

**HANDBOOK OF POLICIES  
ON  
ACTIVITIES**

**O'NEILL PUBLIC SCHOOL**

**2015-16**

**Policies found in this handbook pertain mostly to rules and regulations governing student activities. As in the case of policies found in other handbooks, they will be subject to refinement, deletion and amendment from time to time. They will be in effect until such changes as are deemed necessary as made by the staff or Board of Education. It is the responsibility of the individual who has this handbook checked out to maintain and update this handbook.**

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## **BOYS AND GIRLS INTERSCHOLASTIC ACTIVITIES O'NEILL PUBLIC SCHOOLS**

The Activities Director is responsible for the formulation and implementation of policies for the administration and control of the activities programs in the school system. He is directly responsible to the building principals and the Superintendent of Schools and the decisions are subject to the Superintendent's approval or disapproval.

### **COMPETITIVE ATHLETIC PROGRAMS**

<u>Girls</u>	<u>Boys</u>
Cross Country-Fall	Football-Fall
Volleyball-Fall	Cross Country-Fall
Basketball-Winter	Basketball-Winter
Track-Spring	Wrestling-Winter
Golf-Fall	Golf-Spring
Softball-Fall	Track-Spring

**APPROVED ACTIVITIES:** Academic Contests, Band, Pep Band, Cheerleading, FFA, FCCLA, Flag Corps, Mock Trial, Musical, Music Contest, National Honor Society, One-Act Play, School Clubs, Speech Team, Quiz Bowls, Mock Trial and other approved activities.

### **GENERAL POLICIES**

#### **ACCEPTANCE OF MONEY**

Whenever a sponsor receives money from a student, always give them a receipt and never leave it in your desk but turn it into the school secretary immediately. Money can be turned into the secretary directly and the student can show the sponsor the receipt.

#### **ACTIVITY GUIDELINES**

All sponsors are duty bound to follow NSAA guidelines. Become familiar with your NSAA booklet and the NSAA constitution. Both are on file in the activities director's office. Each head sponsor should have a booklet.

#### **ADMISSION TO PLAYING FIELDS AND ATHLETIC AREAS**

Only certified personnel and those designated by the school administration to act as officials, or to have specific assignments at athletic practices or contests, are to have access to dressing rooms, training rooms, equipment rooms, and other athletic rooms or playing areas. It shall be the responsibility of the coach or school employee in charge of the practice or contest to exclude unauthorized persons from the areas designated.

At scheduled games, adult personnel on the school's team bench shall be limited to coaching personnel, those persons who are officially assigned to the sports squad in that school, and the team trainer or doctors.

#### **ADMITTANCE TO A PROGRAM**

Before a coach allows a student to practice for their program, they must have a "Permit to Participate" form. This is included in the School Physical Form. Physician, Parent, and Student must sign this form, and shall be updated for each school year.

#### **AWARDS**

At the conclusion of your activity, awards may be given. Lettering should be meaningful, something that is earned, not just given to students for attending. Special awards should have merit and should be ordered through the activities director.

#### **BOOSTER CLUB**

Try to be active in our Booster Club. Cost is \$20 single or family. They really support our program and we want to support theirs. Their efforts support all our athletic activities.

## **BROADCASTING OF ATHLETIC EVENTS**

The Board of Education reserves the right to approve or reject any product or service which is to be advertised. No beer. In no case shall there be any endorsement of a product or service by the school or by any of its personnel. Permission to broadcast athletic contests must be secured from the activities director at least three days in advance of a game. Any broadcasting of athletic contests shall be completely nonpartisan. The Board of Education reserves the right to discontinue broadcasting privileges at any time (even during the course of a broadcast) in the event the broadcasting is considered by school officials to be in bad taste or incompatible with the dignity and standards of the school.

## **BUDGETS**

Each activity sponsor (head varsity coach) is responsible to submit an equipment requisition to the activities director within three weeks after the conclusion of the final contest. They are to be complete and thorough in description. They are to include equipment needs for all levels of their program. All purchasing and receiving of equipment is to go through the activities director's office first. No sponsor is allowed to purchase anything without the activities director's permission. All budget materials can be secured from the activities director.

