

# UNIFIED SCHOOL DISTRICT #1

## VERDIGRE PUBLIC SCHOOLS

### ACTIVITY HANDBOOK

**2016-2017**

#### MISSION STATEMENT

The mission of the Unified School District #1 is to provide students with progressive educational opportunities in a safe, positive environment to develop the mental, physical and emotional skills necessary to reach their individual educational potential. Through a cooperative venture between home, school and community, we will empower students to become responsible, productive workers, and prepare students to become informed and active citizens with the ability to establish and maintain healthy interpersonal relationships. Graduates will be prepared to function responsibly in a changing society and to become lifelong learners.



**Verdigre High School**  
**LOCAL ACTIVITIES INFORMATION**  
**2016-2017**

Superintendent  
Principal  
Activities Director

Dale Martin  
Chuck Kucera  
Patrick Svec

**High School Coaches**

See coaching list

**Junior High Coaches**

See coaching list

**Activity Sponsors**

Student Council  
One-Act Play/Drama  
Speech  
National Honor Society  
Music  
FFA  
Letterman's/Cougar Club  
National Art Honor Society  
Quiz Bowl  
Math Counts  
SAT

Patrick Svec  
Lori Pierce & Paige Randa  
Lori Pierce & Kalee Michaelson  
Dixie Hanefeldt  
Pete Pavlik  
Kevin Randa  
Doug Konopasek  
Cathy Barta  
Regina Paesl  
Emy Jones  
Bev Krutz, Chuck Kucera, Emy Jones, Dixie Hanefeldt

**Class Sponsors**

Grade 12  
Grade 11  
Grade 10  
Grade 9  
Grade 8  
Grade 7

Karla Faenrich  
Betty Jacot & Steve Jacot  
Patrick Svec  
Dana Konopasek  
Regina Paesl  
Emy Jones

# Niobrara-Verdigre Cougars Varsity Coaching Assignments for 2016-2017

Updated 8-3-16

Football:	Head: Jonathan Bos	Assistants: Bill Hunt & Jeff Bauer
Volleyball:	Head: Jenny Bauer	Assistants: Jennifer Pritchett & Brittany Pesek
Cross Country:	Head: Dana Konopasek	Assistant: Nephys Justo
Wrestling:	Head: Jason Simons	Assistant: Jake MacManigal
Boys Basketball:	Head: Todd Runnels	Assistants: Rick Eisenhauer & Bill Hunt
Girls Basketball:	Head: Kim Miller	Assistants: Laurie Stout & Jamie Guenther
Boys Golf:	Head: Rick Eisenhauer	Assistant: Pat Svec
Boys Track:	Head: Emily Janak	Assistants: Dana Konopasek, Kelsey Mitteis,
Girls Track:	Head: Dana Konopasek	Emily Janak, & Jon Bos

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## Junior High

Football:	Doug Konopasek and Jonathan Bos
Volleyball:	Kim Miller and J.J. Parks
Boys Basketball:	Doug Konopasek and Rick Eisenhauer
Girls Basketball:	Kim Miller and J.J. Parks
Wrestling:	Jason Simons and Jake MacManigal
Track:	Doug Konopasek, Paige Randa, Rick Eisenhauer, and J.J. Parks

Verdigre A.D.— Pat Svec

Niobrara A.D.— Kandi Eisenhauer

\*NOTE: VHS and NHS will participate together again in a driver's ed program (w/ Ken Jensen) this summer. Classes will be in Verdigre and the Verdigre mini-van will be used.



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**Should any part or portion of this handbook be found to be inconsistent or in conflict with any Unified Board of Education's policy, the Unified Board of Education's policy shall take precedence.**

The **ATHLETIC/ACTIVITY PROGRAMS** of Verdigre Junior and Senior High School are designed to provide wholesome opportunities for those Junior and Senior High students desiring competition in athletics and activities. A program of activities is available for girls and boys, on the Senior High level and also for Junior High.

Senior High Boys may participate in football, basketball, track, cross country, and golf.  
Senior High Girls may participate in volleyball, basketball, track, cross country and golf.  
Junior High Boys may participate in football, basketball, and track.  
Junior High Girls may participate in volleyball, basketball and track.

It is our desire to instill in each athlete the image of a true "Cougar" athlete.

He or She will:

1. Consider all athletic opponents as guests at Verdigre Junior-Senior High and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials without question.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the game.
6. Love the game for its own sake - not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the game and courtesy and respect for players, coaches, and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire athletic program something we will always be proud of.

Any girl or boy is welcome to try out for any of the interscholastic teams available to them providing they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in this booklet. A student must be out for practice for the sport for 2 weeks before actually participating in a contest. Special consideration may be considered due to unusual circumstances

## **PHILOSOPHY**

A great athletic tradition is not built overnight. It takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team, the athletes have certain responsibilities to uphold. Our tradition at Verdigre High School has been to win so that honor comes to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching staff, the athletes, and the student body. We will always play every game to win. In doing so, we will always maintain respect for our school, our opponents, and most of all, ourselves. However, Jr. High and Junior Varsity players will come under the guidelines on page 4.

### **I. Responsibilities to Yourself**

We like to think of an athlete as being someone special in that certain responsibilities are imposed on him or her. Athletes are those who accept these responsibilities and broaden themselves and develop strength of character. Athletes owe it to themselves to get the greatest possible good from their school experiences: Their studies, their participation in the other co-curricular activities, as well as from athletics.

### **II. Responsibilities to the School**

By being an athlete, you have the responsibility to your school to always do your best and always follow the guidelines set forth. By being an athlete you are representing your school and your community. You automatically assume a leadership role when you are on an athletic squad. The student body, the community, and other communities judge our school on our conduct and attitudes, both on and off the field. Make your school proud of you and your community proud of your school, by your performance and your devotion to high ideals.

### III. Responsibility of the Coaching Staff

Since there is a great tradition behind athletics at Verdigre Junior-Senior High, the coaches feel that they have the responsibility to give the community the best possible team with the available talent each year. Coaches of Verdigre Junior-Senior High are dedicated to this fact, as they are well aware of the tradition, which has been built over the years. Winning will always be utmost in every coaches mind, but they are well aware of what must be done to win in the proper manner and what is best for the athlete.

All coaches will follow the **NEBRASKA COACHES CREED**, which reads:

I BELIEVE: Inter-school sports have an important place in the general educational scheme and **pledge myself to cooperate with others** in the field of education to so administer them that their values shall never be questioned.

I BELIEVE: The other coaches of inter-school sports are earnest in their desire to keep inter-school sports high on the plan of citizenship training and I shall do all that I can to further their efforts.

I BELIEVE: My own actions should be so regulated as to reflect credit to this profession.

I SHALL: Abide by the rules of the games in letter spirit.

I BELIEVE: In the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.

I BELIEVE: Proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desire for clean, healthful living and respect for wise discipline and authority.

I BELIEVE: These admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the sport to become a better citizen.

I BELIEVE: I will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

Those of you who want to be part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic athletes at Verdigre Junior-Senior High.

These guidelines are drawn from the philosophies of the present coaching staff and administration, present athletes, existing school policies, and from the policies set up by the Nebraska Association of High School Activities.

### **JUNIOR VARSITY FOOTBALL**

In the past, it has been the policy of Verdigre High School (and other schools) that it is permissible to use a varsity starter in junior varsity level games, as long as the player does not play the same position (offense or defense) on varsity. The intent may have been good, but it creates an inequity in playing time for younger players. Therefore, it will be the policy of the Verdigre High School Athletic Department to discourage the use of varsity starters in a junior varsity level game. Once again, junior varsity is to build for the varsity level and experience is the best teacher. Winning is a secondary objective.

Because, on special occasions, a player in a "skill" position may need to be used out of necessity, is it not entirely prohibited. An example may be if a coach has two or three athletes capable of playing quarterback, and one or two are varsity defensive starters, it may become necessary to use a player if injury or hardship dictates. All use of any varsity starter on the junior varsity level, must be cleared through the athletic director and in communication with the coach. The Athletic director will have the final authority for the decision.

## **JR. HIGH - JUNIOR VARSITY ATHLETICS**

The purpose of junior high and junior varsity athletics is to prepare the young, inexperienced athlete for varsity competition, through playing time, where the young athlete may learn, and develop without the pressure of winning or losing.

