



**TWIN
LOUP**

2016-17 ACTIVITY HANDBOOK

INTRODUCTION

We look forward to your participation and involvement in our school. It is our hope that each of you will investigate the many extra- / co-curricular activity possibilities offered by the school.

The rules and guidelines included in this handbook are to help answer questions and protect the basic rights of all individuals. Rules affecting extra/co-curricular activities will be in effect during the ENTIRE CALENDAR YEAR. Realize that your handbook is not all-inclusive, but rather provides the basic parameters that the Administration of the Sargent and Loup County School Systems may use when determining consequences for inappropriate actions. Furthermore this handbook does not form a contract between the school and the student and the school reserves the right to change or modify the handbook whenever necessary.

Situations will arise that are not adequately addressed by the handbook. In these instances the end result depends upon the administration's interpretations of the rules. If you have questions regarding a problem, please let us know. We truly wish each of you a successful and rewarding year.

RULES AND REGULATIONS

In addition to being subject to the student handbook, **students who are participating in co-curricular and/or extracurricular activities will be advised of and follow additional regulations set by the respective sponsor, advisor, or coach of the activity.**

Any violation of this handbook or of the sponsor / coaches regulations at school activities may result in the student being subject to disciplinary action, including but not limited to:

- 1) Loss of position and or participation time.
- 2) Immediate removal from the extracurricular activity.
- 3) Denial of the privilege to attend any of the activities where the behavior occurred.
- 4) Denial of the privilege to attend any extracurricular activity.
- 5) Suspension and/or expulsion.

I. EXTRA-CURRICULAR ACTIVITIES (taking place outside of the school day)
and CO-CURRICULAR ACTIVITIES (associated with a class and may have an affect upon the grade for the class)

A. ELIGIBILITY:

1. Attendance - For all Activities Seventh Through Twelfth Grade

- a.) Students must be in attendance for the full or scheduled portion of the school day in order to attend or participate in an activity or practice. (must be in school by 8:30 through the remainder of the day or the time the team leaves) Exceptions may be made at the discretion of the Principal (Doctor, Funeral, etc.)
- b.) Those students who become ill and go home on the day of an activity may not participate in the activity scheduled for that day. Students absent due to illness the day before an activity are not affected by this policy.
- c.) Rules for each activity are to be developed at the beginning of each activity season by the director or sponsor. These rules will be made available for all participants and parents.

2. Academic Eligibility for Seventh Through Twelfth grade (ALL ACTIVITIES)

The Loup County and Sargent High Schools are members of the Nebraska School Activities Association. All participants representing our schools must meet the eligibility requirements of the Association as well as those of the Twin Loup cooperative. Loup County and Sargent High Schools believe that in order for a participant to be an asset to his or her group each individual member must follow a few beneficial rules.

- Eligibility List. The purpose of the eligibility list will be to provide incentives to those students who are involved in activities yet deficient in their schoolwork. It is not to be approached from the standpoint of punishment but as encouragement to build good study habits and a greater appreciation for the importance of academics.
 1. Teachers will turn in students' names that are failing the class in that teacher's class(es) to the guidance counselor or office by 2:30 p.m. on Friday. (On weeks where there are no Friday classes, the names will be turned in the last day of school for that week).
 2. The down list will be placed in the teacher's mailbox or emailed to them by the start of the school day on MONDAY so that teachers/sponsors/coaches will be aware of the eligibility status of students for the upcoming week.
 3. Students on the list for **failing two classes will not be eligible for participation** in any extracurricular activities, performances, or to represent the school in any activity (graded or non-graded) **from MONDAY through SUNDAY** of the following week.
 4. Students experiencing difficulty are encouraged to meet with the teacher and/or guidance counselor.
 5. Considerations may be made by the guidance counselor and/or the principal in dealing with special circumstances.
 6. The guidance counselor and/or principal will attempt to notify the student and the student's parents if he/she is ineligible.
 7. An ineligible student may not leave before the end of a school day to travel with the activity group of which he/she is a member.
 8. An ineligible student may not participate with the activity group of which he/she is a member; however, the students are expected to practice with their respective groups.
 9. Students that are not eligible to participate in a graded activity will be given an opportunity to complete another project to make that grade up.