## **CHECK IN FROM OTHER ACTIVITIES**

Students should be checked in from previous activities before they start another if the previous activity is completed. Encourage all students to check out promptly and alert parents to any fines or if the student is delinquent. A phone call to parents may eliminate some problems.

## **CHURCH NIGHTS**

O'Neill does recognize every Wednesday night as church night and no school activities are to take place on Wednesday night unless approved by the activities director and O'Neill Ministerial Association. All Wednesday practices/rehearsals are to end by 6:00 p.m., and all students should be on their way home by 6:30 pm.

## **COMMUNICATION**

This is one area that must be stressed. Students/parents/administration should be informed about your program. Organizational meetings at the start of a season should include practice dates and times (including plans for vacation practices), training rules, special rules, lettering requirements, equipment responsibilities (fines), and general expectations of the participants. Communicate with your students and sponsors. If you are a head coach, take responsibility for the total program. Work with all levels of the program.

## **CUSTODIANS**

Be co-operative, cordial and show appreciation toward custodians for the work they do. Many times they do a thankless, but necessary service for us. Help them out whenever possible after practices.

## **CUTTING (Seniors)**

When an athlete is cut from one program he or she has the right to go out for another program if desired. A coach should also take time out to explain to the individual why they are being cut. Communicate with the parents as soon as a student is no longer part of your activity. The activities director should also be informed about students who are no longer part of the squad. (This includes all levels)

## **DISCIPLINE AND DUE PROCESS**

Established board policy will be strictly adhered to concerning any disciplinary action taken against an athlete. A copy of which is enclosed at the end of the Student Handbook. Become thoroughly familiar with the due process procedure.

## **ELIGIBILITY CERTIFICATES**

NSAA eligibility certificates are to be filed with the NSAA prior to the first inter-school competition of each activity. The head sponsor is to submit the eligibility list to the activities director no later than two weeks prior to the first contest.

### **EQUIPMENT RESPONSIBILITY**

The sponsor of each activity is responsible for all equipment used in that activity. They must make the students aware of their responsibility in caring for that equipment. A very thorough checking system should be maintained on equipment in order to keep losses at a minimum. The replacement of lost equipment checked out to the student is the responsibility of that student. Payment must be made prior to their taking part in another activity. Inform students of the value of items issued to them.

### **FILMING**

A sponsor that wants to have a contest filmed must have this approved by the activities director and the tapes should be budgeted for. Video equipment is expensive and all activities must share in the use of the equipment we have. See to it that "Filmmakers" have proper instruction in the use of filming equipment.

### **FIRST AID SUPPLIES**

Supplies that are needed are to be obtained from the activities director. Don't be careless or wasteful with such supplies as they are expensive. Request only those supplies which are necessary for your program. Tape is an expensive item, please use it wisely.

### **INJURIES**

In the event of injury to a student, first aid will be rendered by the coach or athletic trainer. In case of serious injury, the parents should be contacted at once and their advice or direction secured. Any treatment after first aid becomes the responsibility of the parent. If, in case of injury, the parent or the family physician cannot be contacted, the coach is authorized to use his/her best judgment in obtaining competent medical care and service. Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for the payment of such service. The coach is to file an accident report with the activities director.

### **INSURANCE**

The Board of Education does recommend that participants in athletics be insured against athletic accidents at the parents' expense. The school does not offer insurance coverage. There are many individual and group athletic accident policies available for parents to purchase.

### **INVENTORY**

At the end of each season, the coach/sponsor is responsible for turning in an end of the year report to the activities director. These forms may be secured from the activities director.

### **KEYS**

A sponsor should never give a student their keys for obvious reasons. The student would then have access to off limit areas.

### **LIGHTS**

Each sponsor that leaves any area of the building last is responsible for turning off the lights. Don't leave before all students have left the building. Head sponsors will be responsible for these areas.

