

**DONIPHAN – TRUMBULL**



**SECONDARY SCHOOL  
STUDENT – PARENT ACTIVITY HANDBOOK  
2008 - 2009**

# **EXTRA CURRICULAR ACTIVITIES**

**Defined:** Doniphan-Trumbull school defines extracurricular activities as student activities or organizations, which are supervised or administered by the District, which does not require a grade or count toward graduation or advancement between grades, and in which the District does not otherwise require participation. Graduation ceremonies **do** require participation and therefore do not fall under eligibility rules.

## **Section 1 Extracurricular Activity Philosophy**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

### **Safety**

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

### **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

## Section 2 Extracurricular Activity Code of Conduct

### Purpose of the Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### Scope of the Code of Conduct

1) Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all athletics, all school sponsored clubs, all socialistic contests, cheerleading, dance team, Pep Band, Flag Squad, vocal, band, speech and debate, plays and musicals, drama, Quiz Bowl, Close-up, One-Act, FCCLA, STARS, Student Council, Peer Counselors, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored social events and activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

2) When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The Code of Conduct rules do **NOT** apply to the summer months after the last day of the spring sports season and the start of the official fall sports season established by the NSAA. However, misconduct during the summer months may affect a student's participation under the team selection and playing time guidelines.

3) Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

### Grounds for Extracurricular Activity Discipline

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct **may** constitute grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation to be determined by the administration and/or coaches and sponsors:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property.
3. Any act which results in student suspension at school including in-school, out of school and Saturday School.
4. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
5. Acting in an un-sportsmanlike manner at practice or during events.
6. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
7. Truancy or failure to attend assigned classes or assigned activities; or excessive tardiness to school, assigned classes or assigned activities.
8. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
9. Willfully violating the behavioral expectations for those students riding Doniphan-Trumbull Public School buses or vehicles used for activity purposes.
10. Failure to report for the activity at the beginning of the season.
11. Failure to participate in the regularly scheduled classes on the day of an extracurricular activity or event.
12. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
13. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
14. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### **Consequences**

Students may be suspended from participation in interscholastic competition or participation in extra-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student’s compliance with the self-reporting obligations, the student’s level of cooperation and willingness to resolve the matter, and the student’s demonstration of a commitment to not commit future violations.

## **Drug and Alcohol Violations**

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

1) Meaning of Terms: Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance.

2) Drugs and Alcohol Violation: An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 21 days and 20 hours of community service.
2. Second or Any Subsequent Offense: 35 days and 40 hours of community service.
3. Third or Any Subsequent Offense: 1 calendar year.
4. Community Service: hours of community service must be completed before he/she is permitted to participate in ANY extra-curricular or social activity.
5. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days and 10 hours of community service for the first violation, 28 days and 20 hours of community service for the second violation, and exclusion for the remainder of the current school year for the third violation.
6. More Serious Violations: In the event of more serious drug or alcohol violations, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

3) Steroid Offenses: A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

## **When Suspensions Begin**

1) For Drugs, Alcohol and Steroids Violations: All suspensions will begin immediately upon violation or as soon as Administrative suspension is determined AND will include at least one scheduled days activity or event in which the student is a participant; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student.

2) For Code of Conduct Violations: All suspensions will begin immediately upon violation or as soon as Administrative suspension is determined and will run for the set amount of days imposed by the administration and may or may not include scheduled activities and/or events.

In either violation, during a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

## **Letters and Post-Season Honors**

A student who commits a Code of Conduct violation maybe:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Activities director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.
3. Each head coach & sponsor will develop and inform participants of the requirements to earn a varsity letter. Copies of these requirements must be filed with the Athletic Director *prior* to the start of the season.

## **Self-Reporting**

In order to be considered as "self-reported," the student must fully admit the student's conduct to the student's coach/sponsor, activity director, or an administrator. The self-report must occur before the student's coach or activity sponsor, the activity director, or administrator is otherwise informed of the conduct and should ordinarily occur by 9:00am of the first school day or activity day following the rule violation. The self-report must be made as soon as reasonably possible, and prior to administrative discovery.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

## **Determining a Violation Has Occurred:**

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

## **Procedures for Extracurricular Discipline:**

The following procedures are established for suspensions from participation in extracurricular activities:

1) **Investigation**. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

- a. **Meeting**. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
- b. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
- c. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

2) **Notice Letter**. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or Activities director will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

3) **Informal Hearing Before Superintendent**. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Activities director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

- a. A form to request such a hearing must be signed by the parent or guardian. A form will be made available by request from the Principal's office.
- b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
- c. If a hearing is requested:
  - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

4) **No Stay of Penalty**. There will be no stay of the penalty imposed pending completion of the due process procedures.