Therefore, it will be the policy of the Verdigre Public School Athletic Department to stress the importance of allowing playing time for everyone, in the hope that it will encourage more student athletes to participate, by becoming more involved in actual game experience, thus building for the future. If you attend practice regularly and show a good work ethic you play.

### **GENERAL INFORMATION**

#### **1. SPORTS SEASONS / Nebraska School Activities Association**

All interscholastic sports are divided into three seasons - fall, winter, and spring. The division of sports, the date of the first organized practice, and the closing of the season shall be determined by the NSAA. No individual may participate simultaneously in more than one sport per season.

No organized practice may be held in any sport between the close of the previous season and the opening day of practice for the following season. NSAA rules and regulations will be followed. An organized practice shall be defined as such:

Football: Any number of players under the direct supervision of a sponsor.

Basketball and Volleyball: More than four players under the direct supervision of a sponsor.

Track: More than three players under the direct supervision of a sponsor.

#### **2. PRACTICE REGULATIONS - Verdigre Junior-Senior High**

In order that we may continue to have a well-rounded athletic program at Verdigre High, and because of limited facilities for some sports, the following guidelines are followed concerning off-season practices.

- A. During the time between the close of the school term and organized fall practices all practices must meet NSAA guidelines.
- B. Nothing will ever be done by any coach or athlete to take away from the sport in season. Sponsors and coaches must not schedule activities and/or practices during another activities' practice time. Good communication is the key to this.
- C. Coaches will encourage their athletes to participate in another sport during the off-season.
- D. Daily off-season practices will start after the practices of the sport in season and will be concluded before the daily practices end so as not to interfere in any way with the sports in season.
- E. No individual will be allowed to change sports during a season unless they have the approval of the coach of the sport they are quitting.
- F. If an individual is dropped from a squad, because of disciplinary reasons, by the coaching staff, or if they quit on their own accord, they may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she quit is completed.
- G. If an individual is cut from a squad by the coaching staff, they may not participate in another sport of that season.

#### **3. PARTICIPATION WITH OTHER TEAMS**

Any individual who is a member of any Verdigre High School interscholastic athletic squad cannot participate in any other organized sport, in school or out of school, during the period that he is a member of a VHS interscholastic squad. (Example: town team basketball)

#### **4. TEAM TRAVEL**

- A. Activity Trips: All participants will ride to all school events on school provided transportation. Students may return home from an activity only with their parents if the parent notifies the sponsor in advance. Parents must notify the sponsor in person and supply a handwritten, signed and dated note.
- B. Meals: When an athletic team is required or will be away from home all day for a contest, or if the return trip

home is exceptionally long, arrangements will be made to feed the team members. All members will eat together as a team at the student's expense. Generally speaking, team members will eat their pre game meal at home. When a team earns the position to compete at State competitions, meals may be provided as NSAA and Unified District policy permits.

## **5. PARTICIPATION AND ATTENDANCE**

Students in grades 7-12 who participate in sports or any activity sponsored by the school must be in attendance at school for a full day on the day of the activity or after school practice, or they will not be allowed to participate in the activity or practice on that day or evening without a valid excuse approved prior to the absence by the Activities Director or site-based administrator. At no time will a student be allowed to drive to any school activity at home or away.

The Activities Director or site-based administrator has the option to waive regulations stated in item five (5) above, should he or she feel that the circumstance warrants the waiver.

Teachers who sponsor any activities will be responsible for checking daily attendance records to ensure equitable enforcement of this policy as well as other policies regarding attendance and make up work. Any questions should immediately be brought to the attention of the administrator in charge.

## **SCHOOL RELATED ABSENCES - ACTIVITIES**

When students must be absent from school due to scheduled school activities, the sponsoring teacher will, at least three (3) full days in advance of the activity, give a comprehensive list to the office and to all teachers naming the students to be gone. It is the students' responsibility to get the assignments for all periods to be missed from their teachers. These assignments should be completed and handed in to the appropriate teacher(s) prior to the departure for the activity.

## **6. PRE PRACTICE REQUIREMENTS**

All athletes must meet the following requirements before they start practice:

- A. Return a medical physical card to the respective office (before the physical will be given, the athlete must supply the doctor with a medical history report found on the back side of the physical card.)
- B. Return to the respective office, the sheet found attached to these guidelines giving the following:
  1. Parental/Guardian permission to participate in the sport.
  2. Parental/Guardian agreement to Athletic Guidelines.
  3. Athlete's agreement to Athletic Guidelines.
  4. Parental/Guardian signatures regarding athletic insurance.

## **7. EXTRACURRICULAR ELIGIBILITY RULE**

In order to be eligible for extra-curricular activities a student must meet the following standards:

1. Must meet eligibility rules of NSAA.
2. Must not be failing (below 70%) in one or more classes for two consecutive weeks or failing more than one class at the end of a week. Grades will be turned in at noon each Friday or the last school day of the week throughout the quarter beginning the third week of that quarter. Eligibility will be determined through the last day of each quarter. Any student failing more than one class at the end of the week will be ineligible for the next calendar week beginning on Sunday, and any student who is failing one or more classes for two consecutive weeks will be ineligible for the next calendar week beginning on Sunday.
3. Must abide by all training rules set forth by coaches or sponsors. (Training rules set forth by coaches or sponsors and approved by athletic director and administration will be backed by the Board of Education.)
4. Must be in school the entire day of an activity/practice to participate in said activity/practice unless special conditions and advanced notification indicated this rule should be waived. Only the principal or athletic director can grant waiver.



5. All students participating in activities must ride to activities by means of approved school transportation (that transportation approved by the administration). Students may ride home from the activity with their parents only, and with written permission, which is given personally from the parent to the activity sponsor. The activity sponsor must give the parental permission slips to the activity director the day following the activity. The principal or athletic director may waive this rule in special situations.
6. Must abide by all school rules and regulations to maintain eligibility. Disciplinary problems may result in ineligibility. Suspension from school means immediate suspension from activities. This means no practice, the student cannot ride school transportation to the activity, and they cannot be with the team at the activity. Students who are in-school suspended are allowed to practice but may not participate in competition vs. other schools.
7. If a student is observed using or in possession of tobacco/electronic cigarette products by a sponsor or certified staff member, or admits to using or possessing tobacco/electronic cigarette products, he/she shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the third offense, the student shall be declared ineligible for the remainder of the school year.
8. If charges are filed against a student for the consumption or possession of alcohol, is observed consuming and possessing alcohol by a sponsor or certified staff member, or admits to consuming and possessing alcohol, the student shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the third offense, the student shall be declared ineligible for the remainder of the school year.
9. A student may self-report a first offense violation of the tobacco and alcohol policy and receive a reduction from three to two weeks ineligibility with a minimum of one activity to be missed.
10. If charges are filed against a student for using or possessing a controlled substance, observed using or possessing a controlled substance by a sponsor or certified staff member, or admits to the use or possession of a controlled substance the student shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for the remainder of the school year.
11. Students shall not violate any local, state, or federal law (other than laws dealing with motor vehicles, laws of the road, snowmobiles, or all-terrain vehicles, wildlife preservation, water navigation regulations, fishing, hunting, and other related licenses which are classified as misdemeanors). When the school has reasonable cause to believe that a student has violated this rule, the student shall be suspended from activities for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Reasonable cause may be defined as the county attorney pressing charges or admission of guilt. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the third offense, the student shall be declared ineligible for the remainder of the school year.
12. All students who appear on the weekly ineligibility list two consecutive weeks, whether or not they are participating in activities, may be required to attend a tutoring session after school for one-half hour each day they are considered ineligible.

Ineligibility is defined as not being allowed to participate (students will be allowed to practice) in the following activities: 1) Athletics 2) Music 3) Drama 4) Speech 5) Student Council 6) School Sponsored clubs 7) Cheerleading 8) Those extensions of the classroom that are not considered a part of the regular classroom curriculum. This shall include but is not limited to Jazz Band, Swing Choir, small music groups and ensembles, solos, and One-Act Play. 9) Those extensions of the classroom that are considered part of the regular classroom curriculum include but are not limited to speech contest, pep band, concert band, choir, contests, concerts, clinics, scholastic contests, art shows and industrial art shows.

“Soap/Pop scrimmages” and one-act public performances are considered practices and do not fall under the extracurricular guidelines or academically ineligible list.

This policy is intended as a school year policy and is in force from the first day of school or when the Fall season NSAA-sponsored activities begin, whichever starts first, until the end of the school year or the end of the Spring season NSAA-sponsored activities.

