

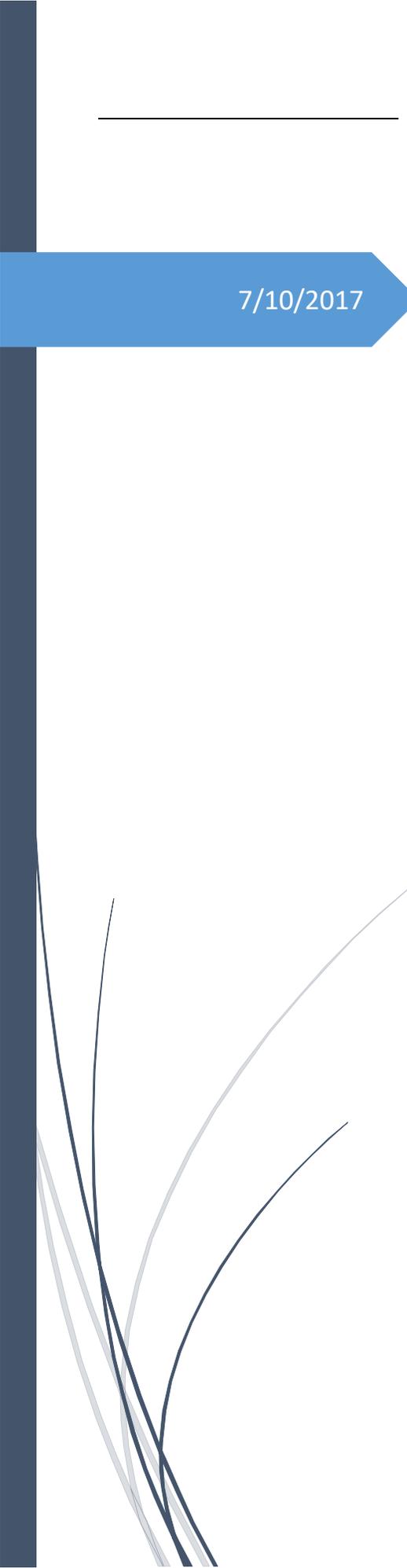
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7/10/2017

# Student/Parent Activities Handbook

2017-2017



ARAPAHOE PUBLIC SCHOOL

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## Section 1: Extracurricular Activity Philosophy

### 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.

### Extra-Curricular Programs:

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Arapahoe Public School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

### Safety:

The District's philosophy is to maintain activity programs, which recognize 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.

### Approved Practice Rulings and Interpretations:

1. Participation: If a student is participating in one sport during a season and decides to quit that sport and participate in another sport during the same season, the student shall be restricted from practice or competing for seven school days. No student who has practiced or competed in one sport will be

- allowed to switch to another sport if the district or state meet in the student's former sport is in progress or has been completed or a season has ended.
2. **Organized practice:** No organized practice in any sport shall be held during a school year between the close of a season of a sport and the opening day of practice for that sport the following school year. An organized practice shall be defined as follows:
    - a. *Football:* An organized practice shall mean more than five players under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. The only pieces of general equipment allowed shall be footballs, shoes, helmets, and kicking tees. There shall be no contact with a mechanical training device or with another player.
    - b. *Basketball and Volleyball:* An organized practice shall mean more than four players under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice.
  3. **Conditioning Program:** A school official may organize and supervise a year round conditioning program to include weight lifting, running and exercising for all its members in accordance with the following provisions:
    - a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness except that practice of individual skills of any sport may be taught other than organized physical education classes if the school does strictly adhere to the specific rules governing organized practice.
    - b. Conditioning sessions shall be no longer, than 2 hours in length, and no member should be encouraged to participate in more than one such session a day.
  4. **Clinics:** During a season of a sport, student participation in a sports clinic, camp or school may not be permitted if the student is a member of a school's team in the sport in which instruction is being offered in the clinic, camp or school. The term participation shall mean physically taking part in the sport activity sponsored by the clinic, camp or school. This does not prohibit a student's attendance as a spectator or observer.

#### Interpretations of Specific NSAA Rulings:

Except during a season of a sport, students may attend clinics for that particular sport during the school year. If more athletes are in attendance than are allowed under organized practice rules in that sport, no more than the limit for organized practice can be active participants in the clinic. For example, if nine members of a track and field team from one school attend a clinic in February, only three (and the same three for any part of the clinic) could be involved in any way as participants. The others could be observers.

