

# 2023-2024 Parent/Student Activity Handbook

## **Football**

Greg Dobitz

## **Volleyball**

Roxane Miller

## **Girls Basketball**

Judy Hansen

## **Boys Basketball**

Jeremy Skoglund

## **Wrestling**

Cory Schall

## **Boys & Girls Track**

Roxane Miller

## **Boys & Girls Golf**

Liz Schieler

## **Baseball**

Shaun Kourajian

## **One Act Play**

Allie Lynch

## **Speech**

Grace Duvall

## **Music- Instrumental**

Riley VanPeurse

## **Music-Vocal**

Riley VanPeurse



## **Oakes Junior/Senior High School**

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## **Oakes High School Activity Handbook for Students**

For the purpose of this document, extracurricular activities are as follows: Baseball, Basketball, Cross Country, Drama, Football, Golf, Instrumental Music, Speech, Track, Vocal Music, Volleyball, and Wrestling.

### **Activities Director's Message**

A new school year brings anticipation of what this year holds for each of us at Oakes High School. Along with this anticipation and excitement, comes a responsibility to yourself, family, school, and community as you represent each of these in your desired activities. Some of your greatest memories in high school will be from your classmates/teammates and the activities you participate in. Value these opportunities that are before you and handle yourself with class. Activities provide the unique opportunity to learn life skills that will shape you into the man/woman you will become. Putting forth your best effort and becoming a person of strong character are two goals the activity staff at Oakes High School will strive to help you reach. I wish you a great 2023-2024 school year and Go Tornadoes!

### **Activities Department Mission Statement**

*It is the mission of the Oakes Public Schools Activities Department to nurture and challenge each student participant to extraordinary achievement every day.*

- The Oakes Tornadoes activities program will provide a comprehensive activity program that emphasizes the development of lifelong learning, core values and skills through hard work, sportsmanship, ethical conduct and fair play.
- The Oakes Tornadoes activities program is based upon appropriate communication and mutual respect among school administration, instructors, coaches, students, parents and officials.
- The Oakes Tornadoes activities program serves as a positive, powerful, productive force for our schools, community and most importantly, the student-participant.
- The Oakes Tornadoes activities program will provide an opportunity to participate in extra-curricular activities.

### **North Dakota High School Activities Association**

Oakes High School is a member in good standing of the North Dakota High School Activities Association (NDHSAA). The rules of the NDHSAA will be strictly enforced.

<http://www.ndhsaa.com/parents-students>

### **Minimum Standards**

These rules and regulations are minimum standards that all students must agree to follow to participate in Oakes extracurricular programs. *Each coach/adviser at their discretion may add other reasonable rules.* For other rules governing student behavior, see the student handbook.

## Student Responsibilities

The following is a list of responsibilities that students must follow in order to participate in activities at Oakes Public Schools:

1. Students must have a physical dated ON/AFTER April 15<sup>th</sup> to be valid for participation for that school year. Students will not be allowed to practice and/or compete without a current physical on file in the office.
2. Students will not be allowed to compete without their participation fees paid to the office before their first date of competition.
3. Students will accept the decisions of game officials. Questions about officiating decisions should be brought up in the proper manner, either by the coach or the designated captains.
4. Since extracurricular participants are the center of attention among their peers and younger people, they must set a positive example. Any actions showing disrespect to adults, teammates, peers, (this includes all members of our school system) or school property, or in any way downgrading our school or image will be subject to discipline by the principal, activities director, or the coaches. Students will not use profanity.
5. Students will respect the property of others. Any student stealing or damaging property in school or on road trips may be suspended after discussions with the school administration and coaches.
6. Students are financially responsible for all equipment, uniforms, etc. checked out to them during the season.
7. At the end of a practice or contest, it is the responsibility of each student to help clean up the locker room and practice area and return all equipment to the proper places. Do not leave valuables (money, watches, etc.) unattended in locker rooms. You will receive a lock from the head coach that you should use to protect your valuables. The school is not responsible for lost or stolen personal items. Students must also make sure that locker rooms at other schools are left clean.
8. Students will be allowed to practice while under suspension for violations to rules (including school rules and NDHSAA rules), at the discretion of the coaches or activities director. *It is at the discretion of the coach if any additional discipline is assessed at the team level.* Students under suspension due to rules violations may **NOT** leave school early to attend events.
9. Students suspended from school (ISS or OSS) may not practice and may not participate in a contest under any circumstances. *It is at the discretion of the coach if any additional discipline is assessed at the team level.*
10. ***Under due process, any incident that occurs during the school day and is on the discipline matrix will result in loss of participation of ALL extracurricular activities for that day.*** This loss of participation will be assessed for duration of the discipline action. Administration reserves the right to deviate from the discipline matrix to fit the needs of the individual students, school personnel, or the situation – this includes behavior contracts. A phone call/email home will occur for all occurrences.
11. Any participant, of course, has the right to quit an activity if they desire. However, the student must realize that once they quit an activity, they will not be reinstated except under unusual circumstances. Once you make the decision to quit, that decision is final. The decision to quit should not be an emotional, spur