## 8. ACTIVITIES ON CHURCH NIGHT AND SUNDAYS

According to the Nebraska School Activities Association, no athletic contest may be scheduled on Sundays. In addition to this the School wishes to work cooperatively with the Churches of the community.

The policy of the Unified Board of Education states: **"There will be no activities scheduled on Wednesday evening or Sunday."** The Site-Based-Administrator, Central Administration, or the Unified Board of Education may approve emergency exceptions.

## 9. EQUIPMENT

The athletic department tries to furnish the athlete 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 well protected.

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete 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.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should they quit a sport. If an athlete fails to check in their equipment at the designated time or immediately should they quit a sport, 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 an athlete wear equipment checked out to them except for practices and contests. Any athlete found to be wearing school athlete equipment can expect to be treated as possessing property not belonging to them.

## 10. LETTERING REQUIREMENTS for Football-Volleyball-Basketball-Track-Cross Country-Golf

Each time an individual letters in the Senior High, they will be awarded a letter certificate by the coach of that sport at the conclusion of the season. The first time, and the first time ONLY, that an individual letters in any sport on the senior high level he or she will be awarded by the coach of that sport, the standard chenille letter representative of athletes of the senior high level.

### **Football:**

1. The player must successfully complete the season in good standing.
2. The player must have competed in 16 quarters.
3. Seniors who have practiced for at least two prior seasons and completed the season in good standing, will letter.
4. Injured players will be lettered at the discretion of coaches.
5. Coaches reserve the right to withhold a letter from any player who does not finish the season or players that violate any team or training rules.
6. Final decision on lettering is up to the discretion of the coaching staff following the season of that sport.

### **Boys and Girls Basketball:**

1. One quarter per varsity contest, plus one quarter.
2. A senior playing all four years but not earning a letter.
3. Quarter qualifications are voided if team advances past district tourney.
4. Final decision on letter is up to the discretion of the coaching staff.

### **Volleyball:**

1. A player must play in one set per varsity contest plus one set.
2. A player must successfully complete the season in good standing.
3. Final decision on letter is up to the discretion of the coaching staff.

**Track:**

1. Score 3 full points in major meets.
2. Finish in good standing.
3. A student will not letter if they repeatedly show that they are not willing to put forth the effort, or they show that they are not interested, even if they qualified for the letter the first meet of the year. This will be at the coach's discretion.
4. Final decision on letter is up to the discretion of the coaching staff.

**Cross Country Guidelines:**

1. Participants must attend all scheduled practices.
2. Participants must compete in all meets in order to letter. Meets missed because of illness or injury will be excused. However, a participant cannot letter if an injury causes participant to miss more than 50% of the season.
3. Participants must medal at least once during the season to letter.
4. If the participant shows a good work ethic and a good attitude throughout the season attends all practices, and participates in all meets, but does not medal during the season, lettering will be left to the discretion of the coach.
5. Participants will follow training rules established in VHS activities handbook.

**Golf Guidelines:**

1. Equipment

It is the responsibility of the athlete to furnish his/her own golf equipment. This includes, but is not limited to, golf clubs, golf bag, golf balls, golf shoes, tees, ball markers, divot fixer, etc.

2. Transportation

The school will provide transportation to the course. Students will not be allowed to drive to the course for practice.

3. Course

We use the Niobrara Golf Course for practice and meets. This is being provided at no cost to the Verdigre School.

4. Practice

We will leave from the school at approximately 3:40 p.m. This should put us at the Niobrara course by 4:00 p.m. We will leave the golf course by 6:15 p.m. so that we can arrive back in Verdigre by 6:30 p.m. **(Note: On days when we have duals or triangulars, we will not return by 6:00 p.m.)**

Detentions: If an athlete has to serve a detention and misses his/her ride to the golf course it will be counted as a missed practice and he/she will be ineligible to compete in the next golf meet.

5. Code of Conduct

Athletes will be required to follow the Code of Conduct as prescribed in this handbook. In addition students participating in golf will abide by the following rules:

\*No use of profanity on the golf course

\*No throwing of golf clubs

(Violating these rules may result in suspension and/or dismissal from the team)

\*No use of motorized carts during practice or meets (Pull carts are allowed)

\*No caddies during practice or meets

The NSAA Board of Control has approved the following regulation: During district or state competition in activities sponsored by the Nebraska School Activities Association, the use of smokeless tobacco/electronic cigarette by any participant is prohibited. If a participant or substitute is detected using smokeless tobacco/electronic cigarette during competition, that individual shall be disqualified from participation in further competition in that contest.

\*We will abide by the Athletic Training Rules in this handbook.

6. Lettering Requirements

1. Compete in half the duals, triangulars and quadrangulars.
2. Compete in two major meets or invitationals.
3. Average 55 or better for the season in all matches and meets.
4. Medalist at any meet (dual, tri-, quadrangular or invite) automatically receives letter.
5. Special situations will be at the discretion of the coach.

### **GENERAL INFORMATION REGARDING LETTERING FOR SENIOR HIGH**

- A. In the senior high all requirements are based on varsity competition.
- B. When an athlete accepts their letter they agree:
  1. To accept the responsibilities which go along with the letter.
  2. To continue to be active in the athletic program unless because of personal problems or injury.
  3. In case of senior high athletes, they agree to join the letter club.
  4. Letters will be given at the end of each sport season.

### **11. DRESSING ROOM POLICIES**

An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach in charge will deal with all cases of misconduct while dressing.

Athletes are always to respect all equipment and supplies in the training room. Coach's offices and equipment rooms are off limits to all athletes except student managers. Exception: the athlete is asked to enter the office by the coach for a conference. Coaches must supervise until all students have left and then check all lights and doors.

### **12. CODE OF CONDUCT**

The coaching staff and school administration expect our athletes and activity participants to be something special; therefore, an individual is expected to meet the demands that the normal student does not. Also, because activities can be very demanding upon an individual, both mentally and physically, this code of conduct should be followed.

#### **A. Appearance**

1. Individuals will always be neat, clean, and well groomed.
2. All activity participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.
3. No emblem or insignia advertising drugs or alcohol will be permitted to be worn on school grounds or to school activities.

#### **B. No Smoking/e-cigarettes or Chewing Tobacco**

There is no place in activities on the junior or senior high level for an individual who smokes or chews smokeless tobacco. An individual who smokes or chews and who tries to participate in activities is not only hurting himself or herself, but he or she is hurting the entire team. The respective coach along with the Activities Director and the Site-Based-Administrator will handle all cases of smoking or chewing.

#### **C. No Drinking or use of Drugs**

There is no way to justify an athlete or activity participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team. All cases of drinking and possession or the use of drugs will be handled by the coach in charge, along with the Activities Director and the Site-Based-Administrator.

#### **D. CHAMPIONSHIP LIVING** (approved by BOE Feb, 2001)

Since activities can be very demanding, an individual should always use good judgment in such things as their outside interests - dating, parties, and automobiles. An activity participant needs to remember that they are not only responsible to themselves, but also to their school and community in all of their actions. We like to think of our activity members as being some of our best citizens. Therefore, all individuals should remember the following activity policy covering all activities of VHS. Any student who during the school term (school term to include all season practices before the school term starts) is:

- a. Determined to be a delinquent child under the juvenile statutes.
- b. Convicted of any criminal charge or determined to be a delinquent child under any other circumstance which is indicative of behavior not representative of a good citizen, will be ruled ineligible to participate in any interscholastic competition or activity which is part of any program sponsored by Verdigré Junior-Senior High School for a period

of twelve (12) calendar weeks. This penalty will be applied if the activities director, coach, sponsor/s and Site-Based Administrator feel the evidence supports program suspension. The student will be withheld from competition and or program participation from the time the student admits to or confirms his/her guilt or from the time he/she is found guilty in a court of law.

Special notes: (1) The 12 calendar week suspension shall not apply to the use of tobacco or alcohol as these infractions are addressed in Activities and Athletic Participation rules in this handbook as well as the Student Discipline Code found in the Secondary Handbook. (2) Infractions which may cause the application of this rule are as follows but may not be limited to theft, vandalism, sexual assault, physical abuse, destroying public property or other infractions punishable by law. (3) An activity is defined as one requiring a sponsor approved by the school, which may be graded or not be graded, is approved by the school, may be held during the school day or after the school day at home or away. (4) Activity participation in this application shall be defined as any activity sponsored by the school, which may be held during the day or may be held outside of the regular school day and shall include all practices, competitions and performances. (5) Junior High activities, which may be held during the school day, are not exempt from this application. (6) Due to the seriousness of the offenses, which may fall under this penalty, this suspension will not allow student program members to practice, observe, attend, or in any fashion fly the colors of membership in the activity.

