mrs. Tonya Hunskor	Athletic Director
Mrs. Erica Hjelmstad	Head Volleyball
Mrs. Kaylynn Latendresse	Assistant Volleyball
Mrs. Cassie Bethke	Jr. High & Assistant Volleyball
Mrs. Shyane Genre	Jr. High Volleyball
Mr. Ben Wollenzien	Head Football
Mr. Erik Sveet	Assistant Football
Mr. Alex McClintock	Assistant Football
Mr. Rich Juarez	Jr. High Football
Mr. Bill Jansen	Panther Cross Country
Mr. Gary Walhaug	Mustang Cross Country
TBA	TGU Granville Elementary Boys' Basketball
Mr. Wayne Judkins	TGU Towner Elementary Boys' Basketball
Mrs. Faith Fahnestock	Head Girls' Basketball
Ms. Mattie Schmitt	Assistant Girls' Basketball
Mr. Billy Seright	Head Boys' Basketball
TBA	Assistant Boys' Basketball
Mr. Craig Zachmeier	Rugby Wrestling
Mr. Dave Hoff	Bottineau Head Hockey Coach
TBA	Jr. High Boys' Basketball
Ms. Whitney Hueser	Jr. High Girls' Basketball
Mrs. Faith Fahnestock & Mrs. Koreen Bryn	TGU Towner Elementary Girls' Basketball
TBA	TGU Granville Elementary Girls' Basketball
Ms.. Andria Hart	Head Golf
Mr. Bill Jansen	Rugby Girls' Track
Mr. Scott Grochow	Rugby Boys' Track
Mr. Lyle Kruger	Surrey Track
Mr. Greg Foster & Mr. Kendall Schieve	Rugby Baseball
Mr. Bruce Mack	Surrey Baseball
Mrs. Ashley Bachmeier	TGU Granville FFA
Mr. Jason Mongeon	TGU Towner FFA
Mr. Tyler Mack	TGU Granville Math Counts
Mr. Michael Bloch	TGU Towner Math Counts
Mr. Ian Bergh	TGU Granville Science Olympiad
Mr. Wayne Judkins	TGU Towner Science Olympiad
Mrs. Chelsey McBeth	TGU One Act Play
Mrs. Cheryl Rockvoy	TGU Teens Night Out
Mrs. Marilynn Moen & Ms. Andria Hart	TGU Pep Band
Mrs. Tonya Hunskor	TGU Granville Honor Society
Mr. Wayne Judkins	TGU Towner Honor Society
Mrs. Laurie Novak	TGU Granville Student Council
Ms. Cassie Felber	TGU Towner Student Council
Mrs. Jennifer Kuntz	TGU Granville Annual Staff/Yearbook
Mrs. Kasey Mohagen	TGU Towner Annual Staff/Yearbook
Mr. Tyler Mack	TGU Granville Academic Acalympics
Mrs. Kasey Mohagen	TGU Towner Academic Acalympics
3-8 Classroom Teachers	TGU Spelling Bee

**TGU School District Acknowledgement
of Athletic, Group and Organization
Handbook & Concussion Management Signature Page**



Student, Parent/Guardian, Coach/Advisor:

By signing this form, the student and parent/guardian, coach/advisor state that they have read and understand the Athletic, Group and Organization Handbook.

The handbook should be retained for future reference. If additional handbooks are needed, they are available in the TGU School Offices. Please return the signed signature page to a TGU Athletic Director, Coach/Advisor or the School Office.

I have read, understand and agree to abide by the guidelines in the Student, Parent/Guardian and Coaches and Advisor Handbook, which includes the Concussion Management Program:

Please check all that apply to who is signing (if you are an athlete, your parent **MUST** sign):

- I am a TGU Athlete
- I am a TGU Parent/Guardian
- I am a TGU Coach/Advisor

Signature _____

Signature _____

Signature _____

Signature _____

Signature _____

Signature _____