



Cozad Community Schools Haymakers Activity Handbook 2018--2019

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ARTICLE 1: CCS Activities Mission and Vision

Section 1: OVERVIEW OF PROGRAMS

Cozad Schools provides a comprehensive co-curricular activity program for all students grades 7--12. The philosophy of the activity program is consistent with school district philosophy in that it contributes to the development of responsible and efficient citizens for democratic living. Participation in the activity program will help a student to learn self-discipline, self-motivation, goal setting, leadership skills and the ability to work with a group to achieve objectives and communication skills. To be successful within our activity program and within our democratic society a student must possess and develop some of the following character traits: strong work ethic, pride in one's self, honesty, integrity, willingness to follow directions, respect for others and respect for authority.

The activity program will always be in conformity with the objectives of the school district. The administration of activities will be in accordance with the policies of Cozad Community Schools, by-laws of the Southwest Conference and the guidelines and regulations of the Nebraska School Activities Association of which we are a member. The Nebraska School Activities Association is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in co curricular activities.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this Activity Handbook makes both your child's and your experience with the Cozad High School and the Cozad Middle School Athletic Program less stressful and more enjoyable.

Section 2: MISSION STATEMENT

The Cozad Activities Department will provide a positive, life changing experience to our student-athletes where we will field teams as well as student-athletes who maximize their potential and represent the community of Cozad in a first class manner.

All of these activities are educationally based. They serve as an integral part of the overall educational process, and are uniquely positioned to enhance the experiences of our students. Haymaker Administration and Coaches will share this same common focus: **to positively impact the lives of our students**. In the pursuit of excellence, the Cozad Activities Department strives to be the most innovative and successful activities program in the Southwest Conference and to position our participants and teams to compete with others for district, state and national honors.

Section 3: ACTIVITIES PROGRAM VALUES

VALUE # 1: COMPETITORS

Principal 1: Pursue Excellence

Outcome 1: Better Student-Athletes, Better People

Principal 2: Embrace High Expectations

Outcome 2: Level of Performance Rises in Practice & Competitions

Principal 3: Set Challenging Goals and Visualize Success

Outcome 3: Clear Benchmarks for Team & Individual Performance

VALUE # 2: TOUGHNESS

Principal 1: How You Do Anything is How You Do Everything

Outcome 1: Level of Performance Increases Due to Improved Daily Habits

Principal 2: No B-C-E (Blame-Complain-Excuse) Language

Outcome 2: Ownership of Performance and Of One's Life

Principal 3: Circumstance Free Effort and Attitude

Outcome 3: Perform at High Level Regardless of Environment Around Student-Athlete

VALUE # 3: LOVE

Principal 1: Sweep the Sheds: Never Be too Big to Do The Little Things Right!

Outcome 1: Servant Leadership Flows From the Top Down; Out-Do Others in Service

Principal 2: C-P-S (Consistent, Positive, & Specific) Feedback Given to Student-Athletes

Outcome 2: Train Student-Athletes Who Correct Negative Behaviors or Positive Performance

Principal 3: Be a Good Ancestor; Plant Trees You Will Never See!

Outcome 3: Step Into Lives of Student-Athlete & Invest Beyond the Field or Court for Eternity

Section 4: ACTIVITIES PROGRAM GOALS

1. The Cozad Activities Department will invest into our coaches training in their sport through providing the opportunities to attend clinics or meet with other coaches in the profession to develop professionally.
2. The Cozad Activities Department will invest time into meeting with coaches before the season, weekly throughout the season, and at the end of the season to encourage, evaluate, and monitor the well being of the different activity programs.
4. The Cozad Activities Department will focus on increasing student participation and engagement through the development of the Haymaker Student-Athlete Advisory Team. This group of student athletes will be comprised of Cozad students who were recommended by their coaches with the aim of increasing student engagement in the participation in and support of Cozad activities. This group will also provide insight and input to school administration on how to strengthen and/or improve Haymaker activities.
5. The Cozad Activities Department will strive to finish in the TOP 3 in both the Boys and Girls Southwest Conference Cup Standings.
6. The Cozad Activities Department will continue to work with the various members in the community to build support for all of the Haymaker activities.