The activities director, the respective head coach and or sponsors and the principal, will review all cases of misconduct by the individual concerning the above policy. Should an individual find any of these confusing, or should he/she need an explanation of any of the guidelines herein they may request a conference with the head coach of the sport in season, or the director of the program in question to discuss the matter. Upon the knowledge of the school of any individual being in conflict with the before mentioned policy, a conference will be called within three days between the individual, the coach or sponsor, the Site-Based-Administrator, and the Activities Director and the parent/guardian will be notified. All the penalties administered to the individual by the school as the result of the conference will be sent to the parents in letter form, should there still remain a question, the parents may then request within three days a conference between the before mentioned individuals to discuss the matter further.

### **ACTIVITIES AND ATHLETIC PARTICIPATION RULES**

1. No consumption or possession of tobacco products.
2. No consumption or possession of alcoholic beverages or controlled substances.
3. Attendance at a party or where alcoholic beverages or controlled substances are consumed or possessed by minors is not allowed.
4. Substantiated reports (to be considered substantiated, the person making the report must be willing to confront the accused.) from adults, coaches, sponsors, administrators, teachers, policemen, public record, or admission by the accused will result in:

First offense: 3-week suspension from all extra-curricular activities.

Second offense: 6-week suspension from all extra-curricular activities.

Third offense: suspension from all extra-curricular activities for the remainder of the school year.

5. Students who abuse items 1, 2 & 3 above may be suspended from school by the Site-Based-Administrator.

### **SOCIAL FUNCTIONS**

Membership to the organizations shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the principal should be notified immediately.

School functions include dances, banquets, parties, etc. All school-sponsored functions must have **at least** one faculty sponsor present. Students shall not be allowed to leave the school building during social activities. Any student leaving the building during a social function **shall not be allowed to re-enter**.

No function will be held beyond 12 o'clock midnight. All school parties and dances will end at 12:00 midnight, with the exception of Homecoming and the Junior-Senior Prom, which must end by 1:00 a.m.

### **13. TRAVELING TO PRACTICE FIELDS OR COURTS**

Whenever activity participants are required to travel to another field or court for practice or a contest, they will always walk. They will not walk on lawns. Never will an athlete ride in or on a car unless given permission by the

coach in charge.

#### 14. **GUIDELINES FOR STUDENT AND TEAM MEMBER USE OF THE WEIGHT ROOM**

- A. Over-all supervision will be by the coaching staff.
- B. Weights will be kept in assigned areas and will never be used unless there is an assigned supervisor present. In order for students of grades 7-12 to work on weights, they must have a permission slip from their parents on file in advance in the Athletic Director's office.
- C. The weights will be used for the following purposes and in the following priorities:
  - 1. Physical Education Instruction-Physical fitness program.
  - 2. By the sport in season program to be designed by the head coach.
  - 3. Off season practices.
  - 4. Conditioning program for athletes after regular programs have started. This program will not start until two (2) weeks after the regular seasonal programs have started.
  - 5. Summer conditioning program for all athletes (9-12 coming year).
  - 6. Adult Education instruction-physical fitness program.
- D. No student will sign out of study halls to work on the weights.
- E. Any other person wishing to use the weight room must secure permission from the Activities Director. Safety concerns will always be considered.

#### 15. **ATHLETIC PRACTICE RULES**

Vacation Practices: There will be no practices held on any holidays. During the remainder of vacations, practice may not exceed the following:

Christmas Vacation - will follow the State mandated guidelines for 5 days of no practice.

Thanksgiving Vacation - no mandatory practice.

Easter Vacation - no mandatory practice.

#### 16. **LENGTH OF PRACTICE**

**Football - Volleyball** - Everyone must be out of the building by 6:30 p.m. In the event of hot weather an evening practice time or an early morning practice time will be cleared with athletic director.

**Basketball** - Everyone must be out of the building by 7:30 p.m. Vacation practices may not exceed 2 hours.

**Track** - Everyone must be out of the building by 6:30 p.m.

**Golf - Participants** will be back from practice by 6:30 p.m. (on occasion, golf participants may return after 6:30 p.m. due to course congestion)

**Cross Country** - Participants will be released by 6:30 p.m.

**\*Note:** All athletes must be out of the building by 6:00pm on church nights/Wednesdays.

#### **STUDENT TARDINESS**

Student tardiness is defined as any unexcused absence of a student beyond the scheduled time that a class or homeroom begins. There are 2 minutes between classes so it will be necessary to plan your movement from one class to another. Excessive tardies to classes will be handled by the Site-Based-Administrator. However, a student detained by another teacher will NOT be considered tardy provided that teacher gives the student a written pass to enter their next class. Any student tardy to any class more than three (3) times in any nine (9) week period will be given a 1/2 hour detention for each excess tardy. Students who are excessively tardy or marked absent from any class will be given detention at the discretion of the Site-Based-Administrator. (See 7-12 Handbook for other details)

#### **DETENTIONS**

Any school employee at their discretion can issue detention to any student. One day's notice is required so students can arrange transportation. All detentions will be served after school. A minimum of 30 minutes time is mandatory. Staff members issuing detentions will keep students in their room after notifying the Site-Based-Administrator. Students serving detentions are required to bring homework and use the time assigned for study. Tardy detentions will be handled by the Site-Based-Administrator

Students who are assigned detention will serve them as assigned and consequently could miss scheduled practices and or games because of the assigned detention.

#### **WHEN THE GYM IS IN USE**

When one team is practicing, the other team waiting for the next practice session should in no way interrupt the practice in session. NO STUDENTS ARE ALLOWED IN THE GYM UNLESS UNDER THE DIRECT SUPERVISION OF A COACH OR TEACHER.

## **SEXUAL HARASSMENT**

The Verdigre Board of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by/of Verdigre Public Schools employees and students is prohibited.

It shall be a violation of School District policy to harass another employee sexually, to permit the sexual harassment of an employee by an employee or a non-employee, or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms, including, but not limited to:

1. Verbal harassment or abuse including unwelcome sexually oriented communication;
2. Subtle pressure or requests for sexual activity;
3. Unnecessary touching of an individual, E.G., patting, pinching, hugging, repeated brushing against another person's body;
4. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status;
5. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or student status; or sexual assault.

Any person who believes he or she has been subjected to sexual harassment should follow these procedures:

1. An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
2. If an aggrieved employee or student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the employee or student should contact his or her principal or supervisor or the offending person's principal or supervisor. A student may contact any teacher or other adult in the school system he or she trusts.
3. An aggrieved person alleging (1) sexual harassment by anyone with supervisory authority or (2) the failure of a supervisor to take immediate action on the complaint should communicate with the superintendent of schools.

Allegations of sexual harassment shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

Pursuant to this policy, forms for filing a sexual harassment complaint are on file in the Site-Based-Administrator's office.

## **STUDENT DISCIPLINE**

Disciplinary Procedures:

It shall further be the policy of Nebraska Unified School District # 1 in order to comply with the Student Discipline Act of 1994 to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

### **I. DEFINITIONS:**

Superintendent means Superintendent or his/her lawful designee.

Principal means Site-based Administrator or his/her lawful designee.

### **II. RIGHT TO NOTICE:**

It shall be the duty of the Site-based Administrator to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year. The Site-based Administrator shall also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes shall

not take effect until the Superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian. This handbook shall be the vehicle for this transmission.

### III. INFORMAL CONFERENCES:

Before any student is excluded, suspended, expelled, or mandatory reassigned for a violation of the districts code of student conduct, such student will attend an informal conference with the Principal. During this conference, the Principal will inform the student orally or in writing of the charges against him/her, including an explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her version of the events relating to the charge.

### IV. SHORT TERM SUSPENSION:

#### A. Informal Conference.

Before deciding whether a student should be subjected to a short-term suspension, the Principal shall hold an informal conference with the student, at which the student shall be confronted with the charges, and be provided with an explanation of the charge or charges if requested. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. The Principal will decide whether the charges against the student are substantially true and whether suspension is necessary; (1) to help any student, (2) to further school purposes, or (3) to prevent an interference with school purposes. If the Principal decides that the student engaged in the conduct as charged, the Principal will impose the appropriate disciplinary action.