of the moment decision but should be a decision that is carefully thought through. Participation fees will not be returned once the contests have started.

## **Student Use of Electronic Devices**

The use of any electronic recording device in an area where there is a reasonable expectation of privacy is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. Any violation of this policy may result in the involvement of law enforcement agencies. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment or otherwise violates district policy.

## **School Attendance**

**In order for a student to participate in ANY school activities (practice, competition, or performance), the student must be in school for ALL scheduled classes on the day of the scheduled event or receive approval by the administration for the absence.** Loss of participation (practice and/or competition) will occur for any unexcused absence or student illness. Students are expected to be in school the day after scheduled events (if they are school days.) Failure to do so may result in a suspension from the next scheduled contest.

## **Eligibility**

Oakes extracurricular participants shall be passing work in all classes in order to participate in activities. Student's grades for each semester will be checked at the end of week 4.

**Non-Standards Based Grading:** A listing of students shall be developed who have failing grades at the end of the week 4 and each week thereafter.

**Standards Based Grading:** Eligibility will be determined by deciding if the student is making appropriate progress. Students must make progress towards completion of assignments on a weekly basis, or a learner will be ineligible. Students will be allowed to have a maximum of 5 missing assignments in total to remain eligible for participation.

Each Monday morning all teachers will turn into the High School Principal, a progress report showing the grade or missing assignments for their class from the start of the semester. If school is not in session on Monday, the list will be run the next day school is in session. Grades will be checked every Monday and students will become eligible or ineligible on a weekly basis. If students are found eligible on Monday, they will be eligible for the period Wednesday 8:00 AM through following Wednesday 8:00 AM. If students are found not eligible, they will be ineligible for the period Wednesday 8:00 AM through following Wednesday 8:00 AM. Grades in all subjects will be checked not just the subject that made them ineligible. Students ineligible from extracurricular activities will not be allowed to miss school time to travel with the team. They will be allowed to travel with the team if they will not miss any school. If the team leaves early, the student may attend the event as a spectator and travel on their own to and from the game.

Note: Learners who are in violation of the eligibility 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.

Any student with a failing grade at the end of a semester will be placed on a 4-week probation next semester. The 4-week probation would start at the beginning of classes the next semester. The 4-week probation would allow the student to practice but would make the student unable to participate in any contests (or leave school early to travel). After the 4-week probation period, if the student is passing in all classes, he/she would become eligible for contests. Students must meet all eligibility requirements established by the Oakes Board of Education. In order to participate in activities at Oakes High School students must be passing in all classes.

\*\*\*\*\*If a student receives in-school suspension they will be ineligible for competition for one calendar week. The student's ineligibility will start on the day the offense took place. The athlete may continue to practice with the team during this time. If the student is serving out-of-school suspension, they will be unable to participate in any competitions or contests during the calendar week they are suspended. They may return to practice upon completion of the out-of-school suspension requirement. Students' ineligible from extracurricular activities will not be allowed to travel with the team during that calendar week. The student may attend the event as a spectator and travel on their own to and from the game.