Except during the season of the sport involved, a student may be a member of a non-school team and compete in non-school competition.

Inner school contests in which students as members of school sponsored clubs are permissible, except students who are or were members of an interscholastic team shall not participate in the contests. (Example: FFA, basketball teams.)

Faculty vs. student contests are not permissible during the season of the sport involved. If such contests are held out-of-season, the organized practice rule must be followed.

1. **Summer Activities:**
  - a. *Clinic:* a school may organize a clinic in any sport after Memorial Day through the last day in July. No clinic in any sport shall exceed three weeks in duration, and that three weeks shall be defined as twenty-one calendar days to run consecutively from the beginning date of the clinic.

- b. *Conditioning Program:* A member school may organize and supervise a year round conditioning program to include weight lifting, running, and exercising for all its members in accordance with the following provisions:
- i. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
  - ii. Conditioning sessions shall be no longer than 2 hours in length, and no member shall participate in more than one session per day.

### Section 2: Extracurricular Activity Code of Conduct (Policy No. 5103.2):

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege not a right. 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:

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 sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored 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.

#### 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.

#### Where:

The Code of Conduct rules apply regardless of whether the conduct occurs on and 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 receive an extended activity suspension.

### Grounds for Extracurricular Activity Discipline (Policy No. 5103.3):

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 constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. 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” [Policy No. 5103.4] for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event. 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.
10. Repeated violation of any of the school rules.
11. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
12. 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.
13. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and

- substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
14. Willfully violating the behavioral expectations for those students riding Arapahoe Public Schools buses or vehicles used for activity purposes.
  15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
  16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
  17. 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.
  18. 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.
  19. 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.

### Section 3: Drug and Alcohol Violations (Policy No. 5103.4):

Student tobacco, vaping, alcohol, drug and mind-altering substance use results in negative effects on behavior, learning, and social and physical development. The Board believes that tobacco, vaping, alcohol, drug, and mind-altering substance use can result in dependency and misuse; we believe that early intervention in adolescent substance abuse can benefit the student before significant harm or dependency results. The Board believes that we have the obligation to address what we consider to be detrimental influences on student's performance, achievement, and development, the following substance abuse/activity participation policy was developed. It is a part of a total effort in discouraging the use of tobacco, alcohol, and other illegal drugs by the young people of our school community

#### Meaning of Terms:

1. *Use or Consumption* – includes any level of consumption or use of alcohol, a controlled substance or mind-altering substance). Use of a controlled substance in the manner prescribed for the student by the student's physician or alcohol used in an official Religious ceremony are not violations.
2. *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. It also includes being impaired by reason of the abuse of any mind-altering substance.
3. *Possession* – includes having control of alcohol, a controlled substance or a mind-altering substance and includes being in the same area where the substance is present with no responsible adult present and responsible for the substance. Possession includes situations where, for example:
  - a. \*Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
  - b. \*Alcohol is present at a party attended by the student. The student is considered to be in

possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

\*In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

#### Drug and Alcohol Violation Consequences Policy No. 5103.5:

1. Students will be suspended from practices and participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses will be determined by school policy.
2. The disciplinary consequence and level of the violation is set in Board Policy No. 5103.5 and any prior violations by the student and if the student complied with the self-reporting obligations.
3. 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:

A student who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

- a. First Violation: 21 days.
- b. Second or Any Subsequent Offense: One calendar year.
- c. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
- d. Reduction for Participation in Chemical Dependency Program:

If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

- i. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Principal or Principal's Designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

4. More Serious Violations:

In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

5. 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:

- a. First Violation: 30 consecutive days.
- b. Second or Any Subsequent Offense: One calendar year.

6. When Suspensions Begin:

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; 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. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

7. Letters and Post-Season Honors:

A student who commits a Code of Conduct violation is:

- a. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
- b. 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 Principal or Principal's Designee approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

8. Self-Reporting:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made within twenty-four hours after the parents/guardians are notified of the charge and that an investigation has begun.

In making a self-report, the student must voluntarily come forward and 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. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense. The student can provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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.

9. 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:

- a. When a student receives a citation from law enforcement.
- b. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest, an adjudication of delinquency by the juvenile court or a plea-bargain that defers adjudication and/or includes expungement.
- c. When a student admits to violating one of the standards of the Code of Conduct.
- d. When a student is accused in writing by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
- e. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline Policy No. 5103.6:

The following procedures are established for suspensions from participation in extracurricular activities related to violations of the “Drug and Alcohol Free Policy” (Policy No. 5104).