#### B. Notice.

When a student is suspended, the Principal may send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard, and the reason for the suspension. The Principal shall provide the student and the student's parent or guardian with the school district's guidelines regarding the student's opportunity to complete any class work missed during the period of suspension. The Principal shall make a reasonable effort to hold a conference with the student's parent or guardian before or at the time the student returns to school.

### V. LONG TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT:

#### A. Written Charge and Written Notice.

If, after the initial conference between the Principal and the student, the Principal decides that long-term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision; the Principal shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. Within 2 days of the decision, the School shall send written notice by Registered Mail or Certified Mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Principal has recommended in the charge and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent or guardian that the Principal, the Legal Counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student, or the student's parent or guardian may request a hearing.

#### B. Hearing Procedures For Hearings Requested Within 5 Days.

##### 1. Scheduling of the Hearing.

If the student or the student's parent or guardian requests a hearing within 5 days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within 2 days after being appointed, give written notice to the Principal, the student, and the student's parent or guardian of the time and place of the hearing. The hearing shall be scheduled within 5 days after it is requested, but the Hearing Examiner for good cause may postpone it. Unless all the parties consent in writing, no hearing shall be held upon less than 2 school days actual notice to the Principal, the student and the student's parent or guardian.

##### 2. Single Hearing for Multiple Students.

When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the hearing officer to be substantially the same, a single hearing may be held for such students



as a group, if the hearing examiner believes that a single hearing will not prejudice any of the students. If during the pendency or the hearing, the examiner finds that a group hearing will substantially prejudice a student, the hearing examiner may order a separate hearing for that student.

### 3. Hearing Procedures.

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4, 187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Principal shall present to the hearing examiner the student's records, and statements, in affidavit form, or any person having information about the student's conduct. However, such records and statements will not be accepted by the hearing examiner unless, they had been made available to the student, or the student's parent, guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

### 4. Long Term Suspension, Expulsion, Mandatory Reassignment.

The hearing officer shall make reasonable efforts to compel the attendance of any witness requested by the student his or her parent, guardian or representative. The Hearing Officer may invoke the subpoena procedures of the District and shall in his or her sole discretion issue a subpoena in the name of the Board of Education upon reasonable advance request in writing by the student, parent, guardian or representative seeking the assistance of the hearing officer in obtaining the attendance of a witness or witnesses.

### 5. Hearing Examiner's Report and Superintendent's Determination.

After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons of the recommendations of that particular action. The Hearing Examiner's recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment. The Superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the findings and recommendations of the Hearing Examiner and the determination of the Superintendent shall be made by Certified or Registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent shall take effect immediately.

### 6. Appeal of the Superintendent's Determination.

The student or the student's parent or guardian may appeal the Superintendent's determination to the School Board or the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or Board of Education as long as a least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by 79-4, 199 R.R.S., such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board or the Board of Education to receive any new evidence unless the failure to do so would in the judgment of the Board or the committee as applicable cause substantial unfairness in the proceedings. Final acting of the board shall be evidenced by personally delivery or mailing by Certified Mail and copy of the deliberating bodies decision to the student and the student's parent or guardian.

### C. Hearing Procedures For Hearing Requested After 5 Days But Within 30 Days.

If the student or the student's parent or guardian requests a hearing more than 5 school days but not more than 30

calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided in the immediately following subsection.

#### VI. IMMEDIATE REMOVAL BY THE PRINCIPAL:

The Principal may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Principal determines that such immediate suspension is necessary to prevent or substantially reduce the risk of; (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers. Although the preferable practice is that the Principal make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date the hearing examiner files the report of his or her findings with the Superintendent, if the principal has made a determination as above described.

#### VII. MAXIMUM LENGTH OF EXPULSION:

A. In General. Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

##### B. Expulsion For Causing Personal Injury.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

##### C. Automatic Review of Expulsions Which Continue During The First Semester of the Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be re-admitted for the upcoming school year. The student may be re-admitted by action of the Superintendent unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be re-admitted only by action of the board.

#### VIII. SUSPENSION OF THE ENFORCEMENT OF EXPULSION:

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program, which it deems appropriate for rehabilitation of the student. This district is by the policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, or as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work of credit towards graduation. If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

#### IX. REPORTS TO LAW ENFORCEMENT:

In the event the principal knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in 79-4, 180, the principal shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the principal shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the principal except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

#### X. RELEASE TO PEACE OFFICER:

Consistent with any other lawful policy of the district, when a principal or other school official releases a minor student to a sheriff, coroner, jailer, Marshall, police officer, state highway patrol officer, during periods of emergency, or any other person with similar authority to make arrests, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to such officer. The principal shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

#### XI. COORDINATION WITH OTHER DISTRICT POLICIES:

Nothing in this policy shall be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

#### XII. STUDENT CONDUCT:

The following student conduct shall constitute grounds for short-term suspension, long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a School volunteer or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assault which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
10. A repeated violation of any rules and standards validly established pursuant to the normal operations of the school.

## **VOLUNTEERS**

The purpose of volunteers in the school is to augment the educational, support resources, and activity programs of the school through the use of diverse talents and skills of community members.

The Board supports the use of parents, community members, and others as volunteers to assist and supplement regular District staff. A volunteer is not considered an employee of the District. The volunteer position is not a right, but rather a privilege, which is conferred by Board and the Administration. As such, any volunteer may be terminated at any time at the sole discretion of the Board and or District Administrator(s).

All services are to be performed under the direction of a District employee. They are not to administer disciplinary measures to regulate student behavior. At all times, volunteers are to perform only those duties and/or functions assigned to them by the supervising District employee.

Volunteers are expected to:

- 1 Check in at the main office
- 2 Keep confidential information in the school
- 3 To follow directions of the supervisor
- 4 Follow District policy and rules
- 5 Refrain from using tobacco, alcohol, or other controlled substances, or being under the influence of alcohol or controlled substances when they interact with students during school activities, including those that take place outside of the school building - at home or away.

## **VOLUNTEER COACHES**

When in the opinion of the school Administrator and the Activities Director, the addition of a volunteer coach will enhance the support and training which the regular coaching staff is providing to students participating in the activity, a Volunteer coach may be utilized.

The Board hereby sets forth the terms and conditions by which a Volunteer coach may be utilized during a competitive extracurricular activity and any training and practices thereof:

- 1 The Head coach must forward to the school Administrator and the Activities Director, a request for permission to use a volunteer coach. This request must include the name of the volunteer, the name of the extracurricular activity, a rationale statement, and a statement of need.
- 2 The school Administrator and the Activities Director will jointly make a decision to recommend or deny the request. The recommendation will be sent to the Advisory Board.
- 3 Permission, when granted, is for one (1) season only. The process for approval must be completed each year.
- 4 Permission to utilize a Volunteer coach may be revoked at any time by the school Administrator and/or the Activities Director.
- 5 The Head coach will assume the responsibility for the actions and training of a Volunteer coach.
- 6 A Volunteer coach, with the exception of a volunteer who is a certified school District employee, may not solely direct or supervise a team, a group of students, or an individual student belonging to a team. A Head coach and/or Assistant coach and/or a Volunteer who is a school District employee shall be present during all training, practices and/or competitions to supervise the Volunteer who is not properly certified.

## **ART CLUB CONSTITUTION**

Purpose:

1. To further the creativity and the talents of the members, as well as the school's entire student art enrollment.
2. Bring art to the awareness of the school and community.
3. Increase an awareness of art in relationship to other areas of the curriculum.
4. Further aesthetic awareness in all aspects of the school's total program.

Membership:

Members will consist of any student that has an interest in art and would like to join.

Students do not have to take an art class to become a member.

Any member who fails to attend meetings and activities will be subject to dismissal from the club at the discretion of the sponsor.

Officers:

The officers shall be president, vice president, secretary, treasurer and news reporter. Secretary and treasurer may be combined. Officers will be voted on at the end of each school year for the upcoming school year. Officers that do not fulfill their duties may be dismissed from their post at the discretion of the sponsor.

Membership Fees:

The members will decide membership dues from year to year.

## **NATIONAL ART HONOR SOCIETY CONSTITUTION**

Article I: Name and Purpose

Section 1. The name of this chapter shall be the Verdigre Chapter of the National Art Honor Society.

