

ALEXANDER PUBLIC SCHOOL



**COACH'S
HANDBOOK
2023-2024**

Alexander Public School Mission Statement

We prepare students whose work ethic promotes success in an increasingly competitive world.

Alexander Public School Vision Statement

Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.

BOARD OF EDUCATION

A five-person board governs Alexander Public Schools. Current board members are as follows: LaShell Tjedle, President; Cameron Wahlstrom, Vice President; Chris Link, Darcy Delaney and Brady Hanna. Jami Hudson is the Alexander Business Manager.

ADMINISTRATION

Leslie Bieber is the Superintendent at Alexander. Shannon Faller is the PK-12 Principal, and AJ Allard is Elementary Principal.

TITLE IX

All complaints shall be submitted with the Title IX Coordinator or Co-Coordinator.

The Title IX Coordinator for Alexander Public School District is Mrs. Shannon Faller.
Shannon.Faller@k12.nd.us, 701-828-3334.

The Co-Title IX Coordinator is Aaron Allard:
Aaron.Allard@k12.nd.us, 701-828-3334.

Alexander School Board Policy AAC defines the process of Title IX complaints.

Policy AAC is available at the following locations:

- Alexander Public School Front Office
- Alexander Public School Teacher's Lounge
- Alexander Public School Website: <https://www.alexanderschoolnd.us/page/title-ix>

Code of Ethics of the Comet Community

Only to the extent that individuals know and practice an acceptable code of behavior, both among themselves and among each other, can Comet Community exhibit a positive attitude. Various codes of ethics have been set down for each member of the Comet Community, including:

1. To receive respect from others; be respectable;
2. If you cannot speak well of another, say nothing;
3. Do not criticize without a suggestion for improving;
4. When two people argue, both are in the wrong;
5. The person is more important than the subject matter;
6. Be helpful if you expect help from others;
7. Try to understand the other's point of view – he/she may be right;
8. Genuine praise of another raises you in his/her esteem;
9. Appraise yourself only by the best in others;
10. Accept yourself as you are, but do not be content to remain that way;
11. Ask yourself- Am I giving 100% each and every day?

ATHLETIC ASSOCIATIONS AND CONFERENCES

The rules, principles and spirit of such rules and principles of the North Dakota High School Activities Association and other organizations to which the high school may belong will be considered minimum, and vigorously subscribed to and enforced.

COACHES CERTIFICATION

All coaches 7-12 will be mandated to become Certified Coaches. In order to become certified each coach will need to take and get each certificate to the activities director. The following will be mandated: Concussion in Sports-What You Need To Know, Fundamentals of Coaching courses from the NFHSLEARN website: <http://www.nfhslearn.com>. Along with First Aid / CPR / AED Training. **If a coach does not take the required courses, the coach will pay the fine from NDHSAA**

COACHES BUS LICENSE

All coaches are highly recommended to get their CDL Bus License. All coaches are required to take a defensive driving course every five years.

TRANSPORTATION

All coaches of all levels must submit to the AD a transportation request form one week prior to the event to include the following:

- Locations
- Departure time
- Date
- Number of persons

Driving coaches will receive compensation on distance, not clocked time.

LOCKER ROOMS

Locker rooms need to be checked daily after practice, after games both in Alexander and after games/activities.

PURCHASES

All purchases must receive approval by the Athletic Director before the purchase is made.

SCHEDULES

All game and practice schedules need to be approved by the AD and shared with the front office and administration.

MANDATED REPORTER

Per NDCC 15.1-19, Each public and nonpublic school teacher, administrator, and counselor annually shall provide documentation to the department of public instruction of the individual's completion of the online interactive training module provided by the department of health and human services for mandated reporters of suspected child abuse or neglect

REPORTING SCORES

Head coaches are responsible for reporting scores and/or statistics (or ensuring that a delegated individual does so) on the evening following a home varsity game/meet/tournament. Results that should be reported on the evening of an event include: Volleyball match/tournament, football game, basketball game Information for local weekly papers will be issued as needed.

SUPERVISION OF FACILITIES

Under NO CIRCUMSTANCES is a student to be in a building of the Alexander Public School system without direct school staff supervision.

SUPERVISION ON TRIPS

All trips taken shall have adequate supervision as determined by the administration. Coaches, advisors, and/or chaperones need to disperse throughout the bus to ensure adequate supervision at all times. Any deviation from this procedure must be approved by the administration prior to trip departure. At no time should alcohol be consumed in the presence of students or prior to supervision students. Bag checks for all overnight activities by coaches and/or administration.

