



*"JNDJANS"*

**Broken Bow High School**

**Student/Parent  
Activity Handbook**

**2011-2012**

*Principal - Mr. Ken Kujath  
Activities Director - Mr. Ryan E. Hogue*

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### ***Introduction***

Congratulations on being a participant in Broken Bow High School's Extracurricular Activities Program. Participation in activities in the Broken Bow Public School District is a PRIVILEGE that involves TEAMWORK and SELF DISCIPLINE.

Extracurricular Activities are an excellent means of bringing together home, school, and community, as well as contributing to your personal development, growth, and education. The activities program also provides you the opportunity to compete in contests with other schools, aids you in developing new friendships, and teaches you good sportsmanship.

As a participant, you need to be prepared to dedicate yourself to the activities you are involved in. Remember, you will be a representative of your family, school, and community so your actions should be above reproach, both on and away from the field of play. As a participant your success will strongly depend upon your attitude, conduct, cooperation, loyalty, and desire to achieve excellence as a student at Broken Bow High School.

This handbook will provide both the student and parents with the basic understanding of the expectations, rules, and requirements involved with being involved in extracurricular activities at Broken Bow High School.

## ***BROKEN BOW HIGH SCHOOL ACTIVITY GUIDELINES***

The activity program of Broken Bow High School is designed to provide wholesome opportunities for the participants.

The major objectives of Broken Bow Activities are:

- To encourage the development of positive leadership characteristics in participants.
- To develop in participants a sense of mature responsibility.
- To promote good sportsmanship and respect among all concerned.
- To promote the values of self-discipline, integrity, and teamwork.
- To develop in participants an appreciation of competition.

Any girl or boy is welcome to try out for or participate in any of the activities available to them providing they meet the requirements established by the NSAA and Broken Bow High School.

### ***Activities Governed by Handbook***

Rules, regulations, and procedures specified in this handbook will govern all extra curricular activities promoted or supported by Broken Bow Middle/High School.

Extracurricular Activities shall mean all sports, activity events and contests, any type of competition, performance, conference, convention, music program, speech or drama performance, play, musical, concert, Ag contest or event, leadership conference, quiz bowl, math or business contest or event or any type of activity which has Broken Bow Middle/High School students representing our school in an individual, small group or large group event, performance or contest, all of which are governed by the activity policies of Broken Bow Middle/High

School. The addition of any new school activities/organizations will be governed by the handbook upon inception.

### **General Information**

Broken Bow High School  
323 North 7<sup>th</sup> Avenue  
Broken Bow, NE 68822

Broken Bow Middle School  
322 North 9<sup>th</sup> Avenue  
Broken Bow, NE 68822

#### Telephone

High School 872-2475

Middle School 872-6441

Fax Number 872-6296

#### **Clubs/Organizations (Sponsor)**

- National Honor Society, Bev Schwisow
- Spanish Club, Stefanie Edwards
- B-Club, Ryan Hogue/ Zane Harvey
- FFA, Lonnie Koepke
- Student Council/ Renaissance, Rachelle Haines & Nicolette Altig
- Art Club, Paul Loomer
- Quiz Bowl, Ann Kujath,
- Junior High Quiz Bowl, TBA
- YOADA, Deb Mayor
- CIA, Kay Pierce & TBA
- TRI-M, Glenda Ward

#### **Fine Arts (Coach/Sponsor)**

Band, Bill Reichert

Grades 7-12, includes Stage, Pep, and Marching.

Vocal Music, Glenda Ward

Grades 7-12, includes Women's Ensemble. Try-outs for positions.

Speech, Cindy Fox & Sara Tolstedt

Grades 9-12, Varsity and Junior Varsity.

Play Production, Stefanie Edwards & Angie Ripp

Grades 9-12. Positions Selected Through Try-Outs.

Journalism and Annual Staff, Lisa Phillips

Grades 9-12. Must have a "C" average.

**Athletics (Head Coach, Assistant Coaches)**

Cheerleading---Amy Evans & Jodi Smallcomb

Grades 9-12, Varsity Only, Try-outs in spring for squad--Maximum of 12

Football---Mike Garner, Zane Harvey, Ed Schaaf & Kurt Altig

Grades 9-12, Varsity, Junior Varsity, Freshman/Sophomore

Boys/Girls Cross Country---Brynn Jobman & Alex Hull

Grades 7-12, Varsity, Junior Varsity and Junior High.

Volleyball---Ashley Warren, Allison Jonas & Brice King

Grades 9-12, Varsity, Junior Varsity, Freshman, & Reserve.

Girls Golf---Amy Taylor & Sara Myers

Grades 9-12, Varsity and Junior Varsity

Wrestling---Ed Schaaf, Jason Rynearson & Will Smith

Grades 9-12, Varsity and Junior Varsity

Boys Basketball---Anthony Blum, Zane Harvey & Brad White

Freshman Team, Grades 9-12 comprise Varsity and Junior Varsity.

Girls Basketball---Brynn Jobman, Brice King & Heath Paulsen

Freshman Team, Grades 9-12 comprise Varsity and Junior Varsity.

Boys/Girls Track---Kurt Altig, Mike Buckles, Zella Briggs, Sheri Jones, Mike Garner, Brynn Jobman & TBA

Grades 9-12, Varsity and Junior Varsity

Boys Golf---Zane Harvey

Grades 9-12, Varsity and Junior Varsity

7/8 Girls/ Boys Track---Gary Meyer, Brandon Myer, Jim Jensen, Jessica McCaslin & TBA.

7<sup>th</sup>/8<sup>th</sup> Grade Football---Gary Meyer, Brandon Myer, Dan Foster & Jim Jensen

7<sup>th</sup> Grade Volleyball---Sheri Jones & Mary Jo Peterson

8<sup>th</sup> Grade Volleyball--- Randy Loughran & Tanya Kleeb

7<sup>th</sup> Grade Girls Basketball--- Randy Loughran & Tanya Kleeb

8<sup>th</sup> Grade Girls Basketball--- Rachelle Haines & Gary Meyer

7<sup>th</sup> Grade Boys Basketball---Gary Meyer & Rachelle Haines

8<sup>th</sup> Grade Boys Basketball---Rick Johnson & Randy Loughran

\*Senior Team Members have no guarantees of playing time because of age; therefore players which may see limited playing time will be so informed one week prior to the first contest. Freshmen will play at that level when a team exists; deviations must be approved by the Activities Director, Participant, Participant's parents/guardian, and Head Coach.

## ***PHILOSOPHY***

Activity traditions cannot be built overnight; it takes the hard work and dedication of many individuals to achieve this goal. As a member of any activity, the student has certain responsibilities to uphold.

Our tradition at Broken Bow High School has been to achieve the greatest amount of success while trying to ensure the greatest amount of participation possible.

Each student should realize that participation in activities is a privilege and not a right. The student is allowed this privilege of representing their school, as long as the student is willing to accept the responsibility of adhering to all the rules and expectations. Each student is important and should be respected as an individual. It is our desire to assist each member of the group to develop as nearly as possible his/her maximum potential.

We believe that each individual who desires to participate should have the opportunity to do so, if at all possible. Individuals should be expected to succeed and encouraged to do so within the limits of their ability.

At all times, the coach, director, or sponsor of an activity is expected to set a good example for the youth under his/her direction. In the areas of extracurricular activities, we have the greatest opportunity for a positive influence in the lives of students. Each area of the extracurricular program is important. No one area is more important than another. At all times, we will encourage students to participate in other programs offered by our school system.

We realize that extracurricular activities are only a part of the total school program. Each student will be encouraged to be as successful in the classroom as on the stage, court, or field. Our goal is to help young people develop their skills to the greatest degree possible and become the type of individual that is a credit to our school and community.