Section 5: CCS STUDENT SPORTSMANSHIP AT ACTIVITIES

Cozad High School has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams. CHS student-athletes serve as ambassadors for both Cozad Community Schools and the community of Cozad and as a result determine how spectators and community members view our school. Each coach is required to establish rules and penalties regarding sportsmanship behavior in each sport. This MUST be approved in advance by the activities director and also be outlined in each coach’s handbook that is given to student-athletes and parents at the beginning of the season meeting. All student-athletes will be expected to comply with the expectations as well as consequences involved. An attitude of friendly sportsmanship should be reflected by all spectators, no matter how strong their loyalty to their team.

The following is a summary of the Code of Sportsmanship which has been established by the Nebraska School Activities Association. Students will:

1. Respect, cooperate, and respond enthusiastically to cheerleaders.
2. Ensure fellow student’s behaviors are appropriate.
3. Respect the property of the school and the authority of the school officials.
4. Show respect for an injured player when he/she is removed from the contest.
5. Not applaud errors by opponents or penalties inflicted upon them.
6. Not heckle, jeer, or distract members of the opposing team.
7. Never criticize the players or coaches for the loss of a game.
8. Avoid vulgar language and obnoxious behavior.
9. Conduct her or himself in such a manner that attention is drawn not to the spectator section but to the participants playing the game.

Consequences for students choosing not to follow the sportsmanship guidelines may be but are not limited to the following:

1. Removal from the contest for one or more dates.
2. Detention and/or Saturday school.
3. Suspension (in-school or out-of-school)

Consequences will be determined by the administrator in charge. A student may receive one or all three of the consequences stated above. In summary, students should regulate their actions at all times so that they will be a credit to the team they support, knowing the school gets praise or blame for student conduct since fans represent the school the same as does the athlete.

All student spectators should adhere to the following expectations:

1. **NO** standing or running onto the floor or field during the games.
2. **NO** offensive signs, banners, or noise makers are permitted.
3. **NO** smoking at any school activity at home or away.
4. **NO** obscene or vulgar behavior will be permitted. Cheer loudly, but keep the cheers positive.

ARTICLE 2:
CCS Activities Assignments

Sections 1: SPORTS AND ACTIVITIES

FALL SPORTS

FOOTBALL

Head Coach: Brian Cargill

Assistants - High School: Scott Adkisson, Eric Ide, Ron Bubak, Trey Botts, Dreu Young (V)

Head Freshman: Trey Botts

8th Head / Assistant: Derek Hammerlun / Chris Tvrdy

7th Head / Assistant: Terry Warner / Travin Clafin

VOLLEYBALL

Head Coach: Neleigh Niles

Assistants - High School: Stephanie Rush / Hannah Gilg
8th Head / Assistant: TBD / Carly REXING-DAVIS
7th Head / Assistant: Teresa Savick / Ashley Simpson

SOFTBALL

Head Coach: Ashley Ford
Assistants: Kent Bartlett, Kasey Danielson, Natalie Hausechild (V)

CROSS COUNTRY

Head Coach: Jacob Brummer
Assistants: Nick Auwerda, Barry Mraz, Anne Burkholder (V), Jose Monroy (V)

GIRLS GOLF

Head Coach: Teresa Osborn

WINTER SPORTS

GIRLS BASKETBALL

Head Coach: Zach Stauffer
Assistants - High School: Ashley Simpson, Chris Tvrdy
8th Head / Assistant: Amber Ross / Taylor Jenner
7th Head / Assistant: Brent Frauen / Hannah Gilg

BOYS BASKETBALL

Head Coach: Drew Danielson
Assistants - High School: Chadd Marhenke, Bruce Hird, James Ford (V)
8th Head / Assistant: Brent Frauen / TBD
7th Head / Assistant: Bob Nutt / Darrell Francescato

WRESTLING

Head Coach: Derek Hammerlun
Assistants - High School: Barry Mraz; Caleb Lucero
Jr. High Head Coach: Barry Mraz
Jr. High Assistant: Brandon Brill

SPRING SPORTS

BOYS GOLF

Head Coach: Bob Nutt

GIRLS TRACK

Head Coach: Trey Botts
Assistants - High School: Drew Danielson, TBD, Brian Cargill
Jr. High Head Coach: Jim Terry
Jr. High Assistants: Audrie Muller, Rebekah Kraeger