### **LOCKER ROOMS**

The locker room is the responsibility of the in-season coach. Since the coach is responsible for the athletes he/she should always be the last one out of the locker room and should never have athletes in the locker room without proper adult supervision.

### **MEAL ALLOWANCE**

The school will provide meals up to \$21/day on overnight trips. On district/state trips of over 100 miles, the school will also provide meals. Good judgment should be used by sponsors when ordering meals. Sign and return receipts to the activities director the day following the trip. (Please make meal arrangements before leaving for the contests)

## **MILEAGE**

All mileage claims are to be turned into the activities director. Signed gas tickets should accompany claims for gas purchased for school vans.

## **OFFICIALS**

All officials are hired by the activities director and any recommendation by the coach will definitely be considered.

## **PADLOCKS**

Padlocks can be checked out from the activities director and given to the athlete to use free of charge. Lost locks have a value of \$5 each.

## **PARTICIPATION**

“A” Team (Varsity) shall be made up of 12th, 11th, and 10th grade students. 9th grade students may play varsity, but must have written permission from parents. Coaches should use good judgment when moving a freshman to varsity. “B” Team (Reserve) shall be made up of 11th and 10th grade students. 9th grade students may be used on the “B” team as needed. “C” Team (Freshman) shall be made up of 9th grade students. Some Juniors/Sophomores may be used at the “C” level if the squad is short on numbers and it is in their best interest to play at that level. Freshmen may play at more than one level, but shall not travel more than two school nights per week.

An athlete who is a member of O’Neill Public High School athletic squad may not participate in any other organized athletic competition that resembles that sport, in school or out of school, during the time they are a member of the O’Neill Public School interscholastic squad. Workouts or supplementary practice outside of regular squad practice and competition are not specifically restricted. It is expected, however, that athletes given the privilege of representing their school will give first allegiance, as far as athletic participation is concerned, to the O’Neill Public School squad of which they are a member and the public school coaches who are responsible for the athlete’s total training program. This policy is not intended to restrict casual or recreational activities.

## **PHYSICAL EXAMINATIONS**

Each year, a complete physical examination is required of each student before they may participate in any phase of the interscholastic athletic program in the O’Neill Public Schools. There is no exception to this rule. Physicals for the new school year can be obtained as early as May 1. This examination is to be given by any physician of the student’s choice and the fee is to be paid by the student. The student shall obtain the physical examination and parent consent forms from the coach or the athletic director’s office. Physicals will be kept on file in the principal’s office. No practice for a student until physical is on file. The coach in charge during out of town contests should have a copy (at the event) of each student’s physical in case of an emergency.

## **PRACTICE SESSIONS**

A coach should use good judgment in the length of practice sessions. Normally, 2 hours should be sufficient.

## **PREDESTINED EXCUSES**

Anytime a student will be absent from school because of an activity, the sponsor should issue a predestined excuse to be filled out and signed by the teacher(s) in the class period that will be missed. All work must be made up in advance of any such activity. The pre-destines are to be returned to the sponsor who will file them and turn in a list to the office. The list should be turned in the day before your absence and should be confirmed with the office staff before your departure.

## **PUBLICITY**

Each head coach is responsible for getting material to the news media. They give us a lot of support and respect and the only way for this to continue is to cooperate and work with them. Sell your program, get pictures out and articles to the paper. Parents like to know what is going on. Submit a copy of all news releases to the activities director on a regular basis. (all levels of competition)

## **QUITTING A SPORT**

An athlete has two weeks to make up his/her mind as to whether he/she wants to stay out for that particular program or not. If they quit within two weeks, they can go out for another sport during that season. If they wait until after two weeks and quit they cannot go out for another sport or use any of the school facilities until the next season sport officially starts. A coaches mutual agreement may also be reached in some cases extending longer than two weeks.

## **RECRUITING**

It is in bad taste to recruit a student to go out for your program rather than another program. Don't get caught in this predicament. If a sponsor allows a student to come out late for an activity, he/she should be required to practice the same amount as required in preseason before being able to compete.