Enforcement Procedure for Drug and Alcohol Violations – District Related (Policy No. 5103.6a):

1. Any violation of the Drug and Alcohol free Policy on any District’s grounds, in any District’s vehicles, or at any District’s activities will be handled directly with the student(s). Following the student’s consult with the school administrator, the administrator will determine if, when and who may need contacted. Possible contacts include: parents/guardians, law enforcement, and/or any other party deemed necessary by administration.
2. Enforcement Procedure for Drug and Alcohol Violations – Non-District Related (Policy No. 5103.6b):

Any violation of the Drug and Alcohol Free Policy that do Not occur on any District’s property, NOT in any District’s vehicle, and NOT at any District’s activity will only be addressed when the student receives a legal citation or a written report has been filed with administration claiming the student violated Policy No. 5104 and these violations will be addressed in the following manner:

  - a. When an administrator has a reasonable basis for determining that grounds for a violation of Policy Number 5104 exists (based on the issuance of a legal citation or a written accusation), the administrator will notify the parents/guardians of the possible violation. The notification will also include notification that an investigation will begin and provide information on both the self-reporting guidelines and the sanctions the student can receive.
  - b. The school official(s) investigating the legal citation or written accusation will conduct a reasonable investigation of the facts and circumstances
  - c. The student will have 24 hours to self-report after parents/guardians have been notified.
  - d. If a student is found to be in violation of Policy No. 5104, disciplinary actions will follow District Policy No. 5103.5.

Investigation:

The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.

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 will be held in person or via a telephone conference.

1. 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.
2. The suspension will be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. If the meeting has to be delayed, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

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 Principal’s Designee 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 letter Notice Letter will include a copy of the hearing request form.

#### Informal Hearing before Superintendent (Policy No. 5103.9):

When the student or student's parent/guardian disagrees with the principal's decision, the student or student's parents/guardians must request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form (Policy No. 5103.F1) is available to request such a hearing and must be signed by the parent or guardian. The form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
3. If a hearing is requested:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.

#### Attendance (Policy No. 5103.7)

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will 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 full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.
4. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.
5. Every attempt should be made to be in attendance the 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.

#### Section 4: Academic Standards (Policy No. 5103.8)

Participation in extracurricular school activities is encouraged and desirable for all students. At the

same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Each Monday at 9:00 a.m., the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels it is important that parents are made aware that your child is in danger of not being eligible in the near future.
  - a. A student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible, several times they will continue to call you every Monday to make sure there is no miscommunication.
  - b. Students must maintain an overall "C" average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
  - a. Instructional field trips which are a part of the scheduled course learning experience.
  - b. Activities or events which are a part of the student's grade requirements.

#### Section 5: Academic Eligibility for 7-12 Extra-Curricular Activities:

An eligibility committee comprised of teachers, coaches, administrators, and school board members has established the following eligibility requirements.

1. Every quarter constitutes a fresh start for every student. Beginning the 3rd Monday of every quarter eligibility requirements must be met to participate in any activities for that week. The next eligibility period will start over the following Monday.
2. Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and informed their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels its important that parents are made aware that your child is in danger of not being eligible in the near future.
3. A student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible several times they will continue to call you every Monday to make sure there is no miscommunication.
4. Activities include all athletic contests, music programs (including the musical), band programs, speech contests, FFA activities, FCCLA activities, student council activities, dances, homecoming, quiz bowl and prom. Students will be allowed to practice during this time. However, the ineligible

student will not be dismissed from school to travel with the team, and will not be allowed to sit on the bench or be on the sidelines with the team during home or away contest. The committee strongly discourages students from attending any activity that they are not eligible to participate in.

5. Ninth (9<sup>th</sup>) hour is available to students but NOT REQUIRED. Students can NO LONGER attend 9th hour for eligibility. 9th hour will now be for those students who need some quiet time to get homework completed for the day. 9th hour will take place in the library Monday-Thursday until 4:30 with Mr. Braithwait. If a student needs to work with a teacher directly, the student will need to arrange a time to meet with that respective teacher. If the student is having difficulty arranging a time, they will need to arrange a time through Mr. Braithwait, who will make sure a time gets set up.
6. If you have, any questions feel free to call Mr. Braithwait at the school. Do not wait until your child is ineligible before asking questions. Please understand that once a student is declared ineligible for the week, nothing will change until the next Monday no matter how upset you or your child may be. The time for questions are now.

