"INDIANS"

Broken Bow High School

Student/Parent
Activity Handbook

2017-2018

Principal - Mr. Rusty Kluender

Assistant Principal/Activities Director - Mr. Ryan E. Hogue, CAA

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INTRODUCTION

Congratulations on being a participant in Broken Bow High School's Extracurricular Activities Program. Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Broken Bow Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students or staff. The administration and coach or school sponsor reserve the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent's office for assistance.

NOTICE OF NON-DISCRIMINATION

Broken Bow Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact the Broken Bow Public School Superintendent in writing at 323 North 7th, Broken Bow, NE 68822, or by telephone at (308) 872-6821. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

ACTIVITIES GOVERNED BY HANDBOOK

Rules, regulations, and procedures specified in this handbook will govern all extracurricular 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 7th Avenue
Broken Bow, NE 68822

Broken Bow Middle School
322 North 9th Avenue
Broken Bow, NE 68822

Telephone:

High School	872-2475
Middle School	872-6441
Fax Number	872-6296

Clubs/Organizations (Sponsor)

- National Honor Society, Stefanie Edwards
- Spanish Club, Emily Smallcomb
- B-Club, Ryan Hogue & Kurt Altig
- FFA, Carrie Summerford
- Student Council, Rachelle Haines & Lori Barta
- Art Club, Roberta Barnes
- Quiz Bowl, Lisa Phillips
- Junior High Quiz Bowl, Mike Miller
- YOADA/ Drug Free, Cherie Kluender
- CIA, Penny Myers
- TRI-M, Morgan Harms
- FBLA, Lynette Finley

Fine Arts (Coach/Sponsor)

Band, Harley Mohlman – Flags, Jodi Smallcomb
Grades 7-12, includes Stage, Pep, Flags, and Marching.

Vocal Music, Morgan Harms
Grades 7-12
9-12 Grades Men's and Women's Ensembles. (Students will be selected from students enrolled in choir)

Speech, Cindy Fox & Morgan Harms
Grades 9-12, Varsity and Junior Varsity

Play Production, Harley Mohlman & Angie Foss
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---Emily Smallcomb
Grades 9-12, Varsity Only, Try-Outs in spring for squad--Maximum of 12

Dance---Kelsey McAbee & Rilee Daffer
Grades 9-12, Varsity Only, Try-Outs in spring for squad—Maximum of 14

Football---Mike Garner, Luke Coufal, Brandon Myer, Ryan Wetovick & Mark Shaw
Grades 9-12, Varsity, Junior Varsity, & 9/10

Boys/Girls Cross Country---Jason Daffer & Erica Manley
Grades 7-12, Varsity, Junior Varsity and Junior High

Volleyball---Skylar Morris, Lori Barta, Allie Borders & Katie Rush
Grades 9-12, Varsity, Junior Varsity, 9/10, & Reserve

Girls Golf---Amy Taylor & TBA/NA
Grades 9-12, Varsity and Junior Varsity

Wrestling---Ed Schaaf, Luke Coufal & Will Smith
Grades 9-12, Varsity and Junior Varsity

Boys Basketball---Nate Olson, Ryan Wetovick & Brad White
Grades 9-12 comprise Varsity, Junior Varsity & 9/10

Girls Basketball--- Kelly Cooksley, Riley Weems & Kinsi Coleman
Grades 9-12 comprise Varsity, Junior Varsity & 9/10

Boys/Girls Track---Kurt Altig, Mike Garner, Jason Daffer, Ryan Wetovick, Skylar Morris, Suzanne Smith & Kelly Cooksley
Grades 9-12, Varsity and Junior Varsity

Boys Golf---Ed Schaaf & TBA.
Grades 9-12, Varsity and Junior Varsity

7/8 Girls/ Boys Track---Gary Meyer, Rachelle Haines, Brandon Myer, Zella Briggs, Mike Schweitzer & Eric Ramsay

7/8 Football---Kurt Altig, Mike Schweitzer & Eric Ramsay

7th Grade Volleyball---Rilee Daffer & Jordyn Knight

8th Grade Volleyball---Suzanne Smith & Kinsi Coleman

7th Grade Girls Basketball--- Gary Meyer & Rachelle Haines

8th Grade Girls Basketball—Eric Ramsay & Candace Tierney

7th Grade Boys Basketball--- Eric Ramsay & Gary Meyer

8th Grade Boys Basketball---Rick Johnson & Jordan Soucie

SCHOOL COLORS AND MASCOT

The school colors are red and white. The official emblem for boys' and girls' athletic teams is the Indian. The mascot cannot be used for non-school sponsored purposes unless approved by the superintendent or his/her designee.