SUPERVISION IN HOTEL ROOMS

When overnight trips take place, the coaches need to secure a key to each room and make appropriate room checks. Reasonable curfews will be set each night and evening team meetings are encouraged. Head coaches are responsible for team members at all times. No one besides coaches and team members are allowed inside hotel rooms at any time. If a student / athlete does not follow any rules set by their coach and/or hotel the parents are to be notified to pick up their child and the student / athlete will not be able to participate the following day or in any overnight events for the rest of season.

MEALS FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Alexander School District School Board strongly supports a quality extracurricular program for students in the Alexander School District Public Schools. However, the provision for meals when students are participating in extracurricular activities is the responsibility of parents except as delineated below.

The District shall pay the cost of meals for students only when they are participating at state tournaments sponsored by the North Dakota High School Activities Association or state final competitions sponsored by the North Dakota State Vocational Education Board which are held outside the Alexander School District area. The allowance for authorized student meals shall not exceed the state rate for employees. Meal allowances and payment procedures shall be established by the Superintendent. Funds donated for this purpose will be allocated according to board policy. Policy FFE-AR

HEAD COACH INVENTORY

Head coach must turn in an updated inventory of all equipment.

STUDENT AWARDS

Head Coach must turn in student awards to the AD at the end of the season to be kept until the sport banquets.

STATISTICS

Head Coach must keep statistics approved by the AD for every varsity season.

PRACTICE SCHEDULES

Coaches need to provide practice schedule including time and place to the AD for approval prior to the season or within the first few weeks. Once approved, the AD will share it with admin and front office.

CONSUMPTION OF ENERGY DRINKS, PRE-WORKOUT, ETC.

Students are not able to practice or participate in the activity if a beverage of energy, pre-workout, etc. is consumed the day of the practice/activity.

BASKETBALL

GRADES 9-12

The Head Basketball Coach is responsible to the Activities Director for developing and conducting the basketball program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Basketball Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and having information ready for area press following each basketball game, including calling in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with Athletic Director.
6. Length of the regular season shall be determined by NDHSAA rules.
7. Attend region meetings.
8. Requirement for lettering: A participant must be in good standing throughout the season on the varsity team.
9. Annual team awards will be given at banquet.
10. The dress code consists of dress pants, jeans, or dress shorts, collared shirts (no T-shirts), and dress or tennis shoes.
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for proper care of uniforms, supplies, and equipment.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school.
15. Responsible for the roster, team photo, and cutline being placed on the NDHSAA website
16. Inventory of uniforms and equipment must be completed prior to compensation

GRADES 5-8

The purpose of this program is to teach students basketball fundamentals, sportsmanship, teamwork, knowledge of rules, positive attitude toward team and opponents, and the development of good physical health. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation. Playing time is earned in practice, and coaches will have final say in the matter.

The following items, in addition to the general description for all coaches, make up the duties of the 7th and 8th Grade Basketball Coaches.

1. Assist Activities Director with scheduling and coordinating practice and game schedule.

2. Arrange for bus transportation with Athletic Director
3. Length of regular season shall be a maximum of 12 games and a tournament.
4. The dress code consists of dress pants or jeans (no blue jeans) or dress shorts, dress shirts (no T-shirts), and dress shoes or tennis shoes.
5. Responsible for proper care of uniforms, supplies, and equipment.

FOOTBALL

GRADES 9-12

The Head Football Coach is responsible to the Activities Director for developing and conducting the football program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all coaches, make up the duties of the Head Football Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and have information ready for area press following each football game, including calling in scores.
4. Conduct practices on non-game days; coach on all game days.
5. Arrange for bus transportation with Athletic Director.
6. Length of the regular season shall be a maximum of 9 games.
7. Annual team awards will be given at banquet.
8. Requirement for lettering: A participant must be in good standing throughout the season on the varsity team.
9. Annual team awards will be given.
10. The dress code consists of uniform top on game day.
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for the team roster and team photo being placed on the NDHSAA website.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school
15. Responsible for proper care of uniforms, supplies, and equipment.
16. Inventory of uniforms and equipment must be completed prior to compensation

GRADES 7-8

The purpose of this program is to teach students football fundamentals, sportsmanship, teamwork, knowledge of rules, and a positive attitude toward team and opponents. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of

fun, as well as a learning situation. Playing time is earned in practice, and coaches will have final say in the matter.