5) **Opportunity for Informal Resolution**. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### Section 3 NSAA Student Eligibility Requirements



In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. (A student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
  - b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
  - c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.
  - d. If the student transfers prior to March 15 and the new school notifies the NSAA in writing, postmarked no later than March 15, the student is eligible at the start of the fall semester.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

## Section 4 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the schools attendance policy may be ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation may be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the last four periods of that day. A student who is not in attendance the last four periods of school is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved **in advance** by the Principal or Activities Director.

Every attempt should be made to be in attendance the entire day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### **Practice Times and Procedures:**

The individual coach or sponsor establishes practice times. All athletes are expected to be on the field or court at the time designated by the coach. If an athlete cannot be at practice, he/she must contact the coach before practice begins. Each coach may have specific attendance requirements or procedures for athletes to follow. Practice held when school is not in session (vacation, holidays, etc.) must be approved in advance and are not required. According to the NSAA, no activity contests may be scheduled on Sunday, practices on Sunday will be limited to teams that are to compete on Monday.

### **Inclement Weather:**

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that students can travel safely, a practice or contest may be held. The head coach, athletic director, and administrator will make the determination and every effort will be made to contact all the students. School closing information & rescheduled games will be broadcast over radio stations.

## Section 5 Academic Standards

### **Introduction:**

The purpose of the eligibility list will be to provide incentives to those students who are involved in or who wish to participate in activities yet are deficient in their schoolwork. It is not to be approached from the standpoint of punishment but as encouragement to build good study habits and a greater appreciation for the importance of academics.

### **Probationary Period:**

Students whose academic performance meet the criteria listed below shall serve a one-week probationary period which will allow the student opportunity to improve his/her academic performance and will not affect his/her opportunity to participate in school activities. Students shall be allowed only one probationary period per semester.

### **Standards:**

Probationary Standard

- a. Failing two or more classes for one week.

### **Activity Eligibility Standard:**

- a. Students on academic probation fail to participate in alternative educational programs as directed by the school administration, or
- b. Students on academic probation fail to improve achievement to an acceptable level in identified failed classes during the probationary period, or
- c. Students on academic probation fail additional classes during the probationary period (meet probationary standards above for such additional classes).

### **Procedure:**

1. Teachers will submit a list of students who are failing any class to the guidance counselor by noon on Thursday. (On weeks where there are no Thursday classes, the names will be turned in on the last day of the school week.)
2. Students failing two (2) or more classes the same week will be allowed a one week probationary period to raise their performances. During the one-week probationary period, students are encouraged to seek help from the teachers and/or may be required to participate in alternative educational programs provided by the school. Such decision will be made by the district administration. Make-up work may be given to the student at the discretion of each teacher.
3. If the student is still failing two or more classes after the one-week probationary period and/or refuses to participate in the alternative education program, the student will be ineligible to participate in any extracurricular activities, performances, or school sponsored activities, or to represent the school in any activity Monday through Sunday of the following week.
4. No more than one, probationary period will be allowed per semester irrespective of the number of classes and the period failed.
5. If a student's probationary period has expired, student will be ineligible to participate in any extracurricular activities performances, or school sponsored activities, or to represent the school any activity Monday through Sunday of the following week, when student is failing two or more classes for one week.
6. A student must have at least a 70% average to be considered passing.
7. Considerations may be made by the guidance counselor and/or the principal in dealing with special circumstances pertaining to these rules.
8. The principal and/or guidance counselor will notify students and parents.
9. Teachers will not submit a list the first four weeks of first semester and first two weeks of the second.
10. Students deemed ineligible are expected to practice with his/her group. Coaches and sponsors will determine whether ineligible students will travel with their group unless the activity is held during the school day. Coaches and sponsor may impose additional requirements for ineligible students to follow.

Academic requirements do not apply to:

- (A) Instructional field trips which are a part of the scheduled course learning experience; or
- (B) Activities or events which are a part of the student's grade requirements.

## **Section 6 Team Selection and Playing Time**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals, and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

## **Section 7 School Dances**

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

### **General Rules of Student Conduct at Dances**

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Doniphan-Trumbull Public School and their approved dates/guests may attend.
  - a. Students currently attending Doniphan-Trumbull High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Doniphan-Trumbull High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 14 or older than 21 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for high school dances and would need administrative approval.
  - c. Some school dances may be restricted to students attending specified grades levels at Doniphan-Trumbull Public School. For any dances at the middle school level, only students attending Doniphan-Trumbull Public School in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
  - h. When a student leave the building in which the dance is being held, he or she will not be permitted to re-enter.
  - i. Admission doors will be closed 45 minutes after the announced starting time of the dance, and no one will be permitted to enter after that time.
  - j. No dances will continue past midnight.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted and further consequences may be applied.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

### **Selection as Royalty:**

All students are eligible to be nominated for Royalty, however selection as royalty for school-sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students selected for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following activity and conduct standards:

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must not have had excessive violations of school policies and procedures during their high school career.
  - d. The student may not have had excessive violations of local, state and federal laws during their high school career.
  - e. Foreign Exchange students are not eligible for King and/or Queen Royalty.
2. Royalty Candidate Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors and Principal designees.
3. Specific Dance Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
    - All senior boys shall be nominated as Homecoming King and all senior girls shall be nominated as Homecoming Queen.

- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
  - The queen and king will be chosen by secret vote of the 9<sup>th</sup> – 12<sup>th</sup> student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
  - Each class will vote and select a Homecoming Royalty from it's own class that will be announced at the Homecoming Pep Rally and recognized again at the fall sports event.
- b. Prom King and Queen:
- Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
  - All senior boys shall be nominated as Prom King and all senior girls shall be nominated as Prom Queen. All junior boys shall be nominated as Prom Prince and all junior girls shall be nominated as Prom Princess.
  - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
  - The queen and king will be chosen by secret vote of the junior class students and the prince and princess will be chosen by secret vote of the senior class students.

### **Section 8 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

#### **Parents' Role in Extracurricular Activities**

##### **Communicating with your children**

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

##### **Communicating with the coach**

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements

- Procedure should your child be injured
- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the activities director to set up a meeting with the AD, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

## **Section 9 Good Sportsmanship – Behavior Expectation of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### **Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities**

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand & appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school reserves the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

## **Section 10 General Information**

### **Insurance**

Doniphan-Trumbull School provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right.

### **Equipment**

The activities department tries to furnish the student with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected. The sponsor/coach will check out all equipment at the beginning of the activity. The student will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked back in at the end of the activity or when the student is no longer using them. All collection for the lost equipment will be handled by the head coach/sponsor in conjunction with the Athletic Director. At no time should the athlete wear equipment belonging to the Doniphan-Trumbull School expect for practices and contests unless the activity sponsor and Athletic Director give permission. Also, at no time should the athlete “trade” equipment with another participant. In football especially, the helmets are fitted accordingly and trading helmets may lead to serious injury.

### **Pre-Practice and Pre-Game Requirements**

All athletes must meet the following requirements before they begin **practice**:

- Return an updated physical, signed by a physician to the main office.

All athletes must meet the following requirements before they compete in their **first game**.

- Return “NSAA Student and Parent Consent Form” found in the back of this handbook, signed by student participant and parent/guardian to the main office.
- Return the “Doniphan-Trumbull Student/Parent Contract” found in the back of this handbook, signed by the student athlete to the main office.
- Follow and complete any other procedures or requirements as directed by their respective head coaches.
- Return “Permission to Treat a Minor” to the main office.

### **Transportation**

School transportation will be provided to all contests and practices away from Doniphan. Students are expected to ride to and from contest with the team. An athlete may ride home from a contest with a parent or parent designee by verbal or written request by the parent to the coach or sponsor in charge or the Activity Director or Administrator before or at the event. The coach/sponsor must witness the athlete leaving with his/her parent or parent designee from the contest. In the event where driving to practice is permitted a waiver form is necessary and will only be available for those students who have a regular driver licenses and are in good standing with the school and law enforcement. At no time will a student be released to ride to or from an school sponsored activity with another student. Students who do not ride school provided transportation TO the event will not be allowed to participate unless administrative approval is granted to the student to travel to an activity in a different manner.

### **Student Council**

In order to encourage student participation in various activities of school life, and to provide opportunity for training in the democratic process, Doniphan-Trumbull Secondary High School sponsors a Student Council. The Student Council shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly procedures of school governance. The Council may make recommendations to the administration on any topic of student concern.

### **National Honor Society**

The National Honor Society is a service organization as well as a special honor. Doniphan-Trumbull’s chapter of National Honor Society is the Cardinal Chapter. All sophomore, junior and senior high students with a minimum of a 3.0 grade point average are eligible to seek membership. Eligible students are notified during the second semester of the current school year. Eligible students then continue their candidacy by completing and

returning the National Honor Society Application Form. Candidates are evaluated on the four areas: Scholarship, Leadership, Service and Character. A separate score for each aspect of membership is given on a 4.0 scale. Scholarship is based on the students' current and past grade point average. Leadership and Service is based on the student's application submitted and judged by a committee of teachers and administrators. The entire faculty rates each applicant on the aspect of Character based on relevant to their knowledge of the student in and out of class character. The average score of all four areas are used to determine those who are offered membership in the Cardinal Chapter of the National Honor Society. Candidates need to demonstrate outstanding performance in all four criteria areas. All evaluations are done in a committee and kept completely confidential.