Section 2. The purpose of the chapter shall be to:

- A. Insure and recognize those students who have shown outstanding ability in art, scholarship, service and character.
- B. Foster excellence and a dedicated spirit to the pursuit of art
- C. Further creative abilities and talent of the Society's members, as well as the school's entire student art enrollment.
- D. Aid members in working toward the attainment of their highest potential in an area.
- E. Bring art to the attention of the school and community.
- F. Further aesthetic awareness in all aspects of the school's total program.

Article II: Membership

Section 1. Membership in this chapter shall be based upon art scholarship, service, and character.

Section 2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period equivalent to two years in art in this school, or have been a member of Art Club for 4 years, becoming eligible for NAHS the senior year.

Section 3. The student must fill out a required application form provided by the Art instructor.

Section 4. Candidates eligible for selection to this chapter must be high school students (sophomore, junior, and senior) and shall have a minimum Art scholarship average of 95% and an overall GPA of 90%. This level of achievement shall remain fixed.

Section 5. Members may remain active in this society during such time when there is no art on their class schedule.

Article III: Selection of Members.

Section 1. The selection of members to this chapter of the National Art Honor Society shall be by recommendation from the art faculty of this school who are members in good standing of the National Art Education Association.

Section 2. Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as basis for selection to the Society, the chapter sponsor shall pass upon the case. This includes failure to participate in art activities.

Section 3. When a member is dismissed, he must be notified and the membership card returned to the Society sponsor.

Section 4. An active member of the National Art Honor Society who transfers from this school will be given a letter indicating the status of his membership, signed by the sponsor and principal.

Section 5. An active member of the National Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

Article IV: Officers

Section 1. The officers of this chapter shall be president, vice president, secretary, and treasurer. (these could be combined)

Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.

Section 3. It shall be the duty of the president to preside at the meetings of this chapter.

Section 4. The vice president shall preside in the absence of the president, and serve as the chapter's program chair.

Section 5. The chapter secretary shall keep the minutes of the meetings, a record of all business, and all records on file.

Section 6. The treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.

Article V: Meetings

Section 1. The regular meetings of this chapter shall be held during the school year on days designated by the chapter sponsor and approved by the principal.

Section 2. The officers of the chapter shall be elected at the last regular meeting of the year.

Section 3. The president may call special meetings, approved by the chapter sponsor.

Section 4. All meetings shall be open meetings and shall be held under the supervision of the sponsor.

#### Article VII: Membership Fees

Section 1. A yearly membership fee of \$3.00 per member shall be forwarded to the National Art Honor Society office at the National Headquarters.

Section 2. A yearly school/chapter fee is required of each NAHS chapter. This fee is equivalent to the regular active NAEA member fee. This enables each faculty sponsor of the NAHS to be a member in good standing of NAEA. Designated faculty sponsors will also receive regular active member benefits in addition to NAHS information. The school/chapter fee will be waived if the art faculty sponsor is a current active or comprehensive member of the NAEA.

Section 3. School/chapter fees and individual sponsor fees may be paid by the individual or school, community group/agency.

Section 4. School chapters may establish and collect annual dues at their discretion for local operating expenses.

### **LETTERMAN'S-CLUB**

The purpose of the Letterman's-Club is to unite letter winners from all the sports offered at Verdigre High School. To become a member you must be a letter winner in any sport offered at Verdigre High School. You become a member as soon as you have met the lettering criteria set by that sport. When you letter in any sport at Verdigre High School you are given a certificate. To stay in Letterman's-Club you must stay out for sports (any sport)(example-letter in football/volleyball as a Freshman and then not go out for any sport again unless injured). The Letterman's-Club may go on one field trip a year. (Ex. UNL football - basketball - hockey)

### **FFA**

#### The Aims and Purposes

1. To develop competent and aggressive agriculture leadership.
2. To create and nurture a love for agriculture life.
3. To strengthen the confidence of students of agriculture education in themselves and their work.
4. To create more interest in the intelligent choice of agriculture occupations.
5. To encourage members in the development of individual agriculture experience programs and establishment in agriculture careers.
6. To encourage members to improve the home and its surroundings.
7. To participate in worthy undertakings for the improvement of the industry of agriculture.
8. To develop character train for useful citizenship, and foster patriotism.
9. To participate in cooperative efforts.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized recreational activities.

#### How might these be accomplished?

1. Members carry out an active Supervised Agriculture Experience Program.
2. Team effort involvement in the chapter helps our Chapter Rating, Community Service Award, and Safety Award.
3. Computers in Agriculture Awards.
4. Proficiency Awards - Local, District, and State.
5. Scholarship and applying for the many scholarships in agriculture.
6. Star Awards; Star Greenhand, Star Chapter FFA Member, State FFA Degree, and Star FFA Member of America.
7. Speaking and leadership events.
8. Judging events.
9. State and National activities including camps, conferences, and conventions.

#### Rules and Regulations

1. Alcohol, drugs, narcotics, smoking, and chewing tobacco along with unmoral conduct are all forbidden during school and school activities. This includes any FFA event or Ag Ed. contest during school or summer activities when you are representing your school, which may result in suspension and/or expulsion from school or the FFA Organization.
2. To be eligible to participate in any FFA activity you will meet the eligibility needs and attendance as stated in the student handbook and activity guide.

### Proper Use of the FFA Jacket

1. The jacket should only be worn by members.
2. It should be kept clean and neat.
3. The jacket should have only a large emblem on the back and a small emblem on the front; the name of the State Association and the name of the local chapter on the back; and the name of the individual and one office or honor on the front.
4. The jacket should be worn on official occasions with the zipper fastened to the top. The collar should be turned down and the cuffs buttoned.
5. The jacket should be worn by officers and members on all official FFA occasions, as well as other occasions where the chapter or State Association is represented. It may be worn to school and other appropriate places.
6. The jacket should only be worn to places that are appropriate for members to visit.
7. School letters and insignia of other organizations should not be attached to or be worn on the jacket.
8. When the jacket becomes faded and worn, it should be discarded or the emblems and lettering removed.
9. The emblems and lettering should be removed if the jacket is given or sold to a non-member.
10. A member always acts like a lady or gentleman when wearing the jacket.
11. Members should refrain from use of tobacco and alcohol while wearing the FFA jacket or officially representing the organization.
12. All chapter degree, officer, and award medals should be worn beneath the name on the right side of the jacket, with the exception that a single State FFA Degree Charm and American FFA Degree key should be worn above the name or attached to a standard key chain. No more than three medals should be worn on the jacket. These should represent the highest degree earned, the highest office held, and the highest award earned by the member.

### The FFA Code of Ethics

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting property of others.
5. Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
6. Demonstrating sportsmanship in the show ring, judging contests, and meetings. Modest in winning and generous in defeat.
7. Attending meetings promptly and respecting the opinion of others in discussion.
8. Taking pride in our organization; in our activities; in our supervised experience programs; in our exhibits, and in the occupation of agriculture.
9. Sharing with others experiences and knowledge gained by attending National and State meetings.

### Official Dress

The official dress for female members is to be a black skirt, white blouse with official FFA blue scarf, black shoes, and official jacket zipped to the top. Black slacks may be worn for outdoor activities, such as judging, excessive traveling and camping.

The official dress for male members is to be black slacks, white shirt, blue FFA tie, black shoes and socks and official jacket zipped to the top.

## **DRAMA / SPEECH**

**Purpose:** The purpose of Drama / Speech is to further the dramatic creativity in students through competitive and non-competitive settings.

**Participation:** Any student in grades 9 - 12 is eligible to participate. Participants are required to follow the extra-curricular guidelines that are outlined in the activity handbook.

**Awards:** An annual Outstanding Drama / Speech award is given. This award is chosen by the participants in Drama and/or Speech and is given to a senior who has participated in either or both during the year. If no seniors are eligible, the award goes to a junior class participant.

### **Activities:**

Drama - Students will participate in the following play production contests:

Niobrara Valley Conference

Districts

State Drama (if qualify)

Students will also present play(s) to the public.

When available, students will participate in invitational contests/festivals

Speech - Students will participate in the following speech contests:

Niobrara Valley Conference

Districts

State Speech (if qualify)

When available, students will participate in area Invitational Speech Contests.

### **Drama Lettering Requirements**

\* Students may letter if they have only a speaking part, only an acting part, only a stage crew assignment, or all of the above. All applicable rules must be met.