Students with conditions, which qualify them for special education intervention, shall have the conditions of this policy adapted to the requirements identified in the individual's IEP.

In order to ensure fairness and objectivity in the administration of the academic policy, the superintendent or his/her administrative designee shall have the authority to make exceptions to the policy in the event of extenuating circumstances. (ex. Doctors appointment, sick leave-must have a parental note-school transportation after school is NOT an extenuating circumstance)

The following list represents the Arapahoe Public School's activities:

Athletic Competitions:

Football	Boys & Girls Basketball	Wrestling
Volleyball	Boys & Girls Track	Golf
Cross Country	Trap Club	

Non-Athletic/Competitions:

Instrumental Music	Vocal Music	Speech Team
Cheerleading	National Honor Society	Student Council
FCCLA	FFA	Flag Team
School Plays/Musical	Senior Sneak	Prom Activities
Homecoming Activities	Academic Decathlon/Quiz Bowl Team	School Dances
Homecoming	Class Field Trips and/or Competitions	Prom

(If graded, alternative class work will be assigned for students ineligible to attend a class trip or competition)

Activities on Sunday and Church Nights:

According to the NSAA, no activity contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of this community.

1. EXCEPTION: When an athletic team is required to play in conference, district, or tournament competition, participation will be allowed. The policy furthers states that "there will be no activities scheduled on Sunday."
2. EXCEPTION: When a team is required to play a contest on Monday at the varsity level, practices may be scheduled on Sunday afternoon. Practices are to be optional to the extent that the religious beliefs of the students are not being infringed upon. For all such practices, permission must first be granted through the Superintendent.

### Starting, Dismissal and Length of Practice:

The individual sponsor will designate all starting times of practices. All students are expected to be on the field, court, mat, and stage or designated area at the time set by the sponsor. Junior High practices should conclude by no later than 4:30 pm.

Cutting the Squad As a rule, all students who wish to participate may become a member of the activities squad of their choice. The only times a student might be cut from a squad are:

1. When a junior or senior, in the opinion of the sponsor, does not stand much of a chance of playing or performing, he or she will be so advised.
2. As an individual, a student chooses to NOT follow the activity rules and guidelines set by the sponsor and the district.

### 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 sponsors in charge will check out all equipment to individuals 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. The head coach in conjunction will handle all collections for lost equipment with the Athletic Director. At no time should a student wear equipment belonging to the Arapahoe Public Schools except for practices and contests unless the activity sponsor gives permission. Any student found to be wearing school equipment outside of practice and contests or possessing school equipment can expect to be treated as possessing property not belonging to him/her.

### 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: Arapahoe Activity Regulations:

1. Participation on Other Teams: Any individual who is a member of any Arapahoe Senior High interscholastic athletic team cannot participate in any other organized sport, in school or out of school, during the period that he/she is a member of an Arapahoe Interscholastic team. Example: town team basketball, an open golf tournament, golf league play, A.A.D. cross-country meet.
2. Team Transportation: Arapahoe's activity teams and staff members travel to and from activities by school bus or school vehicles. All members of a team will return from a contest by the same transportation provided for taking them to the contest. Exception: An athlete may ride home with his/her parents after a contest. The athlete's parents must gain permission through the transportation waiver form included in the activity handbook.

3. Dress: Dress of team members should be clean, neat, and in good taste. (The appropriateness of clothing must be in compliance with the school dress code and shall be judged by the sponsor.)
4. Participation and Attendance in School: In order for any student to participate in an activity, a student must be in attendance by 9:00 a.m. on the day of the activity unless excused in advance by the principal. Students may not participate in an activity if they have been truant until such time as all detention time assigned, because of truancy, is made up. A student must be in good standing.
5. Pre-Practice Requirements: All athletes must meet the following requirements before they begin practice:
  - a. Return a properly completed medical physical card to the head coach.
  - b. Return the properly completed consent form that can be found on the back of the Emergency Procedure form. The following information must be filled out correctly:
    - i. Parental permission to participate in the sport.
    - ii. Parental agreement to the athletic guidelines.
    - iii. Parental permission for trips and the securing of medical aid.
    - iv. Parental signature regarding athletic insurance.
    - v. Athlete's agreement to the athletic guidelines.