ACTIVITIES AFFECTED BY THE WEEKLY INELIGIBILITY LIST

All Extra-Curricular and Co-Curricular activities including but not limited to:

- All Junior High and Senior High Athletic Contests (Motivational Trips included)
- All Instrumental and Vocal Music Performances, Contests, Clinics, and Events
- All Speech and Drama Contests and Performances
- All Inter-High Competitions (Quiz Bowl etc)
- All FFA and FBLA Competitions, Conferences, and Events.
- All Dances (Homecoming, Prom, etc)

Rules affecting extra/co-curricular activities will be in effect during the ENTIRE CALENDAR YEAR.

B. CODE OF CONDUCT FOR EXTRA/CO-CURRICULAR ACTIVITIES

All students need to remember that they are representing not only themselves, but also their school and community by their actions. With this in mind, it is hoped that all of our students' actions reflect a positive manner toward each other and our opponents. There shall be immediate suspension from the extra-curricular activity program if it is determined by the Violation Board that a student participating in extra-curricular activities has broken the state laws of Nebraska (except minor traffic violations), steal or maliciously destroy property, had possession of or used tobacco, alcohol, or drugs, has participated in bullying/initiation, or has been guilty of other conduct unbecoming a student participating in extra-curricular activities.

USE OF PROHIBITED SUBSTANCES

DEFINITIONS:

- 1) Alcohol - any liquor, wine, beer and/or other beverage containing alcohol.
- 2) Build altering chemicals - include, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotropin (HCG) and other hormones.
- 3) Mood altering chemical - includes, without limitations, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol and prescription drugs, unless authorized by a medical prescription from a licensed physician. This medical prescription must be kept in the original container, which shall state the student's name and the directions for proper use of the prescription.
- 4) Tobacco - any product with tobacco as an ingredient that is smoked, chewed, inhaled or placed against the gums or any tobacco substitute including e-cigarettes and vapor pens.
- 5) Drug paraphernalia - equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
- 6) Possession – to have, be in contact with, carry on one's person or knowingly be in a vehicle with other individuals when alcohol or other drugs are present.
- 7) Violation Board - Athletic Director and/or the Director's designee, the principal and/or the principal's designee, coach and/or assistant coach.

C. DISCIPLINARY ACTION for any infractions of rules during the entire calendar year.

Part I – The following consequences pertain to:

- The use, purchase, or possession of: alcohol, mood altering chemicals, build-altering chemicals, drug paraphernalia, tobacco products, and/or e-cigarettes.
- Being cited for the use, purchase, or possession of: alcohol, mood altering chemicals, build-altering chemicals, drug paraphernalia, tobacco products, and/or e-cigarettes.
- Being ticketed for or found guilty of a criminal act in a court of law for (assault, theft, etc.)
- The chronic disregard of school rules.

ALL OFFENSES ARE CUMMULATIVE IN NATURE FROM THE TIME THE STUDENT ENTERS INTO THE SEVENTH GRADE.

CONSEQUENCE FOR THE FIRST OFFENSE - The student will be suspended from extracurricular / co-curricular activity performances for 28 calendar days.

*If the student self reports the violation to their coach/sponsor or member of the school administration within 48 hours of the offense he or she may have the activity suspension decreased to 14 calendar days. (This is for the first offense only.) The student may be allowed to practice during the time of suspension.

CONSEQUENCE FOR THE SECOND OFFENSE - The student will be suspended from participation in the activity program for 42 calendar days. Before being allowed to return to practice the student will volunteer to complete a drug/alcohol counseling program (at their own expense.)

CONSEQUENCE FOR THE THIRD OFFENSE - The student will be suspended from participation and practice in the activity programs for 90 calendar days.

CONSEQUENCE FOR THE FOURTH OFFENSE - The student will forfeit his or her eligibility for the rest of their high school career at Loup County or Sargent Public Schools.

Part II - Consequences for the:

- The transmission or sale of drugs or alcohol

CONSEQUENCE FOR THE FIRST OFFENSE - Suspended from the activity program for one calendar year from the date of the violation.

CONSEQUENCE FOR THE SECOND OFFENSE - Denied participation for the remainder of student's high school years.

(To receive an award from any activity the participant must successfully complete the season of the activity.)