## ***EXPECTATIONS***

### **Of the PARTICIPANTS:**

The Broken Bow Middle/High School administration, coaches, and sponsors expect our students involved in extracurricular activities to present themselves with high expectations as they are representing their school, themselves, and the community whenever they perform, compete, or participate. The following expectations and standards need to be followed by all participating students.

As a participant you will;

- Be a positive leader and role model at all times.
- Be willing to fulfill in-season expectations of your coach/sponsor, especially practices.
- Abide by a “Higher Standard” and follow the rules in this handbook.
- Treat teammates, coaches, and school personnel with respect at all times.
- Understand that winning/excellence is important, but playing by the rules and good sportsmanship are greater values.

To be positive leaders of the student body and to attain success you must discipline yourself in order to receive the maximum benefits possible as a TEAM and individual.

Participation in activities should be a highly rewarding educational experience. The satisfaction derived from participation and completion will help prepare you for life following graduation from High School. You owe it to yourself to do your best in the classroom, on the stage, courts, and fields during your four years at Broken Bow High School.

**Of the PARENT/GUARDIAN:**

- To take the time to read the Activity Handbook and understand the rules.
- To be a positive role model at activities.
- To attend any “Parent Meetings” held by a coach/sponsor with whom your student is involved with.
- To be supportive of your child for taking the time and effort to be involved.
- To remember that you are a parent, you may be biased, and it is always better to take a day and think before reacting.
- To accept our sincere thanks for letting your son/daughter be a part of the activities program at Broken Bow High School.

**Of the COACHES/SPONSORS:**

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To show cordial courtesy to visiting teams and officials.
- To continually update your knowledge and coaching techniques.
- To strive for victory through fair play according to the rules.
- To encourage leadership, use of initiative, and good judgment by players of the team.
- To do everything possible to encourage enthusiasm for the activity you supervise and promote involvement in the entire activities program.
- Before each season give copies of the practice schedule, activity schedule, departure schedule, philosophy sheet, and rules to participants, parents, and school administration.
- To promote your activity through the school and media through positive communication. This includes turning in results, returning completed pre-season and post-season forms, and attending events related to your activity.

**REQUIREMENTS FOR PARTICIPATION**

Prior to the start of each activity in which the student will participate, the student will need to make sure that the following have been done:

1. **Physical Examination** taken after May 1 of that current school year for students who will be in “Athletic” activities. Each participant in athletics will take and pass a physical examination before starting practice.
2. **Student Participation and Parent Approval/Consent form** is signed by the student and parent/guardian and on file in the Activities Office (all extracurricular). No athlete will be allowed to begin practice until he or she has turned their signed physical examination-parental approval/consent form into his or her respective coaches.
3. Each participant in athletics will have **insurance**. This insurance may be a family plan secured on the family's own or one of the policies offered through the school.
4. Each participant in extracurricular activities will adhere to the Nebraska School Activities Association (NSAA) policies concerning scholastic eligibility. The scholastic eligibility requirements are as follows:

**Preceding Semester.** A student shall have credit on the records for 20 semester hours of school work for the immediate preceding semester. Failure to complete this requirement will cause the participant to be declared ineligible for varsity competition for the following semester.

5. Each participant in extracurricular activities will adhere to the Broken Bow School policies concerning current semester eligibility.

**Current Semester.** All students must be in regular attendance and doing passing work in 30 semester hours (six classes) of the current semester. If an athlete is not passing the required number of semester hours, he or she will be ineligible to compete in interscholastic contests until he/she is in compliance.

6. Be **released from any previous activity**. This includes turning in all equipment and uniforms or paying fines for lost items.

## ***RULES AND REGULATIONS***

### ***NSAA Eligibility***

In order to represent a high school in interscholastic varsity competition a student must abide by the eligibility rules of the Nebraska School Activities Association and Broken Bow Public Schools. NSAA rules would affect students' grades 9-12 only when they participate at the senior high school varsity level. The following is a summary of these rules.

If you do not understand after reading the rules listed below or you need an explanation of other requirements, consult the principal or activities director.

- A. Student must be an undergraduate

- B. Student must be enrolled in at least 20 hours per week and regular in attendance.
- C. Student must be enrolled in some high school on or before the eleventh day of the current year.
- D. Student is ineligible if nineteen years of age before August 1 of the current year.
- E. After a student's initial enrollment in grade 9 of a four-year high school, he/she shall be ineligible after eight semesters of school membership.
- F. Student must have enrolled in school the immediately preceding semester.
- G. Student must have received 20 semester hours of credit during the immediately preceding semester.
- H. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season usually begins Week 7 of the NSAA Activities calendar year and ends with the state meets in the fall sports. The winter sports season begins week 20 of the NSAA Activities calendar year, and ends with the state meets in the winter sports. The spring sports season begins week 35 of the NSAA Activities calendar, and ends with the state meets in the spring sports.
- I. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a team member.
- J. A student shall not participate on an all-star team while a high school undergraduate.
- K. A student entering grade 9 for the first time after being promoted from 8<sup>th</sup> grade of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade 10 from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for 90 school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for 90 school days.
- L. Attending the school in their "Home" district or have filed proper "Option Enrollment" paperwork with Broken Bow Public Schools prior to March 15 for the upcoming school year.
- M. A student is ineligible for ninety school days in Varsity competition if his/her parents have changed their domicile to another school district and the student has remained in

former school which is in a different school district. (Exception: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

- N. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director of the NSAA for his review and a ruling.
- O. A student shall not participate in a contest under an assumed name.
- P. A student must maintain his/her amateur status.

Requests for the consideration of such exceptions of Nebraska School Activities Association requirements shall be acted upon by the Board of Control of the NSAA three times during each school year. Other cases may be heard at the discretion of the Board of Control if the incident causing the hardship occurred between the regular meeting schedules for the hardship rulings.

The first hardship committee meeting will be in August in the association office. The second meeting is scheduled for November and the third for March in the association office.

Applications for the consideration of such exceptions must be in the hands of the executive secretary of the NSAA at least one week in advance of a hardship committee meeting. Each application must be made in writing by the superintendent or principal of the high school and should contain all the facts pertinent to the cause, including sufficient data to make it possible to reach a decision without further investigation. A personal appearance before the board is not necessary.

It should be understood that ordinary cases of ineligibility shall not be considered as coming under this rule and that the conditions which cause the student to fail to meet the eligibility requirements must have been beyond the control of the school, the pupil and his/her parents.

### ***Additional Regulations-- Broken Bow Schools***

1. Each participant in activities will comply with the Code of Conduct for Extracurricular Activities found in the student handbook. Penalties for failing to comply with the Code are also found in the handbook. In addition, participants will be expected to follow any additional rules and policies set forth by the Head Coach/Sponsor of their activity.
2. Each participant in activities will travel to and from away contests in the school vehicle assigned that particular trip. Participants will be under the direct supervision of the Coach/Sponsor accompanying them on the vehicle. In some cases participants may ride home from an away contest with their parents if prior arrangements have been made with the

Principal/Activity Director. It is desirable however, that participants ride home from these contests with the other members of the squad. No participant will drive his or her car to an away contest.