#### Section 8: 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 Arapahoe Public Schools and their guests may attend.
  - a. Students currently attending Arapahoe High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Arapahoe High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than a freshman or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Arapahoe Public Schools. For any dances at the middle school level, only students attending Arapahoe Public Schools 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.
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. 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. Some school activities require semi-formal or formal dress, Sponsors may determine what is appropriate for their activity. Listed below are some activities for which the administration has set dress code guidelines.
4. Eligibility for Selection as Royalty: Nomination and 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 nominated 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 specific academic, activity and conduct standards:
5. 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, teachers, staff and officials.
  - c. The student must have a cumulative grade average of 80 percent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within the current school year of the dance, have engaged in criminal violations involving:
    - i. alcohol, drugs or tobacco;
    - ii. driving law violation in which the penalty is a loss of four points or more under the point system;
    - iii. a Class I, II, III, or IIIA or Class W misdemeanor; or
    - iv. a felony. Criminal violations will be deemed to have occurred where:
  - f. a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) 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.
6. Royalty Candidate Eligibility and 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 Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Senior Class sponsors.
7. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or

designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

8. Specific Dance Eligibility and Selection Requirements:

- a. Homecoming Queen & King:
  - i. Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
  - ii. The student body will nominate four queen and four king candidates subject to a determination of eligibility by the Royalty Eligibility Committee.
  - iii. To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
  - iv. The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event chosen by the high school principal and athletic director.
- b. Prom King and Queen:
  - i. 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.
  - ii. The Junior Class will nominate three queen and king candidates subject to a determination of eligibility by the Royalty Eligibility Committee. Homecoming queen and king are not eligible candidates for prom queen and king.
  - iii. To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
  - iv. The queen and king will be chosen from the qualified nominees by secret vote of the Junior and Senior Class.

Section 9: 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.

1. 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.
2. The appropriate time and place is during the school day Monday thru Thursday from 8:00 a.m. - 3:40 p.m. and on Friday from 8:00 a.m. - 2:45 p.m. Meetings will include a minimum of the coach, parent and student. The coach may request an administrator and assistant coach(s) present at the meeting.
3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
4. Issues not appropriate to discuss with coaches:
  - a. Playing time
  - b. Team strategy
  - c. Play calling
  - d. Other student-athletes (except for reporting activity code violations)

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

1. Communicating with your children

- a. 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.
  - b. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
  - c. 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.
  - d. Teach them to enjoy the thrill of competition, to be "out there trying," to be wording to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
  - e. 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.
  - f. 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.
  - g. Don't compare the skill, courage, or attitude of your child with other members of the team.
  - h. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
2. Communicating with the coach
- a. Communication you should expect from your child's coach includes:
    - i. Philosophy of the coach
    - ii. Expectations the coach has for your child
    - iii. Locations and times of all practices and contests
    - iv. Team requirements
    - v. Procedure should your child be injured
    - vi. Discipline that results in the denial of your child's participation
    - vii. Communication coaches expect from parents
    - viii. Concerns expressed directly to the coach
    - ix. Notification of any schedule conflicts well in advance
    - x. Specific concerns in regard to a coach's philosophy and/or expectations
  - b. Appropriate concerns to discuss with coaches:
    - i. The treatment of your child, mentally, and physically
    - ii. Ways to help your child improve
    - iii. Concerns about your child's behavior
  - c. Injuries or health concerns:
    - i. Report injuries to the coach immediately!
    - ii. Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers.
    - iii. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
  - d. Issues not appropriate to discuss with coaches:
    - i. Playing time
    - ii. Team strategy
    - iii. Play calling
    - iv. Other student-athletes (except for reporting activity code violations)
  - e. Appropriate procedures for discussing concerns with the coaches:
    - i. Call to set up an appointment with the coach
    - ii. 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)
  - f. What should a parent do if the meeting with the coach did not provide satisfactory resolution?
    - i. Call the secondary principal to set up a meeting with an administrator.

- ii. At this meeting, an appropriate next step can be determined, if necessary.