BOYS TRACK

Head Coach: Scott Adkisson
Assistants - High School: Bill Pinkelman, Jacob Brummer, TBD
Jr. High Head Coach: Jim Terry
Jr. High Assistants: Hannah Gilg, Brian Bussinger

ACTIVITIES

ACA-DECA/QUIZ BOWL

Nick Auwerda, Woody Blackmore,

NATIONAL HONOR SOCIETY

Woody Blackmore, Amanda Rossell

VOCAL MUSIC

Stacie Blackmore

Jennifer Norseen

ANNUAL

Tuyet Sansone-Wilcox

ONE ACT

Kyle Vincent, Mercedes Guerra, Nick Auwerda

WEIGHT TRAINING

Coaches

C-CLUB

Jordan Cudney

PEP CLUB

Karen Klein, Nan Sims

CHEER TEAM

Karen Klein, Pam Laird

DANCE TEAM

Michelle Irvine

SCHOOL PLAY/MUSICAL

Mark Messner, Stacie Blackmore, Mercedes Guerra

INSTRUMENTAL MUSIC

Mark Messner

CONCESSIONS

Dawn Beans

SKILLS USA

Dawn Beans

SMASH

Kelli Teahon, Marcie Kostrunek

SPEECH

Gavin Skiles, Tuyet Sansone-Wilcox, Woody Blackmore

DIGITAL JOURNALISM

Tuyet Sansone-Wilcox

STAND

TBD, Nick Auwerda

FCCLA

Michelle Irvine

STUDENT COUNCIL

Dawn Beans

TRI-M

Stacie Blackmore

FFA

Rebekah Spader

SENIOR CLASS

Jann Kloeping, Dawn Beans

JUNIOR CLASS

Melissa Hartman, Gavin Skiles

SOPHOMORE CLASS

Jacob Brummer, Derek Hammerlun

FRESHMAN CLASS

Karen Klein, Nick Auwerda

**ARTICLE 3:
CCS ACTIVITIES COMMUNICATION PLAN**

Section 1: CHAIN OF COMMUNICATION

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student -athlete may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student -athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

1. Student Athlete to Coach
2. Student Athlete and Parent to Coach
3. Student Athlete, Parent, to Coach and Activities Director.

If your child speaks with the coach, and you feel the need to move to step 2, please call the coach or email the coach to set up a time to meet with your child present. The Cozad High School telephone number is 784--2744. The Cozad Middle School number is 784--2746. If the coach cannot be reached, call the Activities Director. A meeting will be set up for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not generally promote positive resolution. If there is still conflict, after step 2, the parent should call and set up an appointment with the Activities Director to discuss the situation with the coach, parent, and participant present.

Section 2: COACH - PARENT COMMUNICATION

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at Cozad Middle School and Cozad High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD’S COACH

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

1. Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements: practices, special equipment, out-of-season conditioning.
4. Procedure followed should your child be injured during participation.
5. Discipline that may result in the denial of your child’s participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed following the chain of command below.
2. Notification of any schedule conflict well in advance.
3. Specific concerns with regard to a coach’s philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child’s behavior.

It is very difficult to accept your child’s not playing as much as you may hope. **Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child’s coach. Other things, such as those on the following list, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student -athletes.

Section 3: PARENT CODE OF CONDUCT

The following list is not a complete code of conduct for you, but it gives you a compass to evaluate your behavior as a sport parent.

1. Positively cheer for your child and his/her team.
2. Show interest, enthusiasm, and support for your child and his/her teammates and coaches
3. Be in control of your emotions.
4. Remain in the spectator area during games.
5. Help when asked by coaches or officials.
6. Understand that your role is not to coach, but to support as a spectator.
7. Make comments that are positive toward players and coaches of both teams as well as officials.
8. Do not drink alcohol at contests or attend contests while under the influence of drugs or alcohol.
9. Thank coaches, officials, and other volunteers who conducted the event.

ARTICLE 4:
CCS Activities Guidelines

Section 1: ACADEMIC ELIGIBILITY

In order for students to be eligible to compete, perform, or participate in all or any extra co-curricular activities as identified in our activity handbook they must meet the following criteria:

1. Any student who is failing in two or more classes will be placed on a WARNING LIST FOR ONE WEEK. During this week they are still eligible to participate.
2. The following week, any student who was on the warning list and is still failing two or more classes, will be ineligible for participation in extracurricular activities during that week.
3. A student will remain ineligible for participation in extracurricular activities until they are no longer failing two or more classes.
4. Eligibility lists are created on Friday and apply to the following week’s activities. Students will remain ineligible for the duration of that time.