3. A participant in activities who is suspended from school for any reason is also suspended from his or her activity for the length of the suspension. This includes practice sessions. In-school suspension will allow the student to participate in practice only.
4. Each participant in activities is expected to attend all scheduled practices. If circumstances arise which make it impossible for the participant to attend practice (family emergency, doctor's appointment, etc.) the participant will inform the Head Coach/Sponsor as early as possible.
5. It must be remembered that participants in activities are highly visible representatives of the school. As such, they will consistently demonstrate good sportsmanship and mature behavior.
6. Each participant will keep his or her hair groomed so that it is neat and presents no hazard to the participant during practice or competition.
7. Each participant in activities must remember that participation in activities is a privilege. This privilege is earned through dedication and hard work. Participants will find that the rewards yielded by activities are proportional to the work invested, the more you put in the more you get out.
8. The Activities Director and the Principal, with the sponsor shall reserve the right to withhold any student from participation should the classroom work indicate at any time that they are not working up to their ability.
9. Coach/sponsor(s) are to abide and enforce to his/her athletes the dress code policy set forth by the Broken Bow Public Schools Administrative team. Standard uniform rules apply to practice and competition dates and practices. Administrative judgment per case may apply.

### ***PRACTICE REQUIREMENTS***

In order that we may always have a well rounded activity program at Broken Bow Senior High, and because of limited facilities for some programs, the following guidelines are followed.

#### Sports Practice/Contest Regulations:

A. No student will work out under the supervision of a sponsor or use school facilities during the school year until five weeks before the first practice date scheduled for the next sport season. During the time between the close of the school term and three weeks before fall practices there will be no restrictions on practices; however, all practices will be unorganized during the three weeks before the start of fall practices. The only sports in which unorganized practices will be allowed are football, cross country, and volleyball plus the regular conditioning program.

- B. No student will ever work out using school facilities unless he or she is under the direct sponsorship of a coach or sponsor.
- C. Nothing will ever be done by any coach or athlete to take away from the sport in season.
- D. Coaches will encourage their athletes to participate in another sport during the off-season.
- E. Daily off-season unorganized practices will always start after the practices of the sport in season and will be concluded before the daily practice ends so as not to interfere in any way with the sport in season. These off-season practices will not begin until 4-weeks after the NSAA dated start of the in-season sport. The in-season coach and off-season coach wishing to have “open” gym, shoot around, (open to everyone and also publicized to the entire school), field, runs, will communicate with one another as to who, when, and where these “open”/ shoot arounds will occur. It is the recommendation of the Activities Director that these open gyms, shoot arounds, fields, and/or runs do not occur within 3 days of Conference or 1 week prior to District or State competition of the in-season sport. Common courtesy and respect for the in-season sport among coaches will be followed as well.
- F. If any individual is dropped from a squad, because of disciplinary reason, by the coaching staff or if they quit of their own accord, they may not practice for the next sports season using school facilities or under the supervision of a coach until the sport which he/she quit is completed.

### **LETTERING REQUIREMENTS**

#### **General Rules**

The Broken Bow High School athletic letter and the right to wear it for BBHS are given to those athletes who have represented the school well and have met the requirements set down by each sport.

This letter is the highest award given for athletes. It will only be worn by BBHS best athletes and has been won by their best efforts. It stands for achievement. It is an honor to win it; it is a great honor to wear it.

Student athletes wearing this letter must remember that to the public this emblem stands for BBHS, and everyone will judge our school by the conduct of the athletes. Our conduct must be a reflection of credit only upon the name of the school.

Along with each team's lettering requirements, the athlete must finish the season in good standing with the coaches and be recommended by the coach. Good standing would include adhering to practice policies, attitude, and acceptance of individual roles.

Seniors that have participated in a sport every year but have not met the lettering requirements of that sport may receive a varsity letter upon recommendation of the coach of that sport.

In a case where an individual has contributed a great deal to the team but has not fulfilled normal requirements, a coach may letter an individual with approval of the Activities Director.

All athletes must complete the season to letter in that sport unless illness or injury prevents completion. The school must receive a letter from a medical doctor stating the reason that the athlete should not complete the season. The athlete still must attend all practices unless excused by the coach.

Any special situations not already addressed will be handled by the activity director and coach involved.

### **Individual Sport Lettering Requirements:**

#### **Football:**

- 1) Must play in and make a major contribution in one-half of the regular season games. This would be determined by the coaching staff.  
Example: 9 games which would equal 36 quarters. 18 quarters would be needed.
- 2) Must display good citizenship, attendance to school, and good conduct in and out of school. Grades must be kept up.
- 3) If the participant misses a practice or contest without being excused in advance, the participant may be required to make up that practice and will be held out from the next contest in which they are scheduled to take part.
- 4) If the participant misses a second practice or contest without being excused in advance, the participant will miss the next two contests in which they are scheduled to take part.
- 5) If the participant misses a third practice or contest without being excused in advance, the participant will be dismissed from the sport for the remainder of the year.
- 6) Two unexcused tardies will account for an unexcused absence.

**THE ABOVE REQUIREMENTS MAY BE WAIVED ON THE COACHES RECOMMENDATION.**

#### **Boys and Girls Golf:**

- 1) 4<sup>th</sup> year senior.
- 2) Medal in a major varsity meet. Must have at least four teams in the meet.
- 3) Play in 1/2 of the Invitationals.
- 4) One of the top 6 golfers that play in the conference meet.

- 5) Be selected by the coach as a major contributor to the golf team.
- 6) Must also finish the season in good standing and be recommended by the coach

**THE ABOVE REQUIREMENTS MAY BE WAIVED ON THE COACHES RECOMMENDATION.**

**Volleyball:**

1. Play in 25% of the sets in total matches.
2. Must display good citizenship, attendance to school, and good conduct in and out of school. Grades must be kept up.

**Cross Country:**

- 1) A runner must complete in two varsity cross country meets.
- 2) A junior varsity runner may letter by placing in the top 10 in two junior varsity meets, or by competing as a varsity athlete in one varsity meet and placing in the top 10 of one junior varsity meet.
- 3) Seniors who have competed for at least two previous years and have not previously lettered will earn a letter.

**Boys and Girls Basketball:**

Play in 30% of the total number of varsity quarters per season.

**Wrestling:**

In order to receive a letter in wrestling, a wrestler must meet three objectives:

1. Wrestle in at least (8) varsity matches.
2. Perform at least 15 wrestling based community service hours.  
- (Helping at Broken Bow MS Tournaments/ Practices, or Broken Bow Wrestling Club Tournament)
3. A wrestler must score 55 points on the following point system.
 

a. Varsity Pin	6 pts
b. Technical Fall	5 pts
c. Major Decision	4 pts
d. Decision	3 pts
e. Reserve Pin	2 pts
f. Reserve Win	1 pt
g. Varsity Loss	1 pt

In addition, a wrestler must finish the season in good standing. Injured wrestlers will earn their letter if they have met the criteria before being injured and continue to contribute to the team in other ways such as doing statistics, filming, student managing, etc..... Seniors will letter if they

have wrestled all four years and complete their senior year in good standing with the Head Wrestling Coach. Seniors are not guaranteed a spot on reserves if they are the number two wrestler in that weight.

**Boys and Girls Track:**

- 1) An athlete must score 4 points in varsity competition (Varsity competition shall be defined as a meet involving 5 or more varsity teams). Points scored by relays are divided among participants.

or

- 2) An athlete may also letter by qualifying for the State Track Meet.

or

- 3) Competing in 50% of the varsity track meets as a varsity athlete (top 3 individuals in each event shall be designated varsity athletes for each varsity competition).

**Instrumental Music:**

100 points must be accumulated to letter.

Possible Merit Points: Summer parades-10 pts, Fall parades-10 pts, Concerts-10 pts, Veterans Day-10 pts, Football games-3 pts, Basketball games-2 pts, Participation in small group or solo for district contest-5 pts, Participation in Stage Band-5 pts.

Demerits will be given at the director's discretion for improper care of uniforms, instruments, or discipline problems.

