



"INDIANS"

Broken Bow Middle School

**Student/Parent
Activity Handbook**

2011-2012

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Introduction

Congratulations on being a participant in the Broken Bow Middle School 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 Middle 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 Middle School.

BROKEN BOW MIDDLE SCHOOL ACTIVITY GUIDELINES

The activity program of Broken Bow upper level Middle School (grades 7-8) is designed to provide wholesome opportunities for the participants.

The major objectives of the Broken Bow Middle School Activities Program are:

- To provide multiple levels of teams so that all interested students have an opportunity for participation.
- 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.

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.

PHILOSOPHY:

At Broken Bow Middle School, our philosophy is to serve our youth by establishing and maintaining high standards for students; standards that promote academic success, personal growth, sportsmanship and leadership in all aspects of life.

Our goal is to provide opportunities for all students, to educate the students in each activity, and to work towards success for each individual and the organization. Opportunities will be provided for all students who are interested in participating as long students meet the requirements of the given activity.

The Middle School provides a variety of activities for students to take part in depending on their interests. The Middle School athletics provides opportunities for students to compete at the A, B, & C Squad levels whenever possible. The different levels of competition are in place to allow individuals with varying skill level and opportunity to be successful.

Individual and group success 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 responsibilities to uphold in order to be a successful member. At Broken Bow Middle School we encourage our students, coaches, and sponsors to demonstrate integrity, respect, responsibility, and compassion in the classroom as on the stage, court, field, and in life.

Expectations

Of the PARTICIPANTS:

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

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 playing by the rules and good sportsmanship are greater values and winning is second.
- Support your teammates when they are competing--before or after your playing time has occurred.

Of the PARENT/GUARDIAN:

- To take the time to read the Activity Handbook and understand the rules.
- To be supportive of your child for taking the time and effort to be involved.
- To be a positive role model at games.
- To attend “Parent Meetings” held by each coach your student is involved with.
- To remember that you are a parent, you may be biased, and it is always better to take a day and think before reacting.

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 student will be allowed to begin practice until he or she has turned their signed physical examination and parental approval/consent form into his or her respective coach or sponsor. This form gives the student permission to participate in an activity or sport with the participant and parent/guardian’s understanding of the dangers associated with athletic participation.
3. **Parent/Guardian Receipt Certification Form** is signed by the student and parent/guardian and on file in the Activities Office. This form states that the student and parent/guardian have received an activities handbook and agree to abide by its information.
4. 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.
5. Be **released from the previous activity**. This includes turning in all equipment and uniforms or paying fines for lost items.

Additional Requirements-- 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. Middle school students in grades 7 or 8 will not be allowed to participate if failing two or more subjects. Eligibility lists are turned in each week. Students are ineligible for that week if they do not meet the criteria as listed. Students should continue practicing with their team but will not be allowed to play in the contest.
3. 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.
4. 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. Suspension from an extracurricular activity is dealt with in the Code of Conduct Policy and/or Tobacco and Alcohol policy.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

OTHER REGULATIONS

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 Middle 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 plays 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 7-12.

**** Note: In regards to 7th and 8th grade students not participating at the 9-12 competition level.** Open volleyball, basketball, etc... tournaments during the season that **DO NOT** conflict with practices, scrimmages, or in-season games are allowed. The in-season coach and Activities Director's discretion will be taken into consideration when allowing these teams to play outside of Broken Bow sponsored Activities.

Travel To and From Activities

Broken Bow Middle and Senior High staff members and activity groups travel to and from all contest events by school bus or school vehicles.

Exceptions:

- 1) 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.
- 2) If returning to Broken Bow causes a hardship upon the family, such as if the participant lives between the site and Broken Bow.
- 3) If a participant must return home early because of another obligation or emergency situations.
- 4) 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.

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 2nd time during any activity season, they will be suspended from the activity for the duration of the activity season.

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.
- There will be no food or drink taken on the bus unless given permission by the sponsor.

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's 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 Wednesday.

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

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.

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 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.

Injuries/Athletic Trainer

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

Contests/Games

The Southwest Conference schools and area schools have created a constitution and bylaws that are to be followed by member schools. Game regulations for 7th and 8th grade have been determined in order to provide playing time for all individuals, appropriate use of time, and cost effectiveness.

Rule 10 also limits the number of contests that 7th and 8th graders may participate in.

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 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 Middle School and High School students. Once the students enter 7th 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>. This website has 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 recommended 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.

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.

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 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, 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.

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 always 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 consume, have in possession, buy, sell or give away any illegal or non-prescribed controlled substance (or look alike), 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 practice. 2. Students may 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.

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. If the violation involves a Senior High student, the Violation Board will consist of Senior High personnel in addition to the Activities Director.

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 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.
- 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 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 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 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

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. 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.**

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 middle 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 _____