Section 2: SPORTS SEASONS

All interscholastic sports are divided into three seasons: Fall, Winter, and Spring. These divisions and the first organized practice dates are set by the NSAA. They will be published in the official school calendar each year.

NSAA Dates for the 2018-2019 School Year are:

| <u>FALL</u> | <u>OPENING PRACTICE</u> | <u>CLOSE OF SEASON</u> |
|------------------|-------------------------|------------------------|
| Football | August 6, 2017 | Football Playoffs |
| Girls Golf | August 6, 2017 | State Meet |
| Softball | August 6, 2017 | State Tournament |
| Cross Country | August 6, 2017 | State Meet |
| Volleyball | August 6, 2017 | State Tournament |
| <u>WINTER</u> | <u>OPENING PRACTICE</u> | <u>CLOSE OF SEASON</u> |
| Wrestling | November 12, 2017 | State Meet |
| Basketball (B/G) | November 12, 2017 | State Tournament |
| <u>SPRING</u> | <u>OPENING PRACTICE</u> | <u>CLOSE OF SEASON</u> |
| Boys Golf | February 25, 2018 | State Tournament |
| Track (B/G) | February 25, 2018 | State Meet |

Section 3: PRE--PRACTICE REQUIREMENTS

- A. All athletes must meet the following requirements before they start practice for the intended competition season (Fall/Winter/Spring):
1. Parent release form which is on the back side of the school's physical form. Forms may be picked up at local doctor offices or from the high school and middle school offices. The following information is required to be signed off on the Parent Release Form:
 - a. Parental permission to participate in sports.
 - b. Athlete agreement to activity guidelines as described in Activities Handbook.
 - c. Parental agreement to activity guidelines as described in Activities Handbook.
 - d. Parental signature regarding athletic insurance and emergency information.
 2. Completed physical exam form.
 3. Completed NSAA form (HS Only)
 4. Concussion Test (If Applicable for Athlete)
 5. \$35 participation fee required for all activity participants. This purchases their activity ticket as well.

All of the items in #1-5 must be turned into the office and an **ACTIVITY CLEARANCE CARD issued to the athlete which shall be **TURNED IN** to the Head Coach PRIOR to any practice.**

- B. All members of other Cozad City Schools activities including Cheerleaders, Band, Chorus, Speech, Play Productions, Pep Club, C--Club, FCCLA, FBLA, **Multicultural Club (HMLO)**, and Student Council must meet the following requirements:
1. Return to the high school or middle school office the parent release form to be obtained from their sponsor or their building principal, giving the following information:
 2. Permission to participate in activities.
 - a. Participant agreement to activity guidelines
 - b. Parent agreement to activity guidelines
 - c. Pay any fees that might go along with the activity

C. All students who participate in the following sports or activities must purchase or make arrangements with the Activities Director, the HS Office Staff, or MS Office Staff to pay the Student Participation Fee. The price is \$35.00 and this will also serve as the student's Activity Ticket.

All Sports 7-12
Speech Team (NSAA Sponsored)
Play Production

Section 4: PRACTICE REGULATIONS DURING SCHOOL

Practice sessions are essential for preparation in competitive events. School facilities are provided for the enhancement of activity programs. The following behaviors are expected of all students:

1. No student should ever practice or work out using indoor school facilities unless he/she is under the direct sponsorship/supervision of a coach/faculty sponsor.
2. No actions should ever be done by a coach or student to take away from the sport in season.

3. Students are required to attend all practices and contests unless excused by the coach or sponsor.
4. Students must adhere to the student dress code as noted in the student handbook.
5. Coaches may be able to conduct non -mandatory practices on days when school is closed due to inclement weather if administrative approval is obtained.