## **REQUISITION PROCEDURE**

The head sponsor is to pick up forms from the activities director for all areas of their sport/activity. Visit with your staff on total program needs. Please indicate what level the requests are for. As bids are returned they will be made available to you. Do this as soon as possible at the conclusion of your season.

## **SCHEDULING**

Schedules for all interscholastic activities contests are to be arranged by the activities director working with the sponsor and with the approval of the school principal. A master schedule for all sports, including all squads that are in competition, shall be kept in the office.

Practice on Sunday or on holidays is prohibited except as hereinafter provided. Anytime a practice is organized on Sunday, it shall be no more than an hour and a half in duration and shall have the approval of the high school principal and the O'Neill Ministerial Association.

All athletic facilities shall be made available for year-round use for coaches in providing instruction to athletes when possible. The availability of these facilities during the entire year should be restricted to an approved period of time as determined by the activities director.

## **SCHOOL ATTENDANCE**

A student must be in school 1/2 day the day before an all day contest (such as a track meet), 1/2 day the day of an evening contest. Exception applies to an excused absence or a predestined excuse. Sponsors should remind students to get to classes on time following a late arrival from an away event.

## **SCHOOL CHECKS**

All school checks are made out at the office. If a sponsor needs a check for meals, entry fees, etc., they should turn in the amount to the activities director. This should be done at least three days in advance.

## **SCHOOL LOCKERS**

We would like for all coaches to have their athletes bring everything to the locker room that they need so that after practice they will not be in the halls in the building.

## **SUPERVISION**

The sponsors in charge should see to it that all students are properly supervised at all times. This includes all practice areas as well as, stage, locker room, weight room, and whirlpool areas.

## **SQUAD ROSTER**

Submit squad rosters to the activities director at least two weeks prior to the first contest of your sport. This is necessary to assure adequate time for the printing of programs. Include with this roster phone numbers of all students who might travel with the team.

## **TEAM CONDUCT FOR AWAY TRIPS**

Remind the squad that they are guests of our opponents at away contests. Therefore, they are expected to act accordingly. Care of facilities used is highly important. When possible, make sure the dressing room facility is left in better appearance than when

you arrived. The coach should always be the last one out of the dressing room. Have students clean the mess in all vans and buses when they arrive home.

## **TEAM DRESS**

Dress of the team members should be clean, neat and in good taste on school-sponsored trips.

## **TRAINING RULES**

These are listed on pages 10 and 11 of this handout. Any additional policy established by the sponsor should be cleared through the principal.

## **TRANSPORTATION (BUS AND VANS)**

Whenever possible, the school vans are to be used in place of bus transportation for away events. The head sponsor is required to submit to the activities director no later than one week in advance, prior to their first athletic contest, transportation needs for all squads under their direction for the entire season. This should include the approximate number of people to transport.

## **TRIPS**

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the sponsor, and should be done in writing prior to departure to the event.

## **USE OF BUILDING**

Sponsors are required to be in attendance for any use of school facilities. Be present when letting students use school facilities.

## **VANS**

When using school vans, be sure to fill with gas, clean up trash, and complete the mileage log when the trip is completed. Return school phones and keys to the activities director. If any mechanical problems are noticed with the vans, please report them to Mr. Spangler; he is in charge of van maintenance. Report all accidents if they occur. Accident report forms are in the activity director's office. \*Gasoline will be purchased at Pump n Pantry this year with Cubby's being used for those returning after 11 pm. \*The big vans will carry 11 total people, mini bus 14, and mini van 7. Please remember, the lights must be used and the students shall have their seat belts on.

## **ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION**

(Athletics, Drama, Speech, Cheerleading, Flags, FFA, FCCLA, Music, Mock Trial, Etc.)