The following items, in addition to the general description for all coaches, make up the duties of the Junior High Football Coach (grades 7-8).

1. Assist Activities Director with scheduling and coordinating practice and game schedule.
2. Contact the Activities Director to obtain necessary workers for home games.
3. Arrange for bus transportation with Athletic Director.
4. Length of regular season shall be a maximum of 8 games.
5. Uniform top on game days.
6. Responsible for proper care of uniforms, supplies, and equipment.

VOLLEYBALL

GRADES 9-12

The Head Coach is responsible to the Activities Director for developing and conducting the program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for statistics information ready for area press following each VB game, including calling in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with Athletic Director.
6. Length of the regular season shall be 14 matches and three tournaments.
7. Attend regional and state meetings.
8. Annual team awards will be given at banquet.
9. Requirement for lettering: A participant must be in good standing throughout the season on the varsity team.
10. Annual team awards will be given.
11. The dress code consists of dress pants or jeans (no blue jeans) or dress shorts, dress shirts (no T-shirts), and dress shoes. Dress code for day long tournaments will consist of travel gear / sweats.
12. Attend meetings set up by the Activities Director throughout the season.

13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school
15. Responsible for the roster, team photo and cutline being placed on the NDHSAA website.
16. Inventory of uniforms and equipment must be completed prior to compensation

GRADES 5-8

The purpose of this program is to teach students volleyball fundamentals, sportsmanship, teamwork, knowledge of rules, and a positive attitude toward team and opponents. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation. Playing time is earned in practice, and coaches will have final say in the matter.

The following items, in addition to the general description for all coaches, make up the duties of the Junior High Volleyball Coach (grades 7-8).

1. Assist Activities Director with scheduling and coordinating practice and game schedule.
2. Arrange for bus transportation with Athletic Director.
3. Length of regular season shall be a maximum of 12 matches.
4. The dress code consists of dress pants, jeans, or shorts, a dress shirt, and dress shoes or tennis shoes.
5. Responsible for proper care of uniforms, supplies, and equipment

WRESTLING

GRADES 7-12

The Head Wrestling Coach is responsible to the Activities Director for developing and conducting the sports to which assigned in accordance with the policies of the school district and the rules of NDHSAA. The Head Coach is responsible for the total program. The Coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Wrestling Coach.

1. Attend the NDHSAA Rules Clinic – not attending will result in the direct assessment of the NDHSAA fine.
2. Assist AD with scheduling and coordinating practice and match schedule.
3. Responsible for keeping statistics and have information ready for area press following each match and tournament, including calling/faxing scores.
4. Arrange for bus transportation with AD.
5. Length of the regular season shall be approximately 14 weeks.
6. Attend region meetings
7. Ensure the mat is properly set up for matches and practices

8. Annual awards will be given at the Spring Banquet.
9. Requirement for lettering: Participate as a varsity wrestler in the Region Tournament or wrestle in four varsity tournaments or win 3 matches.
10. The dress code consists of jeans, dress shirt (no t-shirt) and dress or tennis shoes.
11. Attend meeting set up by the AD throughout the season.
12. Responsible for the roster, team photo and cutline being placed on the NDHSAA website.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school
15. Complete inventory of uniforms and equipment at the completion of the season prior to compensation.

MUSIC: VOCAL & INSTRUMENTAL

GRADES 7-12

The Music Director is responsible to the Activities Director for developing and conducting the activity to which assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Music Director coordinates the activities of all students involved along with any assistant coaches.

The following items, in addition to the general description for all non-athletics and advisors, make up the duties of the Music Director.

1. Attend a music clinic and regional meetings each year to become updated on rules, regulations, etc.
2. Extend the invitation to all students who are interested in any music activity.
3. Inform and encourage students of the various activities and contests in which they can participate.
4. Keep record of student participation.
5. Have a Fall and Spring Concert. Help out with music for Graduation and Homecoming.
6. Be responsible for music/National Anthem at all home games that the band plays. When band doesn't or cannot play, performers for the National Anthem will attempted to be found. If no one can be found, a recording will be used. The Music Director is not responsible to be present for the National Anthem when the band does not play. Make schedule.
7. Practice with each student in each category to coach them on their performance.
8. Arrange participation in regional and state contests.
9. Accompany students to all away events.
10. The requirement for lettering is as follows: (A) Student must be a member in good standing (no NDHSAA or Alexander ineligibilities due to alcohol, controlled substances, or behavior). (B) Student must be in band and/or choir both semesters of the school year to be eligible for letter. (C) Student must have a grade no lower than a C. (D) Band and choir members are to participate in all required music events and performances. All performances count toward grade. For a performance to be excused a valid written excuse signed by a parent must be turned into music director. The excuse must state a valid reason for missing performance. Validity of excuse is determined by music director.