**Vocal Music:**

<b>Total points needed to qualify for a letter</b>	<b>75 points</b>
Choir member	10 points
Women's Ensemble member	5 points
Men's Ensemble member	5 points
Small mixed group member	10 points
Small group member	5 points
Early morning rehearsals (per rehearsal)	2 points
All State Choir Audition	5 points
All State Choir alternate	10 points
All State Choir member	15 points
Honor Choir (auditioned)	15 points
(must be selected to the choir)	
Honor Choir (non-auditioned)	5 points
(must be selected to the choir)	
Holiday Notes small group	5 points

Holiday Notes solo	10 points
Conference vocal clinic	5 points
District Music Contest participant	3 points
District Music Contest solo	10 points
District Music Contest small group	5 points
Superior (I) rating	5 points
Excellent (II) rating	3 points

Lettering requires attendance at all concerts, class participation, satisfactory absence and tardy records, and approval by the choir director. Extra points may be awarded for singing outside of the choral classroom for school activities (for example singing the *Star Spangled Banner* at home games or helping with Jr. High concerts).

**National School Choral Award:** This award will be presented annually to a graduating senior based on 3 years participation in vocal music, leadership, enthusiasm, vocal ability, and general support and interest in vocal music. Other criteria used for selection will include: membership in small groups, solo work, and private vocal study.

### One Act:

Total number of points required to letter = 45 pts

One Act play cast	15 pts
One Act play crew	10 pts
Attend half the practices	25 pts
Attend ALL practices	40 pts
SWC Outstanding Actor	5 pts
District Outstanding Actor	10 pts
Matinee performance	5 pts

\*\* If the play makes state, everyone who finishes the year automatically letters.

### Speech:

Total points needed to qualify for a speech letter:	65 points
Participation in an invitational meet (per entry):	2 points
(Students are encouraged to enter at least two events per meet)	
Conference meet (per entry)	3 points
District meet (per entry)	3 points
Practice times (each time)	1 point
One act play cast	5 points
One act play crew	3 points
Attending meetings (per meeting)	1/2 point
Medal	4 points
Superior	3 points
Help with Bow meet (per hour)	1 point
Concession stands or fund raising projects (per hour)	1 point

Participate in speech recital night (per event)	2 points
Be chosen to participate in district contest	automatic letter
Participate in state meet	automatic letter
Participate in rally night	2 points

You also must meet the following minimum standards for lettering:

- Minimum of 5 meets attended
- Minimum of 10 practice sessions attended

Regular and mandatory practice times shall be assigned to each event participated in by each student. These will be set up in 15 minute increments from 7:30 to 8:15 a.m., 3:30 to 5:00 p.m., during the coach's planning period, or from 7:00 to 9:00 p.m. Additional work and practice may be arranged in another room while coach is working with someone in her room. These work nights will be held during the months of December through district competition. Every effort will be made to make these times convenient for coaches and students and may be rescheduled upon the agreement of both. Each OID and Duet act shall have a 30 min. block of time during which each participant is required to be there.

Speech Team participants are expected to attend all scheduled meets unless arrangements are made with the coach before the entry is scheduled to be sent. Emergency situations will be considered on an individual basis. Family emergencies and illness fall under this category.

### **Cheerleading:**

- 1) If a squad member receives 7 demerits during the entire cheerleading season, they will not receive a letter for that school year.
- 2) Demerits will be assigned according to the following guidelines. All guidelines apply to all activities (meetings, games, fund raising, activities, camp, etc.)
  - a. two unexcused tardies = 1 demerit (five minutes late to an activity)
  - b. unexcused absence = 2 demerits
  - c. Insubordination = 2 demerits (This includes, but is not limited to: defying sponsors requests and breaking constitution directives.)
  - d. Two pre-arranged absences = 1 demerit (Notice must be given to the head sponsor at least two days prior to the event, via a note from parents. For games, no less than eight cheerleaders will be present. This means that only two may have pre-arranged absences. They will be approved on a first come first serve basis. There will be no pre-arranged absences for nights on which there are girls and boys competitions, in different towns. Pre-arranged absences will be used for any absence, which does not fall under excused absences.
  - e. Not wearing agreed upon uniform = 1 demerit
- 3) Excused Absences
  - a. Sickness
  - b. Family emergency
  - c. Involvement in other school activity (sport, play, concert, speech, etc.)
- 4) The head sponsor will keep track of these demerits.

## **OTHER REGULATIONS**

### ***Level of Participation***

Athletes in grades 10 through 12 will participate in the varsity and reserve program. Ninth graders should normally participate on 9<sup>th</sup> grade teams in sports where a 9<sup>th</sup> grade program is offered. Ninth graders who have reached age 16 by September 1 will compete in the Varsity and Reserve programs. In sports where no 9<sup>th</sup> grade program is offered, 9<sup>th</sup> graders will participate in the Varsity and Reserve program.

If freshman are going to be considered for Reserve/**Junior Varsity and/or** Varsity competition, the decision will involve the coaches within that sport, the athlete, the parents, and the activities director. The athlete will not be forced to move up if they do not wish to. If a freshman has been moved up, he/she could play both reserves and freshman but would not be allowed to play in more than two contests a week. A freshman starting on the varsity would not be allowed to play on the freshman level. When making this decision the athlete's ability and maturity (physical and social) will be considered. Any special cases will be handled by the parties listed in the paragraph above.

It is also important to understand that seniority does not dictate playing time or level of participation.

### ***Varsity Teams***

Varsity teams are of a limited roster dictated by the NSAA. Varsity teams compete against opponents at the highest possible level; the commitment is to field the best team. Coaches have the ability to use their judgment in picking the “best” athletes for these teams from grades 9-12. The term “best” is also influenced by need for the particular team, for example position or positions that the individual is able to play well.

### ***Cutting the Squad***

We aim to do nothing in any of our programs which will cause an individual to become discouraged and drop out on their own accord. We will not cut in any program. Seniors are not guaranteed a varsity uniform if they are not considered one of the “best” athletes.

### ***Attendance Requirements and Make Up Work***

At times, students participating may have to miss school to travel with the team/group to attend competitions, performances, etc. Students are required to have school work done and meet expected deadlines set forth by teachers. Students are not exempt from assigned work or deadlines due to participation in school activities.

### ***Participation and Attendance***

In order for any student to participate in an activity, they must be in attendance a full day on the day of the activity. However, if it is a doctor's appointment or there has been prior approval from the principal, participation may be allowed. This would include all practice sessions as well as contests or performances that the student is participating in. Students who violate this policy will be penalized one day of practice, game, contest, or performance upon administrative acknowledgement.

### ***Participation and Truancy***

Activity participants may not participate in a contest or a scheduled activity other than a practice if they have been truant, until such time as all detention time assigned because of truancy is made up.

### ***Participation on Other Teams***

Any individual who is a member of any Broken Bow Senior High Interscholastic athletic squad cannot participate in any other organized activity involving a similar sport, in school or out of school, **during the period that he/she is a member of an interscholastic squad.**

Examples:

- Town team or church league basketball during basketball season.
- An open golf tournament or golf league play during golf season.
- Jaycees or AAU wrestling during wrestling season.
- AAU cross country or road races during cross country season.

**The before mentioned restriction involves all students grades 9-12.**

### ***Transportation--To and From Activities***

It is important that parents be aware of the types of transportation which may be used in connection with the activities program of the Broken Bow Public Schools. For various reasons it is essential that we have cooperation between administrators, coaches, participants, and parents in enforcement of these rules.

1. Students will be transported in school-owned and sponsored buses, chartered buses, or smaller vehicles owned or leased by the District. School Board policy states that participants are not to be transported in private automobiles unless authorized by the Activities Director.
2. Students are to return home following competition in the vehicles arranged for by the District. This is an essential part of the team building associated with activities.

Exceptions:

- A participant may continue on a trip with his or her parents or remain at the site when his/her parents are visiting friends, relatives, etc.
- If returning to Broken Bow causes a hardship upon the family, such as if the participant lives between the site and Broken Bow.