**Peer Counseling**

Peer Counselors support their fellow students through stressful situations and alert a counselor in the building when difficult situations arise. They provide one-on-one support and observe confidentiality guidelines. Our goal is to make Doniphan-Trumbull a welcome environment for all students. The Program seeks dedicated, empathic and understanding applicants. Peer Counselors work within the framework of the student responsibility and rights code and Doniphan-Trumbull's educational objectives. Students must fill out an application, obtain teacher recommendations, and interview for positions.

**Class and Organizational Offices**

The Doniphan-Trumbull Public School believes students should be provided the opportunities to experience involvement in leadership capacities. Involvement by a maximum number of students in assuming such roles within the various classes and organizations is necessary to provide such experiences. To provide more students leadership opportunities, students may serve as president or vice-president of one class or organization or serve as an officer for a maximum of two classes or organizations per school year. (DTBE 5329).

**Activity/Athletic Award**

During school year students who participated in at least three athletic or scholastic activities facilitated by the Doniphan-Trumbull Public School and sanctioned by the Nebraska School Activities Associations are recognized with medals. Activities, which are sanctioned by the NSAA, are classified based on which season the NSAA sponsored competition(s) for that activity are held. Students must participate in at least one fall, winter, and spring activity to be recognized as a Three Sport/Activity Participant.

**Doniphan-Trumbull 2007-2008 Offerings**

NSAA Activity Season			NSAA Athletic Season		
Fall	Winter	Spring	Fall	Winter	Spring
One-Act	Speech	Band	Football	Swimming	Boys Golf
	Cheerleading	Choir	Girls Golf	Basketball	Track & Field
	Dance		Volleyball	Wrestling	
			Cross Country		

**Weight Room Guidelines**

A program will be made available in the weight room for use by all athletes. All athletes using the weight room **MUST** have supervision. Alumni wishing to use the weight room must have made prior arrangements.

The following rules shall apply:

- Shoes and shirts must be worn at all time
- Music volume & content will be controlled by supervisors
- Must lift with a partner when using free weights
- Put weights back after use
- All rules set forth in this handbook apply to the weight lifting program.

To be completed for students participating in all NSAA activities.



NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

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

School Year: 200\_\_-200\_\_ Member School: Doniphan-Trumbull Public School  
Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

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

The Parent and Student hereby:

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

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

DATED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name of Student [Print Name]

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

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, except those crossed out below:

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

DATED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent [Print Name]

\_\_\_\_\_  
Parent Signature

# DONIPHAN-TRUMBULL STUDENT/PARENT CONTRACT

---

Student's (Last Name)                      (First Name)                      (Middle Initial)                      (Date of Birth)                      (Grade)

- 1) I realize and agree that being able to participate in school sponsored activities at Doniphan-Trumbull School is a privilege and not a right.
- 2) I understand the following are basic policies of all Doniphan-Trumbull School Activities:
  - A student shall not use alcoholic beverages, tobacco, or drugs in any form, or be charged with M.I.P. (minor in possession) or be in a vehicle where alcohol is being consumed, or be found by school personnel drinking alcoholic beverages, using tobacco, or drugs.
  - A student shall not exhibit, generally speaking, overall misconduct at activities and school following the student code of conduct.
  - Failure to comply with any or all of the policies and other policies stated in the handbook will lead to suspension from all school activities. **The severity of suspension will be based on the individual violation.**
- 3) I have read the Student-Parent Activity Handbook of Doniphan-Trumbull School and understand it fully. I agree that I will abide by it and that the school and its coaches/sponsors will follow and enforce these guidelines as nearly as possible.

I further understand that it is my responsibility to do everything I can to support and encourage all the athletes, coaches, and administrators to carry out all the guidelines associated with Doniphan-Trumbull School and its athletic and activities programs.

I further understand that should there ever be a time whereby the school or I are not in accordance with these guidelines, I may request a conference with school personnel to discuss the matter further.
- 4) I have read the summary of the Eligibility rules published in this handbook and understand them fully. I realize that these requirements must be met before a student is eligible to participate for a member school of the Nebraska School Activities Association.
- 5) I hereby give my consent for the above named student to accompany any school activity of which he/she is a member on any of its local or out-of-town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for the student in the course of such activities or such travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the above named student in the course of such activities or such travel.
- 6) I understand that the school carries no insurance of any kind to cover medical expenses incurred while participating and I will assume all such expenses personally.

---

(Parent/Guardian Signature)

(Date)

---

(Student Signature)

(Date)

**\*\*This form is due to the Athletic Director prior to the first game of the current year!!\*\***

