



WEST FARGO PUBLIC SCHOOLS CO-CURRICULAR GUIDELINES

Participating in a West Fargo Public Schools 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 West Fargo Public Schools and the greater West Fargo community. To participate in a school activity, parents/guardians and students must accept the terms, conditions, and rules set forth by West Fargo Public Schools, the North Dakota High School Activities Association (NDHSAA), and the coach/advisor of each activity.

- ❖ **Prior to the start of the season, the following must be turned into the appropriate school activities office:**
 - Risk & Warning and Co-Curricular Guidelines Acceptance Form
 - Physical Evaluation Form
 - Participation Fees
- ❖ **Starting with the first day of practice, these items must then be given to the coach in order to assure compliance.**

Refer to district policies and respective school student handbooks for more information regarding code of conduct items, physical examination guidelines, or participation fees.

CITIZENSHIP / SPORTSMANSHIP: Refer to the expectations and guidelines indicated on the [WFHS/SHS](#) Activities Department webpage.

SCHOLASTIC ELIGIBILITY: Refer to West Fargo Public Schools Administrative Policy [FFE-AP: Extracurricular Participation Requirements](#).

SUSPENSIONS AND EXPULSIONS: Refer West Fargo Public Schools Administrative Policy [FFK: Suspension and Expulsion](#).

SCHOOL ATTENDANCE: At both the middle school and the high school level, a student must be in attendance the immediate half day on the day of a competition, event, performance, or practice unless prior approval is given by the building principal.

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 activities 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. **ANY TEAM SPECIFIC RULES WILL INCLUDE INFORMATION REGARDING PRACTICE AND GAME/EVENT ATTENDANCE.**

INJURIES: West Fargo Public Schools 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 WEST FARGO PUBLIC SCHOOLS.** West Fargo Public Schools does 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 tobacco, alcohol, or other controlled substances defined by North Dakota law is prohibited. Refer to West Fargo Public Schools Administrative Policy [FFE-AP: Extracurricular Participation Requirements](#).

TRANSPORTATION GUIDELINES:

1. All participants must ride to and from events in school-designated transportation.
 - a. **EXCEPTIONS (2):**
 - i. Injury to a participant requiring alternate transportation
 - ii. The participant's parent/guardian checks the student out with school personnel at the event site
2. In few instances, parents may be allowed to transport their participant to an event. This must be cleared by the activities director in advance.
3. We encourage all participants to ride home with their team. However, if a parent/guardian wishes



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to bring their participant home, that parent/guardian must make a face-to-face contact with the designated school personnel after the event to sign the release form. If someone other than a parent needs to take the participant after the event, the parent/guardian must first call the activities director prior to the event to notify the him/her of travel arrangements. **IF OKAYED**, the responsible adult taking the participant home must make a face-to-face contact with the designated school personnel after the event to sign the release form.

4. **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 student athletes in a potentially dangerous situation.

SPECIAL NOTES: The Co-Curricular Guidelines are 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 currently in an activity. These regulations are in effect for co-op students from other school districts, as well.



WEST FARGO PUBLIC SCHOOLS

CO-CURRICULAR GUIDELINES: PARENT/COACH COMMUNICATION

COMMUNICATION PARENTS CAN EXPECT FROM A COACH:

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

COMMUNICATION TO EXPECT FROM THE PARENTS/GUARDIAN:

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

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

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

ISSUES THAT NEED TO BE AVOIDED IN DISCUSSING CONCERNS WITH THE COACH:

1. Playing time
2. Team strategy
3. Play calling
4. Team selection
5. Other students/team personnel

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

COMMUNICATION ENGAGEMENT GUIDELINES: A positive student and coach/director experience is the ultimate goal for all co-curricular activities. Communication is critical in fostering this quality experience. If a concern evolves with the student participant, WFPS recognizes that communication between the coach/director and student participant is the essential component in the resolution process. **Below is the proper communication chain to follow that supports the process of effective communication.** 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 activities director immediately. The activities director will not discuss any other concern that has not already been discussed between the student and the coach/director.

1. Player makes a direct contact with the coach/director
2. Parent makes a direct contact with the coach/director **after a minimum of 24 hours have elapsed**
3. Parents make a direct contact with the activities director
4. Parents make a direct contact with the high school principal
5. Parents may submit a written complaint to the superintendent; a proposed solution must accompany the complaint.
6. Complaints that are unresolved at the superintendent level, may be brought before the School Board by notifying the Board in writing.

In situations requiring a conference between the student, the parent/guardian and the coach, activities director, principal or any combination thereof, please follow procedures below:

1. Allow a **minimum of 24 hours** following a practice/event to expire prior to contacting a coach/director.
2. Call to set up an appointment to meet coach/director and student. If desired, the activities director can help facilitate this meeting.
3. Include the activities director and/or principal when necessary.

❖ ***(In all cases, the meeting requires the presence of the student.)***

SPECIAL NOTES:

- Any correspondence regarding a co-curricular conflict will be passed along to the student and the coach/director involved – including phone, email, and text communications.
- West Fargo Public Schools and the Activities Departments do not guarantee a resolution to all co-curricular concerns.



WEST FARGO PUBLIC SCHOOLS

CO-CURRICULAR GUIDELINES: STUDENT CODE OF CONDUCT

PHILOSOPHY: As stated in West Fargo Public Schools Administrative Policy [FFE-AP: Extracurricular Participation Requirements](#):

The West Fargo School District believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community. The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY RULES (CONDENSED)

You are eligible:

- ❖ If you have been in classes as many days as you have missed from the opening of the semester.
- ❖ If you entered school within the first ten days of the semester.
- ❖ If you have competed in a sport for less than eight semesters as a high school student.
- ❖ If you have not competed in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension.
- ❖ If you have not enrolled in an institution of high rank except as an accelerated student carrying advanced work in addition to physically attending at least one class at your member school of attendance.
- ❖ If you earned 2.5 credits the preceding semester.
- ❖ If you maintain satisfactory progress towards graduation.
- ❖ If you have not graduated from a four-year high school or the equivalent.
- ❖ If you have not accepted awards other than those having symbolic value and costing no more than three hundred dollars.
- ❖ If you have not accepted non-monetary compensation totaling more than five hundred dollars during the current Association year (July 1 – June 30).
- ❖ If you are not twenty years of age or older.
- ❖ If you are an amateur in the sport in which you are competing, or if you have not competed under an assumed name.
- ❖ If you have not transferred from another school without corresponding change of residency by your parent(s)/guardian(s).
- ❖ If you are in your eighth semester and your seventh and eighth semesters are consecutive.
- ❖ If you have a current file of a doctor's or nurse practitioner's certificate of physical fitness.
- ❖ If you have not used, or have in your possession, tobacco, alcohol, or illegal drugs.

STUDENT CODE OF CONDUCT

As a student participating in co-curricular activities at West Fargo Public Schools, I understand and accept the following responsibilities:

- ❖ I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- ❖ I will be fully responsible for my own actions and the consequences of my actions.
- ❖ I will respect the property of others.
- ❖ I will respect and obey the rules of my school and district, and the laws of my community, state, and country.
- ❖ I will show respect to those who are responsible for enforcing the rules of my school and district, and the laws of my community, state, and country.

A STUDENT WHOSE CHARACTER OR CONDUCT VIOLATES THE STUDENT CODE OF CONDUCT, OR IS SUSPENDED OR EXPELLED FROM SCHOOL, IS NOT IN GOOD STANDING AND IS INELIGIBLE FOR A PERIOD OF TIME DETERMINED BY THE BUILDING ADMINISTRATIVE TEAM.