D. STATEMENT DEALING WITH UNSPORTSMAN LIKE ACTS

ANY STUDENT CHARGED WITH ANY ACT (Including unsportsmanlike conduct) UNBECOMING TO THEIR ACTIVITY, SPORT, TEAM, OR SCHOOL MAY BE SUSPENDED FROM ALL OR PART OF THE ACTIVITY PROGRAM DURING THAT SEASON. DURING THE SUSPENSION, THE STUDENT WILL BE PLACED ON PROBATION AND ALLOWED TO PRACTICE AS PART OF THE TEAM/GROUP AS LONG AS HIS/HER CONDUCT REMAINS CONSTRUCTIVE AND HE/SHE IS AN ACTIVE CONTRIBUTOR TO THE ACTIVITY. A SECOND VIOLATION IN A GIVEN SPORT SEASON WILL RESULT IN THE STUDENT'S EXPULSION FROM THE EXTRA-CURRICULAR ACTIVITY PROGRAM FOR THE REMAINDER OF THE SCHOOL YEAR.

It shall also be known that in following the bylaws of the NSAA, any participant, coach, or fan ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest (at that level of competition) and any other contests at any level during the suspension.

Unsportsmanlike conduct shall include the following: Fighting, verbal abuse or blatant disrespect expressed 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, 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.

The student and his/her parents will be advised of the facts upon which the complaint is based and given an opportunity to deny or explain the matter before the violation board. The violation board shall consist of the coach/sponsor, principal, or a designee of any one or more of the above.

E. HEARING PROCEDURE

If an advisor/sponsor or school official makes a decision to discipline a student by suspension or makes a determination that there may be cause to discipline a student by suspension or expulsion from the co/extra-curricular activity program, the following procedures shall be followed after reporting the matter as required by Paragraph One (I).

1.) The advisor/sponsor, principal or a appointed designee will confront the student. The student will 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/her right to appear before a meeting of the Violation Board for purposes of presenting mitigating facts or facts in support of a denial.

2.) The advisor/sponsor, principal and superintendent, or a designee of any one or more, shall constitute the Violation Board which shall have the duty to decide if the report is valid and is a violation of the code as described.

3.) The Violation Board shall meet within two school days after the student has been confronted. The

student and a parent or guardian shall be advised by telephone, or 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 a closed meeting and shall have the right to limit the number and testimony of witnesses as necessary to preclude unreasonable repetitive or irrelevant testimony.

4.) If the decision of the Violation Board is that no violation occurred, the advisor/sponsor has the responsibility to tell the student of the determination.

5.) If the decision of the Violation Board is that a violation occurred, the Violation Board shall determine the length of the suspension and the advisor/sponsor and principal will promptly visit with the student and a parent or guardian to state the decision and explain the discipline.

6.) The student shall have the right to appeal the decision of the Violation Board to the Board of Education by presenting a written request 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 receipt of the request. Such request for appeal shall not delay the start of the activity suspension or expulsion.

F. ADVISOR'S/SPONSOR'S DISCIPLINE

In addition to consequences described in this handbook any advisor/sponsor shall retain the right to discipline students in a reasonable manner as they see fit. Including suspension from activity and/or suspension from practice.

In event that the violation falls under "conduct unbecoming a student participating in extra-curricular activities" it may not be reported to the Violation Board and acted upon. In such a case it shall not constitute a first suspension under Section D.

G. PRE-PRACTICE REQUIREMENTS

1.) All athletes must return a medical physical OR verification of passing a physical to the Office, AD, or respective coach/sponsor. (Before the physical will be given, the athlete must supply the doctor with the medical history report signed by the parents or guardians.)

2.) Students must return to the Office, AD, or respective coach/sponsor, a sheet found attached to these guidelines giving the following:

- a.) Parental/Guardian signature and agreements.
- b.) Students signature indicating approval and agreement.
- c.) Signed - NSAA Student and Parent Consent Form

H. PRACTICE REGULATIONS

In order that we may always maintain well-rounded activities programs in the Twin Loup Cooperative, and because of limited facilities for some activities, the following guidelines are to be followed:

1. No student will work out using school facilities unless he/she is under the sponsorship of an advisor/sponsor.
2. Nothing will ever be done by any sponsor or student to take away from the activity in season.
3. Sponsors will encourage their students to participate in other activities during the off-season.
4. Sunday practices may be organized after the coach has received approval from the AD or administration.
5. The policy of the board of education states: "There will be no activities scheduled on Wednesday evening." Exception: when an athletic team is required to play in conference, district, or tournament competition.