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.
- To 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.

PARTICIPATION REQUIREMENTS

To be eligible to participate in the school's activity programs, including practices, each student must comply with the following:

1. Students participating in any extracurricular activity governed by Nebraska State Activities Association (NSAA) must:
    a. Satisfy **NSAA requirements** concerning scholastic eligibility (see Section Three of this Handbook)
    b. Have credit 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.
    c. Be in regular attendance and doing passing work in 30 semester hours (six classes) of the **current semester**. If student 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. Participants must attend practices and participate in all conditioning during any period of ineligibility unless excused by the coach, sponsor, or administrator.
2. Students will have received a **release** from any previous activity. This includes turning in all equipment and uniforms and paying any fines for lost items.
3. Students in "athletic" activities must complete a **physical examination** after May 1st of the current academic school year to be eligible to participate in the next school year. No athlete will be allowed to begin practice or participate in activities until he or she has turned their signed physical examination form into his or her respective coaches.
4. Students participating in "athletic activities" must provide written documentation that they are covered by an **insurance** policy. The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities. The school district makes an accident insurance plan available for purchase by participants and their families through a third-party insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.
5. Students participating in any extracurricular activity and their parents must sign the Student Participation and Parent Approval/Consent form and the Parent/Guardian Receipt Certification form and file them with the Activities Office.
6. Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension or expulsion from school. In-school suspension will allow the student to participate in practice only.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

SECTION THREE:
NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at http://nsaahome.org/yearbook.php. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent**. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight 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 ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, 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 ninety school days.
9. Student eligibility related to domicile can be attained in the following manners:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
    b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
    c. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
    d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. *Other non-enrollment option Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2017-2018 school year prior to May 1st, 2017; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1st, 2017. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their*

enrollment forms signed, delivered and accepted prior to May 1st, 2017, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and 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 a portion of, or all 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 begins August 7th for football, girls golf, boys tennis, volleyball, cross country and softball teams and all will end with their state meets in the fall sports. The winter sports season begins November 13, 2017, and ends with the state meets in the winter sports. The spring sports season begins February 26, 2018, and ends with the state meets in the spring sports.*
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to NSAA Rules for exception in Swimming & Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students, parents, spectators and fans, coaches, and other school personnel ***must*** abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf. 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 sexual harassment, profanity, obscene gestures, flagrant and 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.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR:
EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

All students associated with Broken Bow Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to

conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and

harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
9. Violating any school policy, rule, or regulation, or a coach's or activity sponsor's training rules or rules of conduct.
10. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the Administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.

3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.

4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Review of Coach's Decision. A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the Activities Director in writing of their request for a review of the coach or activity sponsor's determination. BBHS Administration shall review the situation and render a decision within 3 school days from the date of the request for review. The decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

ATTENDANCE AT SCHOOL AND PARTICIPATION AT PRACTICES AND CONTESTS

Students must attend a full day of school on the day of the activity in order to participate in an activity. Participants in the activities program are also expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent and excused from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence. Students who have an

unexcused absence from school for any part of the day will not be permitted to participate in any activity or practice on the day of the unexcused absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

PRACTICES

The individual head coach or sponsor, in cooperation with the Activities Director, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor. 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:

1. All BBPS Athletic type facilities will be ***OFF LIMITS*** for grades 7-12 students during a regular school week from 3:45pm to 7:00pm Monday through Thursday and from 2:30pm to 6:00 pm on Friday's for 7 calendar weeks from the start of the Fall, Winter or Spring seasons to those athletes not in one of the three (Fall, Winter & Spring) athletic seasons. For a student athlete to participate in an ON-CAMPUS Club Sport, individual workout or practice during those 7 weeks prior to 7:00 pm, that particular athlete must be involved in the current seasonal sport. This includes all BBPS gymnasiums, wrestling rooms/decks, track facilities and weight room. These facilities will be reserved for current in-season athletes and coaches to facilitate work outs and train their athletes for the current season. This protocol will be implemented during the 2017-2018 school year for the first time and will be evaluated in May of 2018 by the entire coaching staff and Activities Director. Special circumstances may arise and will be decided on by the Activities Director of BBHS.
2. Students will not work out using school facilities unless they are under the direct sponsorship of a coach or sponsor.
3. Athletes are encouraged to participate in all three seasonal sports and activities to help our school strive for excellence outside the classroom. "The Second Half of Education"
4. 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. All head and assistant coaches are ENCOURAGED to motivate their athletes to participate in all three seasonal sports & activities to help our school strive for excellence and compete for the SWC Cup.
5. 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.
6. 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.
7. Organized practices will only be held for each activity during the season set by the NSAA.

MAKE UP WORK

Students participating in extracurricular activities may occasionally 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.

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.

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.

CHANGING ACTIVITIES MIDSEASON

An important aspect of activities is learning to finish what you start. However, we realize circumstances arise that result in students leaving an activity. No student will be allowed to quit one activity and join another without the permission of both coaches/sponsors. Under no circumstances will a change be allowed after the first contest of the season.

If a student quits or is removed from an activity 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 non-school sponsored summer activities.

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.

SUNDAY AND WEDNESDAY NIGHT ACTIVITIES

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:30 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

EQUIPMENT AND UNIFORMS

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students, remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

LOCKER ROOMS

All athletes will be under the direct supervision of the coach in charge (or his or her designee) while the athletes are in the locker room. Athletes are expected to behave appropriately and follow all conduct rules while in the locker room. An athlete must not linger in the locker room, be rowdy, or endanger the safety of others. Audio and video recording and taking photographs in locker rooms is strictly prohibited. Coaches'/sponsors' offices and equipment rooms are off limits to students unless their presence is specifically requested by the coach/sponsor. All cases of locker room misconduct is subject to discipline, up to and including dismissal from the activity and, if appropriate, suspension or expulsion from school.

INDIVIDUAL TRAINING RULES AND RULES OF CONDUCT

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. The rules must be provided to and reviewed with the students before the beginning of the activity. Students are responsible for knowing these rules and complying with them.

INITIATIONS AND HAZING

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. Anyone who is aware of any hazing or any unauthorized initiation activities should report such activity as soon as possible to the principal or superintendent.

SECRET ORGANIZATIONS

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

STUDENT MANAGER, HELPERS, OR ACTIVITY AIDS

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the school administrator, activity coach or sponsor and must also demonstrate our 4 character traits of Compassion, Integrity, Respect and Responsibility. Student volunteers must comply with all of the rules and procedures contained in this handbook.

WEIGHT ROOM

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. **BBPS students may NOT use the weight room or equipment without supervision by a school-assigned supervisor or coach.** The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. Team sport in season
3. Summer conditioning programs
4. Adult education

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

BOUNDARIES AND STAFF CONDUCT WITH STUDENTS

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. Parents and students are encouraged to review school district policies covering this topic.

A student or parents who feel the student's boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student and/or parents should report the conduct or communication to an administrator. Students and parents should also review School Policy 402.15 Staff Conduct with Students.

INJURIES

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness further into this handbook.

INSURANCE

Students who participate in extracurricular activities must be covered by an insurance policy. However, the school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

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, provided that the students are traveling in school vehicles.

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CONCUSSION AWARENESS

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

- Heads UP Concussions in Youth Sports
- Concussion in Sports—What You Need to Know
- Sports Safety International
- ConcussionWise
- ACTive™ Athletic Concussion Training for Coaches; and

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:

- The signs and symptoms of a concussion;
- The risks posed by sustaining a concussion; and

- The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed heath care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a) has been evaluated by a licensed health care professional;
b) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
c) 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.

If a student is reasonably suspected after observation, of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a) the date and approximate time of the injury suffered by the student,
b) the signs and symptoms of a concussion or brain injury that were observed, and
c) any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom, " and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

A PARENT'S GUIDE TO CONCUSSIONS

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.