- If a participant must return home early because of another obligation or emergency situations.
- Students who go to an event/contest as spectators are not allowed to participate in the pep band while at the contest/event. They must ride the bus provided.

This policy is followed in all parts of the activity program in order to ensure unity among the squad/groups and because of the liability factor involved.

In (1), (2), and (3) of the exceptions above, the participant may be released to their parents if written permission is given by a school administrator before the event. A note from the parent must be signed by an administrator and presented to the sponsor before the trip. In special incidents, parents may request that the student be released to another adult that is designated by the parent. A special form will need to be filled out and approved by an administrator before the trip takes place. **PERMISSION WILL NEVER BE GRANTED FOR STUDENTS TO RIDE WITH ANYONE OTHER THAN ADULTS.**

3. Should a student be in violation of this before mentioned policy on transportation, they will be suspended for a period of one calendar week from all events/contests of that activity. Should a student be in violation of the before mentioned policy for the 2<sup>nd</sup> time during any activity season, they will be suspended from the activity for the duration of the activity season.
4. When traveling by school bus, students should remember the following:
  - Always be on time for departure.
  - There will be no loud or boisterous talking.
  - All riders will always be seated.
  - There will be complete silence when the bus stops for railroad crossings.
  - There will be no yelling out windows or waving of arms out the window.
  - No obscene gestures allowed.
  - Students will always leave the bus by the front door.
5. All trips will leave as scheduled. Students are responsible to be on time. If a student misses the bus, he/she will not be allowed to participate.
6. When students participate in a two-day event at the same site, they will not be allowed to stay overnight with relatives or friends the first night and represent Broken Bow Public Schools the second. This does not limit participation if a group is under the jurisdiction of coach/sponsor. Any deviation must be cleared through the Activities Director.
7. The Broken Bow Public Schools provides students with a catastrophic accident policy through the NSAA and the National High School Federation. Students are covered while going to and from an activity as well as when competing. Travel must be in designated school vehicles. In order to have students covered under this policy, **WE INSIST STUDENTS GO TO AND RETURN ON VEHICLES PROVIDED BY THE SCHOOL DISTRICT.**

### ***Individual Activities Rules***

Coaches/Sponsors may establish additional rules and regulations with the approval of the Activities Director and Principal for their respective activities. These rules pertaining to a particular activity must be given by the coach in writing to all team members and explained at the start of the season. Penalties for violations of the rules must be in writing and administered by the coach. All team rules must be on file in the Activities Directors office.

### ***Conduct and Sportsmanship***

Broken Bow Public Schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics during all interscholastic contests.

**Conduct of Students-**Broken Bow students will follow the Sportsmanship Guidelines as noted below:

1. Student cheers will be respectful of our school members, opponents, and game officials.
2. We will **Cheer** our team and not **Jeer** our opponents or game officials.
3. BBHS students will respect their school by standing for the school song.
4. We will show respect to our fellow students by supporting the BBHS cheerleaders with their cheers, the band in their performances and the athletes during their contests.
5. Due to safety reasons and respect for property, stomping on gym bleachers at both home and away activities will not take place.
6. BBHS students will demonstrate respect for opponents by not yelling at opponents during specific game situations (free throws, serving in volleyball, etc.) and not yelling comments at individual opponents.
7. BBHS will take **Pride** in our **Positive Sportsmanship!!!**

**Conduct of Athletes-** Athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, and NSAA Bylaws Governing all Activities.

**Definition of Unsportsmanlike Conduct-**Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

**Participants in Athletic Contests-**Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to other penalties the NSAA or Broken Bow Public Schools may assess.

**Participant-**Any person traveling with or part of the team bench as a member or manager.

### ***Use of Facilities***

Broken Bow Public Schools Facilities are to be used for school sanctioned activities.

Outside groups wishing to use the facility – including youth athletics not associated with the school must fill out a rental agreement available in the Activities Office.

No student is allowed to use school facilities unless he/she is under the direct supervision of a faculty member. This includes all indoor facilities. Outdoor areas such as fields or the track may be used – as long as no school equipment is involved.

Any use of school facilities should be cleared through the Activities Director. All Broken Bow Public School District rules apply to groups using District Facilities.

### ***Changing Sports/Recruiting***

An important aspect of activities is the lesson learned from finishing what you start. However, we realize circumstances arise that result in students leaving the team. No student will be allowed to quit one squad and join another without the permission of both sports. Under no circumstances will a change be allowed after the first contest of the season.

If a student quits or is removed from a squad for disciplinary reasons, he/she will not be allowed to use school facilities for practice or conditioning until the first “official” practice the next sports season. This does not include summer activities.

At no time will it be acceptable to recruit students out of involvement in an activity that is in season to participate in voluntary off-season conditioning programs.

### ***Equipment and Uniforms***

Broken Bow Public Schools will provide necessary equipment and uniforms for participation in the Activities Program when at all possible. We are confident that we have good equipment and in case of contact sports, our athletes are well protected. Uniforms or equipment that would be considered “unique” to each individual may have to be purchased by the participant.

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. **The participant will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition.** (What item costs when purchased for replacement may be double the original cost in many cases.)

Participants who are checked out equipment by the school should:

1. Understand that they are responsible for the care, cleaning, and return of the equipment at the conclusion of the season.
2. Uniforms should be worn at games only, or to school on game day.
3. Items not returned or damaged will be reimbursed to the school by the participant. (Whether lost or stolen.)

4. At no time should a participant wear equipment checked out to him/her except for practices and contests.

It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit an activity, they will be expected to pay for the cost of replacement.

All collections for lost equipment will be handled in the respective principal's office.

### ***Practices--Starting, Dismissal, and Length of Practice***

All starting times of practices will be designated by the individual sponsor. All activity participants are expected to be at the appointed area at the time set by the sponsor. Under normal conditions, all athletes will be required to report to practice dressed no later than fifteen minutes from the time of school dismissal. An athlete who lingers in the locker room is holding back the entire team.

Due to limited facilities, basketball and volleyball practices may occur before school or in the evening. Practices will be scheduled to balance usage of facilities based on practicality and equality.

### ***Activities on Church Night, Sundays, and Holidays***

According to the Nebraska School Activities Association, no contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community.

The policy of the board of education states: "There will be no activities scheduled (practice included) on Wednesday evenings after 6:30 PM." Exception: when activity participants are required to compete in conference, district, or tournament competition.

The policy further states that "there will be no activities scheduled on Sunday." Exception: when activities are required on Monday on the varsity level, practices may be scheduled on Sunday afternoon. For all such practices, permission must first be granted through the Activities Director.

All practices will be completed and students out of the building by 6:30 PM on Wednesdays.

All Broken Bow Public School Facilities are closed to the public and students during the NSAA December Moratorium.

### ***Contests/Games***

Competition dates are limited for grades 9-12 by the NSAA in Football, Volleyball, Wrestling, and Basketball and restricted to a specific season.

Scheduling events in Golf, Cross Country, Tennis, Track, and Fine Arts are restricted to a specific season and contests are limited to minimize school time missed.

The Nebraska Department of Education limits contests in Middle School to 4 for football and 8 for all other athletics.

The NSAA schedules all District Tournaments and selection of sites.

Organized practices can only be held for each activity during the season set by the NSAA.