**Activities are defined as follows:**

1. Any NDHSAA sponsored activity, which include: football, volleyball, cross country, wrestling, basketball, track, golf, baseball, speech, fall one-act play, and music (jazz band, show choir, regional large group music, region and state small group music).
2. King and Queen candidates for homecoming.
3. Spring play, pep band, band concerts, vocal concerts, yearbook, and drumline are not NDHSAA sponsored activities and are at the discretion of the administration for eligibility.

**Practice/Competition Attendance**

Unexcused absence from scheduled practice **may** result in:

1. Suspension from one contest following the first violation
2. May cause a possible suspension for remainder of the season following second violation.
3. Unexcused absence from a scheduled competition may result in possible suspension for the remainder of the season.

**Participation**

Students in all activities (7<sup>th</sup>-12<sup>th</sup>) will be given opportunities to participate in their respective contests at various levels. Although students are not guaranteed equal playing time, it is the responsibility of the student and coaches/advisers to communicate their expectations for participation in their respective contests. Commitment, skill level, work ethic, and attitude, at school, practice and events are just some of the various factors that coaches/advisers consider for participation in contests. Students at this level must realize that they are contributing to the total team effort by their continuing hard work in practice to help make themselves and their teammates better. Every successful group has participants with various roles to play and each of those roles is important to the group. If a coach/adviser knows that the student will not participate because of

disciplinary reasons or other reasons, then that student should not dress in game uniform and the coach/adviser should notify the parents as to why the student is not participating.

### **Dual Sport Athletes**

If a student demonstrates the academic, mental, and physical skills needed to participate in dual sports during the same season at the Varsity/JH level, proper channels must be followed before participation is allowed. The proper channels for a dual sport request are as follows: Athlete → Coach → Activities Director → Parents. The Coach and his/her staff will evaluate the student and contact the Activities Director to start the request. The Activities Director will also evaluate the physical skills and ask for feedback on the academic, emotional, and mental skills from the HS principal, teachers, and counselor. Dual sport athletes will only be allowed to participate in 3 events in a weeks time. If approved, the parent(s) will be contacted by the Activities Director to discuss possible dual participation. If the parent approves, the student will be deemed eligible to play dual sports. If at any stage of the evaluation process the student is deemed to not be academically, mentally, emotionally, or physically prepared for dual participation, the student will not be allowed to play dual sports. The student must declare their primary sport within one week into the season.

### **Advancement in Activities**

If a Junior High student demonstrates the academic, mental, and physical skills needed to participate at the Varsity/JV level, proper channels must be followed before participation is allowed. The proper channels for any junior high advancement request are as follows: Coach → Activities Director → Parents → Athlete. The Coach and his/her staff will evaluate the student and contact the Activities Director to start the advancement request. The Activities Director will also evaluate the physical skills and ask for feedback on the academic, emotional, and mental skills from the HS principal, teachers, and counselor. If approved, the parent(s) will be contacted by the Activities Director to discuss possible Varsity/JV participation. If the parent approves of the advancement, the final communication will be with the student for evaluation. If at any stage of the evaluation process the student is deemed to not be academically, mentally, emotionally, or physically prepared for Varsity/JV participation, the student will not be moved up to play at the Varsity/JV level.

### **Transportation**

Students are to join their teams on the school provided transportation *to and from* the activities, unless their parents have made personal contact with the coach/adviser and have signed a transportation permission form. After handing in a signed permission form, the parents are responsible for their son's/daughter's transportation arrangements.

### **Controlled Substances Violations**

The use or possession of tobacco, alcohol, or any controlled substance as defined by the NDHSAA is prohibited.

1. First Violation: The individual will be suspended for 6 calendar weeks. The individual may be required to participate in the (\*) Student Assistance Program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for all extracurricular activities for the remainder of the year. The individual may be required to participate in the (\*) Student Assistance Program
3. The student will be encouraged to continue practicing and once the suspension has been completed, will be eligible to participate. During the suspension, the student

may not wear any part of the competition uniform that signifies that he/she is representing the team.