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

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 reduce the athlete's class load 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 soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- 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 experiences such symptoms.
- 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?
An athlete who has not fully recovered from an initial concussion is very vulnerable to 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 a concussion are present and recovery is ongoing.

Is a "CT 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 used, 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) may exacerbate 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 decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced 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 the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the 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 sheer 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 carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

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 for more information.

CONCUSSION FACTS

- It is estimated that more than 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, girls' soccer, boy's lacrosse, wrestling and girls' 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.
- Athletes who have symptoms from a concussion should not return to sports because they are still 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 or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

PRESEASON PARENT MEETINGS

Coaches and sponsors may conduct preseason meetings in order to meet parents and to discuss team rules, general expectations, practice schedules, departure schedules, and other team and activity issues. Parents are strongly encouraged to attend these meetings.

COMMUNICATION WITH COACHES

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 to 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.

POSTIVE 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

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

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

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

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

Senior Team Members have no guarantees of playing time or Varsity status 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/guardians, and Head Coach.

In the event the approach above does not resolve the problem, students and/or their parents should contact the Activities Director and/or use the district's formal complaint procedure to manage conflicts about the program.

CONTEST/GAME INFORMATION

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

- The school website http://www.bbps.org, the Broken Bow Activities Facebook Page, southwestconferencene.org or platteriverpreps.com. These four 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 95.3 FM and 1280 AM. Information will also be announced on KBEAR Country station 92.3 FM. The Custer County Chief also runs a weekly school activities update.
- Apparel Store is open during the school day or at chosen activities throughout the school year.
- Please "Like" us on the Broken Bow Activities Department Facebook page for up to date BBMS/HS Activities Department information and announcements. You can also follow the Activities Department via twitter @ryanhogue24.

ADMISSION TO CONTESTS/GAMES

Regular Season (Home)

Adults $6.00 / Students $5.00
($4.00 for Adults and $2.00 for Students at non-varsity events)

Passes (Home)

Adult Activity Pass - $70.00
Senior Activity Pass - $50.00
Student Activity Passes - $35, which will allow students 'FREE' admission to all Home contests minus Conference, District or State competition.
Year Family Activity Pass— Fall Sports $115.00, Winter/Spring Sports $115.00, or Both Fall & Winter Sports $200.00 (ADMITS 2 ADULTS AND ALL CHILDREN K-6)

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 6th grade) and younger living in their household to attend Broken Bow home activities. This pass does not take the place of activity tickets for Junior High or High School students once they enter 7th grade or higher.

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

CANCELLATION

All activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration, unless the administration determines that it is permissible for the activity to continue as scheduled. 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.

ELECTRONIC COMMUNICATION

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see Staff Conduct with Students Policy (402.15) for School District Employees for further explanation.

TRANSPORTATION

All participants must ride to and from away activities by means of approved school transportation. Travel to and from an event provides time for the students to further develop a strong team concept. EXCEPTIONS: A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the coach/sponsor at the activity and provides written authorization. A participant may ride home with a non-parent adult if the participant's parent/guardian has personally contacted Administration prior to the activity, provides written authorization to Administration, and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. We would like to encourage students to stay with their Team or Activity Groups as much as possible.

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 be seated at all times and wear seatbelts when installed in vehicle.
- 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.

Students are required to appropriately use any vehicle restraint system while being transported in school vehicles or for any school related sponsored activity. Exception: Buses without restraint systems. 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.

Violation of the transportation requirements may result in consequences up to, and including suspension from the activity for the duration for the duration of the activity season.

MEALS AND LODGING

The school will not provide meal money for any team/group attending regular season or conference events that does not involve an overnight stay. Participants are encouraged to take a sack lunch to these activities.

Overnight Activities: The Activities Director will coordinate with the coach/sponsor to establish and itinerary and make any necessary travel and lodging arrangements. Students will stay at the site designated by the school and be given $8.00 per meal for meals during travel and contest day.

State Tournaments: Coaches, Sponsors & Students will be given $9.00 per meal for meals during travel and contest day(s). The school district will make any necessary travel, meal, and lodging arrangements for students, coaches, and sponsors in the event an overnight stay is necessary.