1. Student must be an undergraduate.
2. Student must be enrolled in at least 15 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before August of current school year.
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance. After a student's initial enrollment in grade ten, he/she shall be ineligible after six semesters of school attendance.
6. Students must have been enrolled in school the immediate preceding semester.
7. Student must have passed 5 classes the previous quarter.
8. Once the session 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 the remainder of the season in that sport.
9. A student shall not participate in sports camps or clinics during the season 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 under-graduate.
11. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile. (Check with school administrator for an interpretation of rule if the school district where parents reside has no high school or if there are two or more high schools in a district.
12. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school which is in a different school district. (EXCEPTION: If parents have moved after school has started, if parents



have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

13. A student shall not participate in a contest under an assumed name.

14. A student must maintain his/her amateur status.

15. A student must pass 5 classes in a nine-week period.

## **ELIGIBILITY CERTIFICATES**

Eligibility Certificates shall be completed for all NSAA activities.

Schools shall submit the Eligibility Certificates for all activities. The same rules govern students involved either in athletic or non-athletic competition, and forms shall be completed in the following manner:

1. Eligibility Certificates shall be completed for all varsity athletes and all students representing the school in non-athletic activity competition.
2. A separate Eligibility Certificate may be sent in for each activity sponsored by your school each season, or more than one activity may be listed on the same form if each activity is clearly designated.
3. In the second blank, list the name of the activity, indicating whether it is a boys' or girls' sport, if applicable.
4. List all names in alphabetical order, placing the last name first.
5. List correct birth date for each student.
6. Give present semester in high school, beginning with ninth grade as indicated by a 1, including present semester.
7. Be certain the certified school official signs the Eligibility Certificate prior to mailing to the NSAA.
8. If any additions need to be made throughout the season, please indicate these specific names, birth dates, and semesters on another Eligibility Certificate form, which will be clipped to previously submitted lists in our files.
9. The certificate shall be filed with the NSAA prior to the first interschool competition of each activity.

## **ACTIVITY ELIGIBILITY**

The Coaching Staff may take action regarding student behavior, other than those specifically provided hereafter, which are reasonable and necessary to aid the student in the activity, further school purposes, or prevent interference with the educational process. Such corrective measures may include, but shall not be limited to the following: counseling of student, parent conferences, requirement of increased workout by student, or restriction of extra-curricular activities.

### **1. ALCOHOLIC BEVERAGES, DRUG ABUSE**

Students participating in activities shall refrain from the following at all times:

- (a) Possession of or indulging in the consumption of alcoholic beverages.
- (b) Unlawful possession and misuse of a controlled substance (drug abuse)

### **2. USE OF TOBACCO**

Students while participating in activities shall refrain from having in their possession tobacco of any kind. (smoking tobacco or chewing tobacco).

### **3. TRAINING HOURS**

While participating in an activity, students shall abide by the following hours. This means they shall be in their own homes and preferably in bed:

- (a) Sunday through Friday - 11:00 p.m., unless parents and sponsor in charge of the activity are notified prior to.
- (b) Saturday or following the last activity event scheduled for the week - 12:00 a.m.
- (c) Special events (homecoming, prom, etc.) one-half hour after the conclusion of the event, unless there is a scheduled event the following day.

### **4. PRACTICE ATTENDANCE**

Students participating in an activity are expected to attend every practice unless the absence is excused by the sponsor.

5. **FAILURE TO TAKE PART IN A SCHEDULED CONTEST**

Students scheduled to take part in an event will be expected to do so unless there is a valid reason excusing them as determined by the sponsor in charge.

6. **GROOMING**

Students participating in or intending to take part in activities will be expected to look and dress in a manner that credits themselves, their parents, their school, and the activity.

(a) Dress Code - The sport and the coach in charge shall dictate the manner of dress while representing the school at an athletic event. When indirectly involved, such as during the school day, students are required to dress in a manner considered to be in good taste. Clothing such as t-shirts that advertise alcoholic beverage, drug or writing deemed unacceptable by the coach is not permitted.

7. **CONDUCT**

Students participating in or intending to participate in activities, are expected to conduct themselves in a manner that reflects favorably upon themselves, their parents, their school community, and the activity.