4. An event is considered to be any NDHSAA activity, scheduled games, performance/contest, and any other activity where the student is representing the school. This would include King and Queen candidates for Homecoming, Honor Ushers for Graduation, and Prom.
5. The period of suspension shall begin from the date and time notification is given to the student by the school administration.

\*The Student Assistance Program may be required for students that violate the controlled substance policy. This program may include counseling in and out of school and other assistance deemed necessary for the student by school administration.

The use, possession, or sale of nonprescription anabolic steroids by any student athlete at any time during the school year is prohibited. Any student athlete found to be in violation of this policy shall be subject to the same penalties as tobacco, alcohol, and other drugs. The use or possession of anabolic steroids prescribed or directed by physician shall not be a violation of this section.

### **Due Process**

Before any "suspension" provided under these rules shall take effect, the student shall be verbally advised by the High School Principal or Activities Director of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such conference, the administration is satisfied that a suspension is justified, the student and/or parents shall be notified. The rules and regulations shall apply to any violation on or off school premises during the entire school year. The school year begins with the opening of fall practice and continues through spring post-season completion. A student may be suspended on the word of an adult or faculty member, if the accusing party is an eyewitness and is willing to sign a written statement to that effect. An accused student has the right to be present and question their accuser.

### **Administrative Action**

Violations requiring administrative action as established in the Oakes Public Schools Student Handbook may entail:

1. Suspension for one contest following the first violation.
2. May cause a suspension for remainder of the season following the second violation.

### **Chain of Command**

Unfortunately, a breakdown in communication between a student and the coach/advisor may occur at some point during the season. A chain of command to help reestablish positive, honest communications has been put into place and is expected to be followed by all students/coaches/parents in each program. The first person that the student (with parents, if necessary) should talk to is that student's immediate coach/advisor of the program. If the outcome of this meeting is not satisfactory, the student and parent may go to the head coach/advisor of the program. The next step is to discuss the situation with the Activities Director, who will call a meeting with the coach, student, and parents. If the issue is still not resolved, the student and parent(s) should talk to the superintendent. The final step in this process is to bring the issue to the



school board president. The school board president should only enter into this process after all other appropriate steps have been taken. Often, communications can be re-established by the coaches/advisors and the participant sitting down and discussing all issues/concerns.

### **Cooling Down Period**

Because coaches have much to think about prior to the game and are highly emotional following a game, we ask that parents do not confront a coach with any concerns within 24 hours before or after a game. Often, these confrontations will lead to emotionally charged discussions that bring no resolution. Waiting 24 hours after the conclusion of a game will allow both the parent and the coach time to “cool down” before discussing a concern.

### **Participation Fees**

No student shall be allowed to perform in any extracurricular event until the following fee is paid to the Office:

1. \$50 per activity with a maximum of \$100 per student per school year for students in grades 9-12.
2. \$40 per activity with a maximum of \$80 per student per school year for students in grades 7 and 8.
3. Participation fees will be charged for all extracurricular activities, which include: football, volleyball, cross country, wrestling, basketball, track, golf, baseball, speech, drama, jazz band and show choir.
4. Cross country and baseball participants will pay their participation fee to their respective schools.

In circumstances where students and/or families are unable to pay for participation fees we request that the parents/guardians contact the Activities Director or administration to discuss how assistance can be provided.

### **Curfew**

It is the belief of the Oakes School District that curfew is a decision between the parents and their child. Although a curfew will not be enforced by coaches/advisors, it is also understood that a student that is unable to perform at a high level due to being over-tired may result in loss of playing time/participation. A well-rested student will perform at a higher level than a student that is tired due to lack of sufficient sleep.

### **Weight Training Program**

We believe that in order to be competitive our students must be involved in year-round weight training program. Any activity wishing to use the weight room will supply supervision to insure the safety of the students. The supervisor will instruct the students to keep the room neat and clean. Weights are to be returned to the racks; and music will be shut off and lights turned off before the students leave the room.