END OF YEAR AWARDS NIGHT

The school district will conduct six very important Awards Banquets each school year. They are:

1. Academic Wall of Fame Night, where students receive their awards for a variety of achievements;
2. Lion's Club and Optimist Honors Banquet where seniors are presented with scholarships they have won and Honor Roll students are honored;
3. Fine Arts Banquet where all participants in Art, Band, Vocal, Speech, and Drama receive their letters and awards associated with their participation;
4. 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.

We strongly encourage all participants in grades 9 through 12 and their parents to attend these in support of our activities and students.

LETTERING REQUIREMENTS

General Rules: Athletic letters 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 Activities Director and/or coach/ coaches involved.

Any athlete that meets the lettering requirements shall not be denied a letter without agreement of the head coach and the Activities Director. The reason for denial will be given to the athlete in writing if such case arises.

The following guidelines will be used in determining students' eligibility for lettering in individual sports:

Basketball (Boys and Girls): Play in 30% of the total number of varsity quarters per season or coaches discretion

Cheerleading:

Point System/Lettering/Discipline

- The scoring year begins with tryouts each spring, and continues through the Winter Sports Banquet.
- All team members will be evaluated on a "per event" basis. Each scheduled/mandatory practice is worth 3 participation points…1 point for attendance, 1 point for punctuality, and 1 point for behavior and responsibility. Performances and events are worth 5 points—2 for attendance, 2 for behavior, and 1 for punctuality. Every cheerleader will be scored against this point system for every practice, game and event.
- Excused absences result in a deduction of 2 points for an event or practice.
- Unexcused absences will result in a full deduction. Excessive absences will result in further deductions.
- Tardiness will result in a 1 point deduction for the event, unreported tardiness will result a 2 point deduction--one point for the tardy and one responsibility/behavior point. Excessive tardiness will result in further deductions.
- A cheerleader must earn 80% of the required number of points to earn a Letter Award at the end of the year.
- The top letter point winner will be recognized at the end of the year.
- Additional point deductions will be assessed at Coach's discretion for:
    - Poor attitude/disrespect to teammates and coaches
    - Lack of participation
    - Unsportsmanlike conduct at games, pep rallies and other school functions
    - Failure to care for cheerleading uniform and gear
    - Not in proper attire/uniform when required
    - Failure to complete assigned tasks
    - School detention/suspension or benching due to grades
    - Behavior unbecoming of a school representative (including misuse of social media)
    - Violation of the student and activity handbooks, legal infractions

Opportunities to earn bonus points will be available throughout the year. Bonus points may be assessed for participating at optional events and for outstanding attendance and participation.

Note: Cheerleaders will attend and cheer at all Varsity home games, as well as away Varsity conference, district (including our 2 away district football games) and state competitions.

Cross Country:
1. Athletes must compete and finish in the top 6 on the team in at least half of the meets.
2. Seniors that have completed the season in good standing with the coaching staff.

Dance Team:

Letter Requirements:
Each dancer must have 90 merit points and also must choreograph a minute and thirty second long routine of the style of their choosing to letter. The dancer has a year to choreograph this routine but it must be done prior to merit points being counted prior to the awarding of letters.

Guidelines for Demerits:

- Only the coach can give demerits.
- Three offenses of the same nature constitute removal from the team.
- Fifteen demerits accumulated during the season constitute removal from the team.
- All captains receive double demerits.
- If a captain receives 5 demerits, she will lose her spot as captain.
- Members on dance probation, due to demerits, are still required to attend all practices and performances.
- Dancers do have the opportunity to earn back demerits by the options that were choose by the coach.

All members of the BBHS Dance Team are expected to follow the BBHS Dance Team Constitution and also the BBHS Activities Handbook.

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.

Golf (Boys and Girls): *(ANY OF THE FOLLOWING CRITERIA MAY OR MAY NOT RESULT IN A VARSITY LETTER)*
1. Any 4th year or 5th 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 Invitational's.

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.
7. Coaches discretion on an individual basis.