### ***Lodging/Meals***

- Broken Bow Public Schools will not provide meal money for any team/group attending regular season or conference events that does not involve an overnight stay. Participants will be encouraged to take a sack lunch in most cases
- If it becomes necessary for an overnight stay, the Activities Director will coordinate the trip with the coach/sponsor in regards to members traveling, lodging arrangements, and itinerary. Students will stay at the site designated by the school and be given \$7 per meal for meals during travel and contest day.
- During **State Tournaments** students will be given \$7 per meal for meals during travel and contest day. When it is necessary for the team to stay overnight, Broken Bow Public Schools will provide Lodging for the team/group. There may be an occasional district competition that requires us to stay overnight, if this would occur we would also provide lodging and meals for student and sponsors.
- For a student to leave the team at the conclusion of a tournament or event to ride home with parents or stay longer with parents, it will be necessary to have a transportation waiver filled out and presented to the coach/sponsor.

### ***Locker Room Policies***

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach in charge.

All participants should be checked out a locker to secure their personal items. It is the responsibility of the participant to secure their items.

Participants are to always respect all equipment and supplies. Sponsors' offices and equipment rooms are off limits to all participants except student managers. Exception: the participant is asked to enter for a conference by the sponsor.

### ***Traveling to Practice Field or Courts***

Whenever participants are required to travel to another site for practice or a contest, they will never ride in any vehicle other than a school approved vehicle. When walking, they will not walk on lawns. Bicycles may be ridden with extreme care.

### ***Guidelines for the Use of the Weight Room***

Over-all supervision of the weight room is under the direction of the Activities Director, the principal of the senior high, and the weight room coordinator of the senior high school.

The weight room will never be used by a Middle/Senior High student **unless there is an assigned supervisor present in the room.** A definite time schedule with a supervisor present will be set up for Monday-Friday during the school year and during the summer by the school's weight room coordinator.

The room will be used for the following purposes and in the following priorities:

- 1) Physical education instruction - physical fitness program.
- 2) By the sport in season - program to be designed by the head coach.
- 3) Conditioning program for athletes not involved in athletic programs in season, grades 7-12.
- 4) Summer conditioning program for all athletes grades 7-12 the coming school year.
- 5) Adult education instruction - physical fitness program will be administered by the community education director.

Students will not use the weight room during the regular school day except as part of a regular scheduled physical education class. (Students may not sign out of study hall to use the weight room.)

### ***Injuries/Athletic Trainer***

Injuries should be reported to the coach/sponsor immediately. Broken Bow Public Schools does not employ a full-time trainer.

### ***Student Participation Conflicts***

It is the goal at Broken Bow High School to have our students involved in many activities and create a schedule that minimizes conflicts between those activities. On some occasions there can be direct conflicts with scheduled activities. To alleviate potential problems students and parents should research the potential that exists by over committing to several activities at the same time. It will always be the choice of the student that will be honored – without penalty from the coach/sponsors. Priorities will be given to (a) State Tournaments, (b) District Qualifying Events, and (c) Unique Opportunities.

### ***Pre-Season Parent Meetings***

It is encouraged that each coach/sponsor conduct a pre-season meeting or in some way communicate with parents and participants in order to convey team rules, general expectations, practice schedules, departure schedules, and other pertinent information related to participation in the activity.

### ***Booster Club(s)***

It is the intent of Booster Club(s) to provide support and encouragement to participants in all activities. Any fundraising activities or events that generate money that will be given to any team/group in the Activity Department should be cleared through the Activities Director.

Booster Club(s), by NSAA rule, cannot provide financial support for teams attending summer athletic camps. **All proposed requisitions for the Athletic Booster Club from coaches will go through the Activities Director.**

**Fall, Winter, and Spring Sports Banquets hosted by the Broken Bow Athletic Booster Club will be publicized in the monthly school newsletter. Dates, times, and locations will be announced as well as assigned food items to bring to the banquet.**

### ***Awards Night***

Broken Bow High School will conduct six very important Awards Nights each school year. They are the Academic Wall of Fame Night, where students receive their awards for a variety of achievements; the Rotary and Optimist Honors Banquet where seniors are presented with scholarships they have won and Honor Roll students are honored; Fine Arts Banquet where all participants in Art, Band, Vocal, Speech, and Drama receive their letters and awards associated with their participation; and three Athletic Awards Nights (Fall, Winter, and Spring) where participants receive their varsity letters and recognition of all participants and their participation during the different sports seasons. During the final athletic awards night the boy and girl athlete of the year are recognized. We strongly encourage all participants in grades 9 through 12 and their parents to attend these in support of our activities and students.

### ***Out of Season Participation***

Organized practices/games can not be held outside the season designated by the NSAA.

Events such as Open Gym and Conditioning must be announced, open to the entire student body, exempt of coaching, and not exceed one hour in length.

No Open Gym or Conditioning activities can take place until after 4 weeks of the sport(s) that are in-season first practice date.

Participation in Club Sports is not supported by Broken Bow Public Schools. Absences associated with those are not counted as activity absences. Facilities used by club sports will never take precedent over in-season school sponsored activities.

NSAA rules prohibit Broken Bow Public Schools from financially or materially supporting summer camps or clinics in High School athletics. Camps or clinics held on school grounds are not covered under the District insurance policy.

### ***Admission to Contest/Games***

Regular Season (Home)

Adults \$5 / Students \$4 (**\$3 for Adults and \$2.00 for Students at non-varsity events**)

Passes (Home)

Parent Passes—these are free to parents that have children (7-12) in activities which allow parents to enter at \$3 for varsity and **\$2.00** for non-varsity home contests.

Golden Age Passes—Available to persons 65 and older which allows holder free admission to home contests.

Student Activity Tickets--can be purchased at the Activities Directors, Middle or High School Offices for \$30, which will allow students free admission to all home contests.

Family Activity Pass—**Fall sports \$90.00, Winter Sports \$100.00**, or Both Fall and Winter Sports **\$170.00** (does not include track meets)

This allows families, not qualifying for the parent passes, an avenue to bring the family to events at Broken Bow. This pass would allow two adults and all elementary children (including 6<sup>th</sup> grade) and younger living in their household to attend Broken Bow home activities. This pass does not take the place of activity tickets for Middle School and High School students. Once the students enter 7<sup>th</sup> grade or higher the parent passes and activity tickets are to be used.

Invitational/Conference/NSAA Tournaments--No Activity Tickets or Passes Accepted.

### ***Contest/Game Information***

Information about all levels of scheduled activities and games are available through:

- The school website <http://www.bbbs.org> or <http://www.highschoolsports.net>. These two websites have the school events monthly calendar, the weekly activity update, and our athletic schedules.
- The local media. Daily updates/cancellations are on KCNI/KBBN in Broken Bow stations 98.3 FM and 1260 AM. The Custer County Chief also runs a weekly school activities update.

### ***Event Cancellation Procedures***

When weather is a potential issue we consult the Weather Service, Local Radar, and Nebraska Department of Roads as to the severity of the weather. Administrations of involved schools communicate as to the possibilities for rescheduling the event. If a decision is made to cancel or postpone an event, students involved will be notified, all schools in the district will be notified, and then the media.

### ***Insurance***

Insurance coverage is needed for all participants at parent expense. Parents are urged to purchase the accident coverage they prefer. Broken Bow Public Schools does not provide a regular hospital and injury insurance plan for students. A school insurance plan (through Student Assurance Services) is available at the expense of the insured. Special Risk Accident Insurance is also available through the same company for Sport Camps and Special Risk Programs.

Students will be covered by catastrophic insurance under the NSAA in grades 9-12 during travel to and participation in interscholastic competition in NSAA sanctioned events held during the regular season and post-season tournament play.

### ***Complaint/Grievance Procedure***

It is the intent of this policy to resolve, at the lowest level, complaints that are lodged against the coaching staff/sponsor of the district and to protect the interests and privacy of the students, coaches, sponsors, and/or the public while such complaint is being heard.