### **Open Gyms**

Coaches that open the gym to allow their athletes to do off-season work must follow the following guidelines:

1. Open gyms are open to all athletes and all sports.

2. No OPS students will be allowed in the gym after 6:00PM on Wednesday evenings.
3. Athletes currently in season in another sport are not allowed to participate without permission from the coach of the sport in season. We must work to respect each other's program and allow athletes to focus on the season they are currently in. Students sometimes feel they can do everything, but it's hard enough keeping up with academics, family responsibilities, and their practices without getting up early or staying up late working on skills for their next sport.

## **Letter Winners**

The objective of a letter award is recognition of an achievement that has been accomplished through effort and sacrifice. One who receives a letter award is recognized as superior in some area of activities. Items that should be included will be that a student is to attend all practices and functions, unless excused. If unable to attend a practice or function and you are aware of it in advance, the absence must be approved by the HEAD coach/adviser before the excused missing of practice or function. If the student is not in school and the administration has excused the absence this will mean an excused absence. Completion of the season of participation is required in order for the student to be eligible for the letter or other group/team or individual awards. (exception: injury which limits participation) No awards shall be given to any student who quits or is suspended by the coach/adviser for disciplinary reasons.

### **Lettering Criteria General for all activities: The following is the same for all activities:**

1. Practice is mandatory, unless excused by a coach/adviser or is an emergency. (Absences may be excused, if church related, accidents, illnesses or family related matters.) [In the event a practice is to be missed, notify the coach/adviser ahead of time--otherwise it will be considered unexcused.]
2. Contest attendance with the team/group is mandatory, unless excused by a coach/adviser or is an emergency. (Absences may be excused, if church related, accidents, illnesses or family related matters.)
3. A participant who, in season, becomes ineligible to compete because of an infraction of either the NDHSAA rules or Oakes High School rules and policies shall forfeit their letter eligibility for that activity for that season.
4. A student earning a letter for the first time in any activity will receive a chenille letter. All subsequent awards will be as a certificate for each activity that he/she participated in.
5. Any participant injured during a season may earn a letter at the discretion of the coach/adviser. Such a participant would be expected to continue to attend all practices, contests and exhibit an attitude and spirit that are considered beneficial to the team/group.
6. A participant who is a senior and has participated the entire season and shown dedication to the varsity team/group may letter at the discretion of the coach/adviser.

### **Lettering Criteria for Individual Activities:**

Besides the above general requirements for lettering, letter winners must also meet criteria established at the discretion of the coach/adviser.

## **Concussion Management Program**

In accordance to the North Dakota Century Code 15.1-18.2-04 and the recommendation of the North Dakota High School Activities Association, the Oakes Public Schools has adopted,

implemented, and maintains the following concussion management program for all athletic activities sponsored and directed by the school:

**Signs and Symptoms:**

Students, parents and guardians, officials and coaches shall review and know the signs and symptoms of a concussion. Signs and symptoms include:

- Headache
- Fogginess
- Difficulty Concentrating
- Easily Confused
- Slowed Thought Process
- Nausea
- Lack of Energy
- Dizziness, poor balance
- Blurred Vision
- Sensitivity to light and sound
- Mood Changes – irritable, anxious, tearful
- Difficulty with Memory
- Tiredness

**Removal from Practice, Training, or Competition:**

1. A student is required to be removed from practice, training, or competition if:
  - a. The student reports any signs or symptoms of a concussion
  - b. The student exhibits any sign or symptom of a concussion, or
  - c. A licensed, registered, or certified health care provider whose scope of practice includes the recognition of concussion signs and symptoms determines, after observing the student, that the student may have a concussion.
2. The duty to remove a student as determined above extends to:
  - a. Each coach of a student,
  - b. Each official (umpire, referee, judge, or any other individual formally officiating at an athletic event), and
  - c. Any other individual designated by the school district as having direct responsibility for the student during practice, training, and competition

**Procedure Following Removal from Practice, Training, or Competition**

Any student removed from practice, training, or competition must be evaluated as soon as possible by a licensed health care provider who is acting within the provider’s scope of practice and trained in the evaluation and management of a concussion. A student who is evaluated and believed to have suffered a concussion may not be allowed to return to practice, training, or competition until a licensed health care provider who meets the criteria set forth above authorizes the student’s return.