11. If band/choir is playing or performing, band/choir students will be excused from participating in any other activities or practices scheduled during the time band/choir is performing. However, varsity players of school sponsored events are excused from band/choir to play for their athletic games. B and C squad players are expected to play in band/choir. Players playing in away scheduled school sponsored events will also be excused if their games are scheduled during the time band/choir performs. Students participating in other school sponsored extra-curricular events not at the same site are not excused from playing in band/choir unless their events are scheduled during the same time as band/choir performs.
12. If the band/choir is playing for more than one game on a particular day, varsity athletes will play in the band when not playing their athletic event.
13. No other activities will be scheduled on concert or festival days.
14. Special practices and meetings will not be scheduled to interfere with band/choir or other music performances. If they are, music performance is priority over practice.
15. Establish your dress code for band, National Anthem, regional and state contests and festivals.
16. Responsible for the roster and team photo being placed on the NDHSAA website

DRAMA ADVISOR

GRADES 7-12

The Drama Coach is responsible to the Activities Director for developing and conducting the activity to which assigned in accordance with the policies of the school district and the rules of the NDHSAA.

1. Read scripts to find a suitable one for the particular group giving the play, taking into consideration all that wish to be involved.
2. Assist the Activities Director with coordinating practice and performance schedule.
3. Conduct try-outs for casting the play.
4. Supervise students as they build, paint, and decorate set.
5. Procure costumes suitable for the play.
6. Arrange stage technicians.
7. Prepare articles for publicity and advertising.
8. Prepare programs.
9. Following performances assist in set removal to assure that all properties and furnishings are returned properly.
10. Members of the play cast will be grades 7-12 for high school productions plus other students that may be needed to assist.
12. The letter requirement consists of attending practices regularly and finishing the production as well as cleanup and following all guidelines set down by the NDHSAA.

SPEECH

The Head Speech Coach is responsible to the Activities Director for developing and conducting the sports to which assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items make up the duties of the Head Speech Coach:

1. Length of regular speech season shall be approximately 12 weeks.
2. Attend NDHSAA rules clinic and regional meetings throughout the year as required.
3. Assist the Activities Director with scheduling and coordinating practices and meet schedule.
4. Arrange for bus transportation with Athletic Director.
5. Assist students in selecting and/or writing appropriate speeches for competition.
6. Conduct practices at least two to four times per week. Practices will be at flexible times for students who are involved in other activities or athletics.
7. Keep records of judge ballots and comments for student improvement throughout the season.
8. Complete and send in entry forms and entry payment to meet managers.
9. Responsible for proper care of stopwatches and speech materials for meets.
10. Arrange participation in the regional speech meet and in the state speech meet for students who qualify.
11. Establish business dress code for all meets unless otherwise specified by the meet manager.
12. Requirement for lettering: A participant must be in good standing throughout the season
13. Special awards may include Best Interpretation, Best Extemporaneous Speaker, Best Public Speaker, and Most Improved.

GOLF

The Head Golf Coach is responsible to the Activities Director for developing and conducting the sports to which assigned in accordance with the policies of the school district and the rules of NDHSAA. The Head Coach is responsible for the total program. The Coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Golf Coach:

1. Attend the NDHSAA Rules Clinic – not attending will result in the direct assessment of the NDHSAA fine.
2. Assist AD with scheduling and coordinating practice and meet schedule.
3. Responsible for keeping statistics and have information ready for area press following each meet and tournament, including calling/faxing scores.
4. Arrange for bus transportation with AD.

5. Length of the regular season shall be approximately 10 weeks.
6. Attend region meetings if held
7. Structure a practice schedule that allows athletes to practice both in Alexander and at a neighboring course.
8. Annual awards/recognition of participation will be given at the Spring Banquet.
9. Requirement for lettering: Participate as a varsity golfer in a varsity meet.
10. The dress code consists of jeans/shorts, dress shirt (no t-shirt) and appropriate shoes.
11. Attend meeting set up by the AD throughout the season.
12. Responsible for the roster, team photo and cutline being placed on the NDHSAA website.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school
15. Complete inventory of uniforms and equipment at the completion of the season prior to compensation.

Disclaimer: All APS District Policies are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of the administration.