### Section 10: Good Sportsmanship and Behavior Expectations 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. Arapahoe Public Schools 20 of 23 9-Student-Parent Activity Handbook
3. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
4. 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.
5. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
6. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
7. Know that noisemakers of any kind are not proper for indoor events.
8. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
9. Stay off the playing area at all times.
10. Do not disturb others by throwing material onto the playing area.
11. Show respect for officials, coaches, cheerleaders and student-athletes.
12. Pay attention to the half-time program and do not disturb those who are watching.
13. Respect public property by not damaging the equipment or the facility.
14. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
15. Refrain from the use of alcohol and drugs on the site of the contest.

### Section 11: Lettering Requirements

When an individual letters in senior high, they will be awarded a letter certificate by the sponsor of that activity at the athletic banquet. The first time, and only the first time, that an individual letters in any activity he/she will be awarded the standard chenille letter representative of activity at Arapahoe High School. In all cases, the student must have the sponsors' recommendation. The requirement can be waived in the case of a student who has contributed a great deal to the activity. A student may also earn or lose a letter at the discretion of the sponsor. (Example of losing a letter is dismissal from a team).

**FOOTBALL:** To be eligible, an athlete must average two quarters of participation for each varsity game scheduled.

**VOLLEYBALL:** To be eligible, an athlete must play in 112 of the varsity games in all matches played during the regular season. (Excluding tournaments, district and state).

**BASKETBALL:** To be eligible, an athlete must average one quarter of participation for each varsity game played in the regular season. (Including tournaments, excluding district and state).

**WRESTLING:** To be eligible, an athlete may letter if the wrestler earns a minimum of 60 points on the varsity level, these points will be determined as follows:

1. One point for wrestling in a varsity match and losing;
2. Two points for each varsity win by decision;
3. Three points for each varsity win by superior decision;
4. Four points for each varsity win by technical fall;
5. Five points for varsity win by pin;

6. Two points for first takedown;
7. Automatic letter for first or second place in the conference tournament;
8. Automatic letter if an athlete qualifies for the State Wrestling Tournament. There is a 3 ½ point maximum per match for reserves and 7 point maximum per match for varsity. If you wrestle less than ten varsity matches, you will receive points for all matches.

**CROSS COUNTRY:** An athlete must complete the season to be eligible for a letter. The coach, after each meet, will place only the athletes in our class, which Arapahoe is assigned at the beginning of each school year. If the athlete places in the top ten of those individuals at a major meet (four or more teams), in our class, a letter is earned.

**TRACK:** An athlete must complete the season to be eligible for a letter. An athlete earns a letter automatically when they earn a place in a major meet (four or more teams).

**GOLF:** An athlete may letter by:

1. Participating in 50% or more of the scheduled varsity matches and/or
2. medal in 2 of the meets participated in
3. having your individual score be one of the top two scores for the Arapahoe golf team in 60% of the meets participated in.
4. Must complete the entire season in order to letter.
5. Being a scoring member of a conference or district team which places 3rd or higher.
6. State qualifier.

**SPEECH:** A student must complete the season to be eligible for a letter. A student earns a letter automatically when they earn a place in a meet.

**CHEERLEADING:** Cheerleaders will letter by cheering for all assigned games during football, volleyball, basketball and wrestling season. The assigned games will be determined prior to the athletic season and will be assigned by the sponsor. Each cheerleader will be allowed to use one personal day during each season if needed. This personal day must be approved by the sponsor at least one week in advance of the sporting event. If a cheerleader successfully cheers at all assigned events without any demerits, a letter will be granted.

**TRAP:** Signed Parental Consent Form, Signed Code of Conduct Form (Student/Parent, Guardian), Enrolled and in good standing at AHS during time of participation, Follow Code of Conduct, Participate on first or second team squad for 70% of the practices (may be excused from practice if another school activity conflicts), Must participate in Nebraska Trap Shooting event.

### **Dressing Room Policy:**

1. All athletes are under the direct supervision of their sponsors.
2. A participant must not linger in the dressing room, be rowdy or endanger the safety of others.
3. The sponsor of that activity will handle all cases of misconduct.
4. Participants are to respect all equipment and supplies in the training room.
5. Sponsors offices and equipment rooms are "off-limits" to all participants except student aides or managers. EXCEPTIONS: The participant is given permission to enter by a sponsor.

**ALL USE OF VIDEO-RECORDING AND/OR PICTURE TAKING  
FUNCTIONS OF CAMERAS AND/OR CELL PHONE ARE PROHIBITED IN  
ANY LOCKER ROOM AT ANY TIME!**

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