**Authorization by a licensed health care provider to return to practice, training, or competition:**

- 1) Must be in writing (email, fax, paper copy)
- 2) Must be presented or forwarded to the Activities Director (or individual designated by the school district)
- 3) Must be retained by the student’s school for a period of seven years after the conclusion of the student’s enrollment

Any health care provider who signs return to play authorization is acknowledging that the provider is acting within his/her scope of practice and is trained in the evaluation and management of the concussion, as determined by the provider’s licensing board.

### **Training and Documentation of Information Provided**

Coaches and individuals designated by the school as having direct responsibility for the student during practice, training, or competition employed by Oakes Public School shall receive biennial training regarding the nature and risk of concussion. Documentation of such training shall be on file with the Activities Director. NDHSAA registered officials shall receive training as part of certification with the NDHSAA.

Prior to being allowed to participate, students and student's parents shall document that they have viewed information regarding concussion incurred by students participating in athletic activities. Oakes Public Schools shall provide this information in printed form. Students and/or parents and guardians may also provide documentation that concussion information was provided through a verifiable electronic format. Documentation shall be on file with the athletic director.

### **ImPACT Testing**

ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) is a computerized neurocognitive assessment tool used by some medical professionals to assist them in determining an athlete's fitness to return to play after suffering a concussion. This type of concussion assessment can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

Oakes Public Schools shall make ImPACT available to high school students. Baseline tests will be required to be taken by all students every two years in grades 7-12 in the sports of football, volleyball, basketball, wrestling, baseball, track and field. Post-injury assessments will be conducted at the request of the student's medical provider. In the case of absence of a baseline test for a non-contact/collision athlete (golf and cross country), normative data is available to medical professionals.

### **Additional Policies and Procedures**

This handbook is meant to reflect ONLY the most commonly asked questions concerning policies and procedures of Oakes Public Schools and is NOT an all-encompassing list. For a complete list of the Oakes Public School District's policies and procedures, please visit the following URL address:

<http://www.oakes.k12.nd.us/schoolboard>

# Oakes High School Activities

## Students and Parents/Guardians

### Sign-off sheet

This page must be signed and be on file with the Activities Director before the student will be allowed to participate in any extracurricular event at Oakes High School.

\*\*\*\*\*

#### **Parent/Guardian Signature:**

I have read the attached student handbook for extracurricular activities and have reviewed it with my son/daughter. I understand that participating in extracurricular activities is a privilege and I agree that my son/daughter must abide by rules and regulations in the handbook to participate in extracurricular activities. I also understand that the Oakes School District, Administration, Activity Director, and coaching/adviser staff will have final say regarding possible situations that do not have rules established in written policy.

Athletic training services provided on site will be covered by the mutual agreement between the Oakes School District and Sanford Orthopedics and Sports Medicine. In case of an emergency requiring medical attention, I hereby grant permission for emergency treatment for my son/daughter. I expect every effort will be made to contact me to receive specific authorization before emergency treatment is undertaken. I understand that the cost of any emergency medical attention is not covered by the Oakes School District, Sanford Orthopedics & Sports Medicine, or by the North Dakota High School Activities Association. The Ambulance service **will not** be paid by the Oakes School District. It is considered a parental responsibility.

#### **Acceptance of Rules Governing Oakes High School Activities Program**

I have received a copy of the policies governing activities at the Oakes School District. I have read them, understand them, and agree to abide by them for the duration of the season/seasons. My signature and that of my son/daughter to participate also gives permission for the coach/adviser/school to seek medical treatment as outlined above.

Parent Print Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Detach and return this sheet to the Central Office.)