I. TEAM TRAVEL AND DRESS

1. Transportation: Twin Loup activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, proof of insurance is expected and when possible adult drivers are used. **ALL MEMBERS OF A TEAM ARE EXPECTED TO RETURN FROM A CONTEST BY THE SAME TRANSPORTATION PROVIDED FOR TAKING THEM TO THE CONTEST.**
Exceptions: Any student who rides to an event on a school bus will return home on the bus unless the parent has signed a release form provided by the sponsor to return home with the parent or designated **adult**. Because of the nature of the coop parents may sign a release for players to drive themselves to contests at the neighboring school.
2. Dress: Dress of team members should be clean, neat and in good taste.

J. EQUIPMENT

The activities department tries to furnish the student with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are protected. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. **THE STUDENT 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. (In many cases the original purchase price of an item purchased for may be double to replacement the equipment.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should they quit an activity. If a student 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 principal's office.

At no time should a student wear equipment checked out to him/her except for practices and contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to him/her.

K. AWARDS and ACTIVITY LETTERS:

Various awards and letters earned during the year will be presented Honors/Award night(s).

1. **LETTERING REQUIREMENTS** – are to be written/updated by the coaches/sponsors. A draft copy may be obtained from the coach or the ADs office.
2. Special or individual awards – will be determined by the coaches/sponsors of the activity.

To receive an award from any activity the participant must successfully complete the season of the activity.

L. DRESSING ROOM POLICIES

1. All athletes will be under the direct supervision of the coach in charge or his/her designee 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.
2. Athletes are to always respect all equipment and supplies in the training room. The coach's offices and equipment rooms are off limits to all athletes except student managers. Exception: The athlete is asked to enter for a conference by the coach.
3. Following games and practices the dressing rooms are off limits to everyone other than coaches, athletes, and administrators.

M. NSAA ELIGIBILITY

IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school.

2.2.2 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.

2.3 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.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 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.

2.5.2 Student must have been enrolled and received twenty hours in school the immediate preceding semester.

2.6.2.1 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.

2.6.3 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.

Student eligibility related to domicile can be attained in the following manners:

2.6.9.1 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.

2.6.9.2 If the domicile is changed 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.

2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

2.6.10 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.

2.7.7 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.

2.7.8 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 2015-2016 school year prior to May 1, 2015; 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 1, 2015. The student would 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 1, 2015, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

3.5 / 3.1 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.

3.5.1 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 3.5.1.1 for exception in Swimming & Diving.)

3.6 A student shall not participate on an all-star team while a high school undergraduate.

3.7 A student must maintain his/her amateur status.

**THIS HANDBOOK AND ITS CONTENTS WERE APPROVED BY THE
SARGENT AND LOUP COUNTY BOARDS OF EDUCATION
August 2016**

Please return this page to your coach or the principal's office. Failure to return the signed form by the required date could result in possible exclusion from the activity.

PARENTS AND STUDENTS:

PLEASE ACKNOWLEDGE THAT YOU HAVE RECEIVED THE ACTIVITIES HANDBOOK BY PLACING YOUR SIGNATURES BELOW:

Student Signature _____ Date _____

Grade _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION ("NSAA")
Student and Parent Consent Form**

School Year: **2016-2017**

Member School: **Sargent High School** or **Loup County High School**

Name of Student: _____

Date of Birth: _____ **Place of Birth:** _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this _____ **day of** _____, **20**_____.

Name of Student [Print Name]

Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (3) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out** below:

| | | | |
|--------------------------|---------------------|-----------------------|----------------------------|
| Baseball | Golf | Tennis | Play Production |
| Basketball | Swimming | Track | Speech |
| Cross Country | Soccer | Volleyball | Music |
| Football | Softball | Wrestling | Debate |
| Journalism | | | |

DATED this _____ **day of** _____, **20**_____.

Parent/Guardian Signature

Parent/Guardian Signature