8. **ACADEMIC PERFORMANCE STANDARDS:**

(Applicable to all Jr.-Sr. High School students grades 7-12 enrolled at O'Neill Public School.)

Some students fall behind an acceptable pace of progress toward graduation due to lack of ability, poor attitude, or motivation, and other problems. The effort to make up lost ground often causes frustration and anxiety, resulting in attitude and discipline problems.

The following is designed as an incentive for acceptable progress toward completion of graduation requirements and maintaining educational growth. To be eligible to participate in any extra-curricular activity (athletics, drama, speech contests, cheerleading, flag corps, FCCLA, music programs, etc.) a student in grades 9-12 must be passing six (5) classes for each quarter. Four of these classes must be offered and taught by O'Neill High School staff. The fifth class may come from another accredited institution after prior approval by O'Neill guidance staff and high school principal. Junior High students must be passing in five (4) classes, three (3) of which must be core classes. If a student in grades 7-12 does not maintain the above minimum standard he/she will not be allowed to participate in any extra-curricular activity the first six weeks of the school year or until the first progress report. After the first progress report, if a student in grades 7-12 does not maintain the above minimum requirements he/she will be placed on academic probation. Academic probation means that a student will be placed on weekly eligibility until the next progress report (roughly six weeks). Grades will be collected every Friday during the probationary period. If a student is not passing the above requirements, he/she becomes ineligible to compete or perform in any activity for the following Monday thru Sunday. Academic probation will last for six weeks, or until the next progress report. Each student may continue to participate in the training programs, but will not be eligible to take part in inter-school activities or public performances during the period of ineligibility. This incentive is not cumulative, it is for six weeks. Incompletes will be treated as a failing grade. The administration reserves the option to rule on special situations. The minimum performance standard will carry over for eligibility purposes from year to year while the student is in school. All 9th grade students are eligible at the start of the school year. Note: NSAA Activities require students to receive 20 credit hours the preceding semester.

9. **CORRECTIVE MEASURES**

Corrective measures for violation of Rule 1 - 1st offense: Exclusion from all scheduled interscholastic contests for a period of 21 calendar days. The suspension days shall start at the time that due process is administered. The student would be allowed to practice during this time. \*\*\*Due process is the sponsors procedure used in determining the involvement of the student in question. This will involve an interview with the student and possibly interviews with others that have direct knowledge about the situation. Due process will end when the student admits to the violation or the sponsor determines the gravity of the student's involvement. If the sponsor determines guilt of the student involved, the penalty will be enforced immediately when the student is informed. 2nd offense: Dismissal as a member of the squad for the remainder of the season. The student would be allowed to practice for the remainder of the season. If the student in violation of Rule 1 self-reports the above penalty may be reduced to 2 weeks for the first such violation.

Corrective measures for violation of Rules 2,3,4,5,6, & 7 may include one or more of the following:

(a) Student shall be informed by the sponsor staff to immediately comply with the regulation.

- (b) Discipline by increased workout.
- (c) Conference with the parents or guardians of the student.
- (d) Student shall not take part in the next scheduled event.
- (e) Will lose any, or all awards earned in the activity.
- (f) Mandatory counseling for the student and possibly for his/her parents.
- (g) Dismissal as a member of the squad or activity.

It should be noted that a violation of the rules could result in two or more of these corrective measures being applied. However, the gravity of the violation will determine the corrective measure(s) utilized. The student will always be accorded due process and his/her rights as a student and human being protected. All proceedings concerning violations of the foregoing rules will be within the laws of the State of Nebraska, and the United States, the Nebraska School Activities Association rules and regulations, and the Board of Education Policy.

**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.** 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.

**ALL EXTRA- CURRICULAR SPONSORS ARE REQUIRED TO FOLLOW THESE POLICIES.**

Parents who do not desire their children to follow these regulations may request that the guidelines not be followed in their case and the violation will be forwarded to the Nebraska School Activities Association for their guidance in the event. Sponsors may have rules tougher than the above, but not easier.