A parent who attempts to talk to a coach after a game or practice in manner that interferes with coaching duties or is considered aggressive may be told that proper procedure would be to set up an appointment with the coach the following day. The purpose would be to give both parties a chance to calm down and think about the situation completely. This would hopefully prevent problems for the parent, athlete, and coach. The player should be present at all meetings that occur between parent and personnel responsible at the particular step.

Step One: If there is a problem we would like to think the players would be comfortable enough to feel they can come to each coach/sponsor and ask questions. If your child expresses a concern, please encourage them to approach the coach/sponsor first.

Step Two: If the problem/complaint lodged against coach/sponsor is not resolved then the item should be discussed among player, parent and coach/sponsor.

Step Three: If the problem/complaint is not resolved in steps one and two then it should be referred to the Activities Director or building administrator if Activities Director is unavailable. The Activities Director will inform the coach of receipt of said complaint within two school days.

Step Four: If the complaint is not resolved at the Activities Director/Building Principal level, a meeting will be set up with the coach, participant, and parents. The complainant should provide the complaint in writing to the Activities Director/Building Principal two days prior to the meeting.

Step Five: If the complaint is not resolved in step four it will be forwarded to the superintendent by the complainant, in writing. If necessary, the final disposition lies with the board of education.

### ***Code of Conduct for Middle/Senior High Activity Participants***

Activities are very demanding upon an individual, both mentally and physically. Therefore, a participant is expected to meet certain requirements.

- A. Participants will always be neat, clean, and well groomed while participating. Participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
- B. Participants are expected to be at all practices scheduled by the coach. Should a participant not be able to attend a practice, they must contact the sponsors in advance. Exception: when the participant is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the participant is absent from school.

Unexcused absences will be dealt with by individual coaches.

All practices are important, not only to the individual, but to the group as a whole. In some cases, where a student must miss practice when they are excused in advance, the participant will be required to also spend some extra time before or after regular practices to make up for the practice time lost. This is the only way which sponsors can help the individual regain skills which they missed because of absence from practice.

- C. Regular sleep--It is necessary that a participant receive adequate rest in order to perform to the best of their ability. A general guideline is that a student should receive eight hours of sleep on a regular basis. In order to receive this adequate rest, the following hours have been established by the coaches/sponsor. Coaches/sponsors ask parent's cooperation in seeing that these hours are followed.

Middle and Senior High Athletes/Activities participants should be encouraged to be home by 10:00 p.m. on any night preceding a school day or an athletic contest, and by 12:00 midnight at the latest on a night preceding a day when school is not in session. These hours should be followed unless a school, church, or family activity requires that a student be out beyond these hours.

- D. Hazing  
There is no place in activities or the school system for any form of "hazing" of students. Any participant found to be involved in any form of "hazing" will be dealt with by the

coach/sponsor in charge with the form of punishment to be decided by the coach/sponsor in charge after consulting with the activities director. This punishment could be as severe as dismissal from the squad for the remainder of the season

### ***Extracurricular Activity Policy for Middle/Senior High Schools (covering all activities including athletics)***

#### A. Code of Conduct for Extracurricular Activities

Any student of Middle or Senior High shall be suspended from the extracurricular activity program if it is determined that the student has broken the laws of the State of Nebraska (except minor traffic violations, where the student loses 3 or less points on his/her driver's license), or has regardless of quantity, used or consumed, have in possession, buy, sell or give away any illegal or non-prescribed controlled substance (or look a-like) non-prescribed drug substitutes, tobacco product or beverage containing alcohol, or has been involved in conduct unbecoming a student involved in the extracurricular activity program.

All violations other than "has broken the laws of the State of Nebraska," and "conduct unbecoming a student involved in the extracurricular activities program," shall be reported by any school official and may be reported by any student to the Activities Director or the Sponsor involved. Violations by reason of "has broken the laws of the State of Nebraska" or "conduct unbecoming a student involved in the extracurricular activity program" may be reported by any school official when severity of the violation is deemed to merit reporting. **Students who self-report will be given the following penalties.**

#### B. Penalties

A student will be suspended from participating in any extracurricular activity.

##### **First Violation**

The student is not allowed to participate in any school sponsored extracurricular activity including but not limited to, all contests, competitions or performances for a period of fourteen (14) calendar days. The student will also forfeit any appointed or elected position during the suspension period including class/club offices, and any opportunity to participate in school activities during the suspension period including homecoming royalty, etc.

##### **Second Violation**

The student is not allowed to participate in any school sponsored extracurricular activity including but not limited to, all contests, competitions or performances for a period of twenty-eight (28) calendar days. After a second offense, the student will forfeit any appointed or elected position including class/club offices for the remainder of the school

year. The student will also forfeit any opportunity to participate in school activities during the suspension period including homecoming royalty, etc.

### **Third Violation**

The student is not allowed to participate in any school sponsored extracurricular activity including but not limited to, all contests, competitions or performances for a period of sixty (60) calendar days. After a second offense, the student will forfeit any appointed or elected position including class/club offices for the remainder of the school year. The student will also forfeit any opportunity to participate in school activities during the suspension period including homecoming royalty, etc.

### **C. If a student does not self-report his/her violation, the student will receive an additional 7 days of suspension for each violation.**

### **D. Enforcement Period for Code of Conduct**

The enforcement of this policy will begin with the official starting day of the fall sport season or the first day of a specific fall sports season (football) established by the Nebraska School Activities Association and will end on the last official day of school in a given year as established by the Board of Education unless the activity extends beyond the last official day of school.

The suspension will carry over to any school sponsored summer activity and the next school year should any days of the suspension remain at the close of the current school year. This does not include individual camps but would include a band trip to a specific destination.

- E. Any suspension or expulsion will begin when the Activities Director determines that a violation has occurred regardless of the amount of time elapsed between the violation and the actual discovery. Provided, suspension may be immediately enforced by the head coach/sponsor for any violation for which he/she has personal knowledge.
- F. Regulations: 1. Students are **EXPECTED** to attend **ALL** practices and **home competitions during the suspension**. 2. Students may **and be required by the head coach to travel** with the team or organization to activities if the coach/sponsor chooses. 3. Students may not participate or be in uniform for the competition during the suspension. 4. Students may not miss school in order to attend an activity with the team or organization.

### **G. Hearing Procedure (Suspension and/or Expulsions)**

If school Administration makes a determination that there may be cause to discipline a student by suspension or expulsion from the extracurricular activity program that is not covered in the “**Code of Conduct Guidelines for Middle/ Senior High School Activity Participants**”, as found on page 13 of this handbook the following procedures shall be followed:

- A. The student shall be confronted by the Activities Director and Sponsor or a designee of the Activities Director and Sponsor. The student shall be advised of the facts upon which the complaint is based and given an opportunity to deny or explain the matter. The student shall be advised of his right to appear before a meeting of the Violation Board for purposes of presenting mitigating facts in support of a denial.
- B. The Activities Director, Middle or Senior High Principal, Sponsor of the student in the extracurricular activities program, one other Sponsor involved in the extracurricular activities program, plus one other Middle or Senior High teacher to be selected by the student (total of 5) or a designee of any one or more shall constitute the Violation Board.

The Activities Director will assume the chairmanship of the Violation Board. The AD's duties as chair-person will include the setting of the date, time and place of the hearing, and designating all personnel to serve on the Violation Board.