- 1 The student must attend all practices unless they are ill or have prior approval.
- 2 The student must memorize all lines that he/she is responsible for as well as memorize any on stage positioning.
- 3 The student must assist in construction of backdrops and scenery. (when required)
- 4 The student must help in setting up and changing scenery as well as loading and unloading the scenery.

### **Speech Lettering Guidelines**

- 1 Attend at least 2 invitationals in addition to NVC and Districts.
- 2 Stay until the completion of each contest, unless you are involved in another activity.
- 3 If you are in a group event, attend all scheduled practices.
- 4 If you are in an individual event, you must practice with the Speech Coach twice before first contest.

## **National Honor Society Selection Procedures (adopted 07/11)**

### **SELECTION PROCEDURES**

- (1) 10-12 grade students after first semester with a 90% or better will be considered for National Honor Society.
- (2) Honor Society sponsor will then notify those students of their eligibility and at the same time give each candidate a "student Activity Information Form." This form is not required to be filled out but is helpful in helping teachers evaluate the students in regard to service and leadership activity.
- (3) Each teacher and coach within the school will receive a form listing all the eligible students, and a section to write an evaluation of leadership, character, and service. Teachers are given a definition of each of these areas. These forms are turned into the Honor Society advisor.
- (4) The faculty council is made up of five teachers who have been chosen by the principal on a rotating basis. A closed meeting is held with the five faculty council members and the Honor Society advisor. The advisor is a non-voting member and their principle job is to conduct the session and make sure all procedures are followed.
- (5) In the meeting the faculty council members receive the evaluations from the teachers and any student Activity Information Form which have been handed in to the advisor.
  - a) All information is shared and discussed on each student one at a time.
  - b) When all discussion is finished on a student a vote is held with a secret ballot on that student. It takes a majority vote to be accepted for possible induction into Honor Society. All faculty council members and the advisor count the ballots vote.
- (6) When a student has been voted into Honor Society the student is informed at his selection, what the student's duties and responsibilities are and whether they wish to be a member.
- (7) If the student accepts, a letter it is sent to the parents and the student of their selection to the Honor Society.

### **Discipline & Dismissal of Members**

- (1) When a member falls below the standards by which the member was selected, the adviser should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. If the student does not make the improvement in the specified time, that student is subject to whatever disciplinary measures are considered appropriate by the adviser or the Faculty Council. Disciplinary measures other than dismissal are acceptable for minor offenses. For example, the adviser may suspend certain chapter privileges or request that the student receive special counseling.
- (2) A member is never automatically dismissed for failing to maintain standards. A written notification and pre-dismissal hearing is called for in Article X, Section 4 and must be conducted by the Faculty Council to dismiss a member. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. They should also be informed that they are allowed limited warnings during their membership, but that in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal but a hearing will still be held. The hearing is identified in the constitution as a right of membership, is guaranteed as "due process" as identified by the 14<sup>th</sup> Amendment of the U.S. Constitution, and requires the chapter to notify the member of the member or the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally.
- (3) Faculty Councils should use dismissal sparingly. If Faculty Council decides that dismissal may be warranted, the member is allowed to present his or her case at a pre-dismissal hearing before the Faculty Council. The Faculty Council should



investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member should be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council. A hearing should then be scheduled. The member should be allowed to appear before the Faculty Council and explain the situation. A parent / guardian may be present with the member to present his or her case.

Post – Dismissal

- (4) If a member is dismissed, written notice of the decision should be sent to the member, his or her parents, and the principal. The member must then surrender the NHS emblem and membership card to the chapter adviser. If the member is unwilling to do this, the matter may be treated as a school disciplinary matter.

Appeals for Dismissal Cases

- 5) The dismissed member may appeal the decision of the Faculty Council, under the local school district's policies governing disciplinary appeals in the school district. In case of dismissal appeals, the principal is generally the first recipient of the appeal. He or she shall follow the local district appeals process.

A COPY OF THE NATIONAL HONOR SOCIETY NATIONAL GUIDELINES IS AVAILABLE FROM THE NHS SPONSOR OR THE OFFICE

## VERDIGRE STUDENT COUNCIL CONSTITUTION

### Article I

Section I The name of this organization shall be the Verdigre Student Council.

### Article II

Section I The purpose of this organization shall be to: provide significant learning experiences for the students, staff, and community; to develop behavioral evidence of good citizenship, scholarship, leadership, service, and human values; to promote harmonious relationships; to improve morale; to assist in the management of the school; to provide a forum for student voice and channels for student involvement; and to provide orderly direction of school activities.

### Article III

Section I All powers of the Verdigre Student Council are delegated to it by the school administration.

### Article IV

Section I The Student Council shall consist of two (2) representatives from each grade 7-12.

Section II The election of class representatives and officers shall take place before September 30 of each school year.

Section III Vacancies among representatives shall be filled by the representative's vice president of their class.

### Article V

Section I Any registered student of Verdigre Public School is eligible for election to the Student Council.

Section II Any student who was in Student Council at least one year and is a freshman, sophomore, junior, or senior is eligible for Student Council offices.

Section III An officer or class representative may be removed from his or her position for failing to represent his or her class appropriately, failure to attend meetings, failure to carry out his duties, or any other actions which are detrimental to the school.

Section IV All students elected to Student Council must maintain a GPA no lower than a C and be involved with at least one other activity of any kind. (Band, sports, one-act, etc.)

Section V All members are leaders and should conduct themselves in a positive manner. The faculty sponsor will make final decisions on probation or eligibility.

### Article VI

Section I The officers of this organizations shall be a president, vice-president, secretary and treasurer.

The above officers will be elected at the first Student Council Meeting of each year. Their term of office will be one (1) year. Beginning with the 2004-2005 school year, Student Council Representatives who were elected members for the 2003-2004 school year will continue as Council Members/Representatives until they graduate, leave the school system, or are otherwise removed from the Council.

Section II Nomination and election of the officers shall be held by September 30 of each school year. Beginning with the 2004-2005 school year and each consecutive year, the 7th grade class will elect two (2) representatives to replace the graduated representatives. The first representative will be the classes newly elected President. The second will be elected from the class at large.

## Article VII

### Section I Duties of the representatives shall be to:

- attend all meetings of the Student Council, 2 unexcused absences allowed during the school year
- attend all meetings of committees on which they are members
- bring to the Council the suggestions and concerns of the constituents
- when appropriate, members will attend a designated School Board meeting, City Council meeting, and meetings with the principal.

### Section II Duties of the President shall be to:

- preside over the business meetings of the Student Council. Prior to the meetings, the President shall meet with the advisor to set the agenda.
- use correct parliamentary procedure and other appropriate meeting skills
- vote on any matter in which the Council is equally divided
- appoint committees
- act as chairman of the executive committee.

### Section III Duties of the Vice-President shall be to:

- perform the duties of the president during any absence of the president
- serve as chairman of the publicity committee
- serve as chairman of the constitution.

### Section IV Duties of the Secretary shall be to:

- take minutes of all meetings of the Student Council
- keep a written record of all proceedings of the Council
- write a correspondence for the Student Council
- monthly newspaper article and VHS News.

### Section V Duties of the Treasurer shall be to:

- work with the advisor and school secretary in maintaining records of receipts and expenditures of the Student Council
- make a financial report at every regular meeting of the Student Council\
- keep written record of fund raising.

## Article VIII

### Section I Standing committees of the Student Council shall be:

- executive committee -(Officers)
- publicity committee -(appointed as needed)

### Section II Special committees may be appointed as necessary.

## Article IX

### Section I The Student Council shall meet once a month, to be set up by officers and advisor.

### Section II Special meetings may be called as necessary by the president or advisor.

## Article X

### Section I The school administration shall appoint a member of the faculty of serve as advisor of the Student Council.

### Section II The term of the office of the advisor is left to the discretion of the school administration.

## Article XI

### Section I This constitution shall be ratified by a two-thirds vote of the Student Council.

### Section II Amendments to the constitution may be proposed by any member of the student body, faculty, or administration and ratified by a two-thirds vote of the Council and approved by the school administration and school board.

### Section III Proposed amendments must be read to the Council at one regular meeting and be voted on by the Council at the following regular meeting.