Instrumental Music:

1. 100 points must be accumulated to letter.
2. 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.
3. Demerits will be given at the director's discretion for improper care of uniforms, instruments, or discipline problems.

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 = 50 pts

One Act play cast	15 pts
One Act play crew	10 pts
80-100% attendance	40 pts
0-79% attendance	0 pts
SWC Outstanding Actor/Actress	10 pts
District Outstanding Actor/Actress	15 pts
Conference Champions	10 pts
District Champions	15 pts

Speech:

Total points needed to qualify for a speech letter: 65 points

Participation in an invitational meet (per entry): (Students are encouraged to enter at least two events per meet)	2 points
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
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

If a speaker is competing in one event, they need 45 points to letter; if the speaker is competing in two events, they need 65 points to letter. If the speaker is also participating in basketball or wrestling, and therefore cannot be at every meet, they need 35 points (1 event) or 55 points (2 events) to letter.

Track (Boys and Girls):

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

Vocal Music:

Total points needed to qualify for a letter	**75 points**
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) (must be selected to the choir)	15 points
Honor Choir (non-auditioned) (must be selected to the choir)	5 points
Holiday Notes small group	5 points
Holiday Notes solo	10 points
Variety Show solo	10 points
Variety Show small group	5 points
Variety Show sound and lights crew	5 points
Variety Show stage crew	5 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.

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.
3. Letters winners also in discretion of the head coach.

The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

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 7/8th Meets/ Practices, or Broken Bow Wrestling Club Tournament); and
3. A wrestler must score 30 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.

THE ABOVE REQUIREMENTS MAY BE WAIVED UPON THE COACHES'/ SPONSORS' OR ACTIVITIES DIRECTOR'S RECOMMENDATION.

COLLEGE SIGNINGS

College signings for any athlete/participant are and will always be a great honor. Broken Bow High School would be proud to host any college signing for any student in their senior year and receiving an Athletic/Activity scholarship to continue their skills in college. BBHS Activities Director will properly schedule, communicate, and set up an official college signing in which the Head Coach, Parents of the College Signee, as well as the future college coach in which the student will be participating under, will all be present, and any/all public picture(s) that local/outside media would be taking to publicize this signing. All other participants in this ceremony will need to be approved by the Activities Director of Broken Bow Public Schools.

DANCES

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

HIGH SCHOOL DANCES

All high school dances are restricted to Broken Bow High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the Activities Director/Principal regarding date and times. Each dance must be sponsored by at least two adults. Once admitted to the dance, students must remain until the close of the dance after a designated time set by Administration or the head sponsor. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

HOMECOMING AND PROM

The Homecoming dance is open to Broken Bow High School students and their non-BBHS guests that are also in grades 9th through 12th.
The Junior/Senior Prom is open to students and guests of Broken Bow High School junior and senior classes. Guests must follow all rules that the students of BBHS must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

FUNDRAISING AND BOOSTER CLUBS

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school district's name, nickname, logo, or mascot shall not be permitted unless approved by BBHS Administration

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_____Grade_____

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 _____

PARENT/GUARDIAN RECEIPT CERTIFICATION

I have received and read the Activity Handbook of Broken Bow High School and understand the rules fully.

Student Printed Name Student Signature Grade Date

We agree that our son/daughter will abide by the Activity Handbook while he/she is enrolled at Broken Bow High School and that the school and its coaches/sponsors will follow the rules set forth in this Handbook also.

Father/Guardian Signature Date

Mother/Guardian Signature Date

RELEASE AND AUTHORIZATION

In consideration of the granting of our request that our child or ward be permitted to accompany other members of the Broken Bow Public School music groups, athletic teams, cheerleaders, or any other school classes or organizations, we do hereby specifically authorize coaches/sponsors, teacher in charge, or adult sponsors accompanying and in charge of any given group to obtain medical help in the event that some is needed for our child and to authorize whatever medical treatment is needed.

In further consideration of the granting of our request, we hereby release the Broken Bow Public Schools, its employees or agents and any accompanying sponsors from any claim which we may have of any nature whatsoever arising out of any medical treatment given to our child as a result of the authorization above set forth.

Accepted and Agreed to this _____ day of _____, 20____

Parent Guardian Signature Student Signature Grade