- C. The Violation Board shall meet within two days after the student has been confronted. The student and a parent or guardian shall be advised by telephone, in person, or in writing of the time, place and purpose of the hearing. The hearing may be postponed for a reasonable time not to exceed two school days at the request of the student. The hearing shall be informal. The student may present witnesses in his/her behalf. The Violation Board shall have the right to deliberate and reach its decision in closed meeting and shall have the right to limit the number and testimony of witnesses as necessary to preclude unreasonable repetitive or irrelevant testimony.
- D. If the decision of the Violation Board is that no violation occurred, the head sponsor of the student has the responsibility to tell the student of the determination.
- E. If the decision of the Violation Board is that a violation occurred, the Activities Director or the Sponsor of the student will promptly visit with the student and a parent or guardian to state the decision and explain the discipline.
- F. The student shall have the right to appeal the decision of the Violation Board to the Superintendent of Schools. If the situation is not resolved to the student's satisfaction, the student shall have the right to appeal the decision of the Violation Board to the Board of Education by presenting a written request, within 7 days of the Violation Board's decision, for a hearing to the Secretary of the School Board. The appeal hearing will be conducted not later than the next regular meeting of the Board after the receipt of the request. Such request for appeal shall not delay the effective time of the suspension or expulsion.
- G. Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA, they may be found in the NSAA yearbook which can be obtained from the superintendent, senior high principal, middle school principal, or activities director.

## **STAFF CONDUCT WITH STUDENTS**

(File: 402.15)

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

This policy is not intended to prevent normal interactions between staff members and student relatives, or between staff members and students who are friends of the staff members' children.

### **Unacceptable Conduct**

Unacceptable conduct by staff members are situations in which intent of the staff member is to foster or maintain a non-sanctioned relationship with a student. Examples of sanctioned relationships are: school; service organizations; business; church; and family.

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Engaging with students in or allowing or encouraging students to engage in illegal activities.
- Unless properly trained in counseling techniques, staff shall not encourage students to confide personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a personal secret;

- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Being alone with individual students by closing a room door. Exceptions are health personnel, administrators, and doors with windows.
- Inviting a student or students to visit the staff member privately.
- Maintaining private contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business).  
Examples:
  - A staff member of Broken Bow Public Schools using Facebook to establish or maintain a current student of Broken Bow Public Schools as a friend.
  - A staff member of Broken Bow Public Schools texting private or secretive messages to current Broken Bow Public School students.

Privately exchanging gifts (beyond the customary student teacher gifts)

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the principal or superintendent if they know of a potential violation of this policy.

Deliberate staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, Professional Practices Commission and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

This policy shall be included in future employee and volunteer handbooks.

Approved: 11/16/2009 Reviewed \_\_\_\_\_ Revised: 4/19/2010

**DATING VIOLENCE PREVENTION**

(File: 504.21)

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events. Students who violate this policy may be subject to discipline under board policy and school administrative rules and regulations. They may also be referred to local law enforcement authorities.

The district shall provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

This policy shall be published in the student handbook.

Legal Reference: Neb. Statute 79-2,141

Approved: 6/14/2010 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

**CONCUSSION AWARENESS**  
**(File: 508.15)**

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
2. The risks poses by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. Has been evaluated by a licensed health care professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;
3. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.
4. Has been cleared by the Activities Director.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

It is the responsibility of the superintendent to implement this policy.

Legal Reference:                    LB 260 Concussion Awareness Act

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## **A Parent's Guide to Concussion in Sports**

### **What is a concussion?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **Concussion Facts**

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **What are the signs and symptoms of a concussion? SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES**

Appears dazed or stunned  
Is confused about what to do  
Forgets plays  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness  
Shows behavior or personality changes  
Can't recall events prior to hit  
Can't recall events after hit

### **SYMPTOMS REPORTED BY ATHLETE**

Headache  
Nausea  
Balance problems or dizziness  
Double or fuzzy vision  
Sensitivity to light or noise  
Feeling sluggish  
Feeling foggy or groggy  
Concentration or memory problems  
Confusion

### **What should I do if I think my child has had a concussion?**

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing:

## When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

## How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

## What can I do?

- Both you and your child should learn to recognize the "Signs and Symptoms" of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

## Other Frequently Asked Questions

### Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

### Is a "CAT scan" or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT ("CAT") and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

### **I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## **PARENT/COACH COMMUNICATION**

There may be situations that require a conference between a parent and the coach. These are to be encouraged. It is important that communication occurs so there is a clear understanding of the other parties' position. When a conference is necessary, the procedure below should be used.

### HOW TO SET UP A CONFERENCE

1. Call the high school and ask to speak to the coach or leave a message.
2. If a coach cannot be reached call the Athletic Director, Ryan Hogue, and he will set up the meeting for you.
3. Please **do not** attempt to confront a coach before or after a contest or practice. These can be emotional times for both parties. Meetings of this nature do not promote resolutions.

### WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the next appropriate action can be determined.
3. The parent(s), athlete, and coach may all be asked to attend the same meeting.
4. Every attempt will be made to meet at a time convenient to the parent and athlete.

Research indicates that students that are involved in extracurricular activities have a greater chance of being successful adults. Many of the character traits that are expected of our athletes will promote a growth of active and good citizenship.

Hopefully, the information and guidelines provided in this brochure will make athletic participation at Broken Bow Public Schools a less stressful and a more enjoyable experience for all of the parties involved.

### **Positive Communication between Parents and Coaches**

Both parenting and coaching can at times be extremely trying vocations. By establishing a clearer understanding of both positions, we are better able to accept the actions of others and benefit the student athlete. As a parent, when your child becomes involved in one of our schools programs, you have a right to know the expectations that will be placed upon your child. This all begins with clear communication **and understanding** between parents and coaches about the situation at hand. **Coaches are encouraged to have an "Open Door" policy when it comes to dealing with student athletes and parental concerns.**

### COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACHES

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1. The philosophy of the coach.
2. The expectations the coach has for your child and the rest of the members of the team.
3. The locations and times of all practices and contests.
4. The team requirements, i.e., special equipment, fees, off-season conditioning.
5. A procedure should your child become injured during participation.
6. The discipline that results in the denial of your child's participation.

### COMMUNICATION COACHES EXPECT FROM PARENTS

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1. Concerns are expressed directly to the coach **in a timely and respectable manner.....major concerns should be brought to the attention of the Activities Director.**
2. Notification of any schedule conflicts will be given in advance.
3. Specific concern in regard to a coach's philosophy and /or expectations.

As your children become involved in athletics at Broken Bow Public Schools they will experience some very rewarding moments. But, it is also important to understand that there may be times when things don't go the way you or your child wishes. At these times discussion with the coach is encouraged.

### APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

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1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. **Coaching/ Team Philosophy**

It can be very difficult to accept your child's not playing as much as you may hope. Coaches are professionals and they make tough judgment decisions based upon what they believe is best for all of the athletes involved. As seen above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

### ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

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1. Team strategy
2. Play calling
3. Other student-athletes
4. Playing time **of their child compared to other student athletes.**

**STUDENT PARTICIPATION & PARENT APPROVAL FORM**

**\*\* This form is to be filled out completely and filed in the office before this student will be allowed to practice and compete.**

Name of Student \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Name of School \_\_\_\_\_

This application to compete in school sponsored activity for the above high school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association.

Signature of Student \_\_\_\_\_

Parent's or Guardian's Permission to Participate

I hereby give my consent for the above named student (1) to represent his school in school activity except those not approved by his/her examining physician, provided that such activities are approved by the State Association, (2) to accompany any school organization of which he/she is a member on any of its local or out of town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become reasonably necessary for the student in the course of such activities or travel. I also agree not to hold the school or anyone acting in its behalf, responsible for any injury occurring to the above named student in course of such activities or travel.

*Any health information will be shared only with those who need to know, and I authorize the school to release needed information to attending emergency help and physicians.*

Our son/daughter is covered by \_\_\_\_\_ Insurance Company.

Emergency contact \_\_\_\_\_

Family physician \_\_\_\_\_ Telephone \_\_\_\_\_

Please list any pertinent health information, allergies, or medications that would need to be known if emergency care were to be provided.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