### Section IV All final decisions are made by the faculty advisor.

## Article XII By-Laws (as needed)

## **STUDENT FEE POLICY**

The board of education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the school districts to adopt a policy addressing student fees. Further, the board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the board of education enacts the following Student Fee Policy. It is the intent of the board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

## **A. DEFINITIONS**

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary education. For a course in which students receive both high school and postsecondary education credit, the course shall be offered without charge except for tuition and other fees associated with obtaining credits from a postsecondary education institution.
3. For a course in which students receive a course as part of a prepared accelerated or differentiated curriculum the course shall be offered without charge for tuition, transportation, books or other fees if the student passes the class.

## **B. FEES AUTHORIZED**

Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- (1) Participation in extracurricular activities;
- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Postsecondary education costs;
- (4) Transportation pursuant to Neb. Rev. Stat §§ 79-241, 79-605, and 79-611.
- (5) Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2, 104;
- (6) Reimbursement to the district for school district property lost or damaged by the student;
- (7) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat § 79.1104;
- (8) Summer school or night school;
- (9) Breakfast and lunch programs;
- (10) Any other fee authorized by law.

## **C. PERSONAL OR CONSUMABLE ITEMS**

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, calculators, and similar personal or consumable items.

## **D. NONSPECIALIZED ATTIRE (CLOTHING)**

Students shall be required to furnish and wear the following non-specialized attire meeting the following general written guidelines for the specified courses and activities:

- Compliance with student dress code during the school day
- Compliance with student dress code as defined by a teacher, coach or sponsor for a particular activity e.g. ties on game day, dress clothes for a concert, and gym attire for P.E.

## **E. COURSE PROJECT MATERIALS**

Students shall be required to furnish the materials for the following course projects: Vocational Agriculture, Family & Consumer Science, Art, Industrial Technology Projects and any other specific course or class projects that become the property of the student upon completion of the project.

## **F. MUSICAL INSTRUMENTS AND ACTIVITIES**

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that musical instruments shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student.

The following music courses are extracurricular activities: K-8 Band, Swing Choir, & Jazz Band

The fees for musical instruments, specialized attire, and other specialized equipment shall be as follows: The non-fee waiver students will be required to pay for instruments and their upkeep and maintenance, and shoes. Fee waiver students will be required to pay for reeds, oils and other materials.

## **G. NON-MUSIC EXTRACURRICULAR ACTIVITIES**

Students shall be required to furnish the following specialized equipment or attire for the following non-music extracurricular activities:

- Football shoes, wrestling shoes, and track spikes
- Golf equipment

Students shall be required to pay the following fees for the following non-music extra-curricular activities: Physical examination for grades 8-12 sports (Kindergarten and 7<sup>th</sup> grade physicals required by the state are the parents/guardians responsibility). Participation fees as may be established by local attendance centers.

## **H. POSTSECONDARY EDUCATION**

Students shall be required to pay the following fees for postsecondary education.

## **I. TRANSPORTATION COSTS**

Pursuant to Neb Rev, Stat. §§ 79-241, 79-605, and 79- 611, students shall be required to pay the following transportation costs: Mileage to and from a Job Coop, and to a Job Shadow unless the Job Shadow is required for graduation.

## **J. SCHOOL STORE**

The district may operate a school store in which students may purchase food, beverages and personal or consumable items. Said purchases shall not be subject to any fee waiver.

Some examples of these personal or consumable items would be: flowers for parents night, T-shirts sold as a souvenir when a team qualifies for state, and equipment not required for extra-curricular activities such as shooting shirts.

## **K. STUDENT RECORD COPY CHARGES**

No fee shall be charged to students, their parent(s), and/or their guardian(s) for copies of a student's files or records, provided pursuant to Neb. Rev. Stat. § 79.2,104.

## **L. BEFORE AND AFTER SCHOOL/PREKINDERGARTEN**

The district does not currently offer before-and-after-school or pre-kindergarten services.

## **M. SUMMER AND NIGHT SCHOOL**

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred.

## **N. BREAKFAST AND LUNCH PROGRAM**

Lunch fees as established by local attendance centers.

## **O. DRIVER'S EDUCATION**

Driver's Education fees as established by local attendance centers.

**P. GRADUATION ITEMS**

Items required for graduation will be paid for by the senior class fund.

**Q. OTHER ITEMS**

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

**R. PUBLIC HEARING**

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents, or if any other change is desired, a public hearing shall be held at a regular or special meeting of the board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

**S. STUDENT FEE FUND**

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, 2) Driver's Education, and 3) Student Activity Passes. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which, it was collected from the students.

**T. FEE WAIVER**

Students who qualify for free or reduced priced lunch under the United States Department of Agriculture child nutrition programs shall have the opportunity to waive any fees to be charged or materials required to be provided for the following:

- 1) Participation in extracurricular activities.
- 2) Specialized equipment or specialized attire for participation in extracurricular activities.
- 3) "Course project materials" unless the student elects to take the project home. The instructor must be notified of this before the project is started.
- 4) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

**FEE WAIVER TIME-LINE:**

All Fee Waiver Forms can be picked up at the Principal's Office. The Waiver Form shall be completed and returned to the Principal's Office before the fee is due and the activity begins. (ie. Waiver for football or volleyball must be completed and returned before the first day of practice.) The student will be responsible for completing and returning the Waiver Form for each activity he/she wishes to have fees waived.

**U. PENALTIES:**

Students who fail to pay overdue student fees may be subject to administrative penalties including, but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

**V. FUND-RAISING:**

Students may be required to partake in fund-raising activities in order to participate in extracurricular activities. If fund raising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised.

**W. SEVERABILITY CLAUSE:**

If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions

**7202                    CONCUSSION AWARENESS**

(Adopted Summer 2012)

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
  - Concussion Wise
  - 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:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 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 health 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.

Adopted on: July 2012

Addendum adopted July 2014:

#### 1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State 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 to all coaches of school athletic teams.

#### 2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

#### 3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or 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 health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury 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: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) 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.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee 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.

d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that 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.

4. Responsibility of Coaches. Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

#### 5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

*Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106*

#### Concussions: Return to Learn Protocol

Students who sustain a concussion and return 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 administration of Nebraska Unified District #1 Schools adopts the NDE Guidance



entitled "Bridging the gap from concussion to the Classroom," and accompanying Appendix as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Adopted: July 2014



**PARENTAL CONSENT FORM**

\_\_\_\_\_  
(STUDENT NAME)

\_\_\_\_\_  
(DATE)

1. I/We hereby give my consent for \_\_\_\_\_ to compete for the  
(ATHLETE'S NAME)

Verdigre Junior-Senior High School in approved sports except those crossed out:

\*FOOTBALL \* BASKETBALL \* VOLLEYBALL \* TRACK \* GOLF \* CROSS COUNTRY \*WRESTLING

Realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis, or even death. I/We acknowledge that I/we have read and understand this warning.

\_\_\_\_\_  
(MOTHER'S SIGNATURE)

\_\_\_\_\_  
(FATHER'S SIGNATURE)

2. We \_\_\_\_\_ have read the Athletic guidelines of Verdigre  
(PARENTS/GUARDIANS NAMES)

Junior-Senior High and understand them fully. We agree that our son/daughter will abide by them while he/she is out for athletics and that the school and its coaches will follow these guidelines as nearly as possible. We further understand that should there ever be a time where by either my son/daughter or the school is not in accordance with these guidelines, we may request a conference within three calendar days of such time with school personnel (activities director and/or coaches) to discuss the matter further.

3. I, \_\_\_\_\_ have read the athletic guidelines of the Verdigre  
(ATHLETE'S NAME)

Junior-Senior High and understand them fully. I agree that I will abide by them while out for athletics and that the school and its coaches will follow these guidelines as nearly as possible.

\_\_\_\_\_  
(ATHLETE'S SIGNATURE)

4. We understand that the school carries only catastrophic medical insurance, which will cover only those injuries that result in permanent disability. Example: paralysis or coma. We agree that we have adequate insurance to cover our son/daughter for any medical expenses incurred while participating or we will assume all such expenses ourselves personally. (NOTE: Examine your insurance policies carefully to make sure they cover interscholastic athletic participation.)

5. We the undersigned agree that any complaints against any coaches will be directed to the Athletic Director (the day following the contest or practice). Failure to abide by this rule could result in a parent being restricted from attending contests.

\_\_\_\_\_  
(MOTHER'S SIGNATURE)

\_\_\_\_\_  
(FATHER'S SIGNATURE)

This form along with the specific physical card must be on receipt in the High School before attending the first athletic practice.