Section 5: STARTING DISMISSAL AND LENGTH OF PRACTICE

All starting times of practices will be designed by the individual coach/sponsor with the approval of the Activities Director. All participants are expected to be at practice at the times set by the coach/sponsor. As a general rule, if the participant is in school that day, they should also be at practice after school. Each coach/sponsor will determine the discipline for unexcused absences. The following general guidelines will be followed by all coaches/sponsors:

1. All Cozad High School athletic/activity practices will conclude in time for students to be out of the building by 9:30 p.m.
2. All Cozad Middle School athletic/activity practices will conclude in time for students to be out of the building by 9:00 p.m.
3. Wednesday evening practices will be cut short to allow students to attend church functions. The following guidelines will be followed:
 - a. Activity practices will be organized so that all participants are showered, dressed and out of the facilities by 6:30 on Wednesday nights.
4. Saturday evening practice will be avoided if at all possible. Building Principal or Activities Director approval must be obtained prior to scheduling Saturday evening practice.
5. In order for there to be a scheduled Sunday practice, the coach/sponsor must get permission from the Building Principal. The Building Principal must inform the Superintendent and School Board of all Sunday practices. Sunday practices will only be granted for special, extenuating circumstances.

Section 6: PARTICIPATION AND ATTENDANCE

1. Students must be in school by 10:00 a.m. the day of any scheduled school activity to be eligible to participate in the activity. This includes sports contests, practice, and dances. **Exception: The absence must be excused by school administration in advance. A school-sponsored activity is an exception.**
2. A team member is not allowed to practice unless he/she is in school one-half day on the day of practice. (Note: one-half day means the student must be in school by 12:00 noon.) Exceptions may be made by the Activities Director or Building Principal if arrangements are made in advance of the student being gone.
3. Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, he/she must contact the sponsor in advance. Exception: When the student is absent from school he/she does not need to notify the sponsor; however, most sponsors appreciate knowing the reason why the student is absent from school.

Section 7: DECEMBER MORATORIUM

To avoid an inadvertent violation during the NSAA imposed moratorium period, the Cozad Community Schools gyms, weight room and other athletic practice facilities will be unavailable for use by anyone for any purpose. In addition, grade 9--12 students are not allowed to practice or compete in any facility that is owned, used or leased by the school, whether or not a coach, sponsor or other adult person associated with the program is present. There can be no contact with the school coach, sponsor or other adult person associated with the program if a student chooses to workout in a facility that is not owned, used or leased by the school. **The 2018-2019 Moratorium is December 22 through December 26, 2018.**

Section 8: TEAM SELECTION

The philosophy of Cozad Community Schools is that everyone should be given the opportunity to become a member of any athletic squad for which they are eligible. However, because of some circumstances beyond our control the school may have to limit the size of their teams. If circumstances develop that cause the school to release an individual from the team, the coach, athlete and Activities Director will have a conference and the student will be informed about why they are released from the squad.

“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 use 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 Representation:** 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 the 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 skill 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 9: CONFLICTS BETWEEN ACTIVITIES

At the beginning of every athletic season the Activities Director will meet with the sponsors of all activities to go over any conflicts there may be among activities. If conflicts arise among two or more activities over practice or performance times, they will be worked out by the sponsors involved and the Activities Director so that the student(s) affected may be able to benefit from both activities in question. The following is a guideline that may be followed in resolving conflicts among activities:

- A. Competition has priority over practice.
- B. District level competition has priority over regular scheduled competition.
- C. State level competition has priority over District level competition.

Section 10: CHANGING ACTIVITIES

No individual will be allowed to change activities during a season without first having a conference with the sponsors involved and the Activities Director, and input from the Building Principal. From this conference a decision will be made whether the student will be allowed to change activities. If the student is allowed to change activities, he/she will be restricted from practice or competing in the new activity for seven school days.

If an individual is cut from a squad because of disciplinary reason by the coaching staff, or if they quit on their own accord after the first varsity contest, he/she may not practice for the next sport season using school facilities or under the supervision of a coach until the sport which he/she has quit is completed.

If an individual is cut from a squad by the coaching staff, he/she may then participate in another sport of that season if permissible under the rules of the Nebraska School Activities Association.

Section 11: LETTERING REQUIREMENTS

A list of all students eligible for letter awards will be determined by the head coach or sponsor of each activity within ten days following the final interscholastic contest of the season. Letters will be awarded by the head coach in accordance with the requirements listed in the activities handbook or at a coach's discretion. Letter requirements may be amended to cover unforeseen situations. A general requirement in all activities is that the participant complete the season in good standing. Injuries may cause a reasonable exception to the requirement. The activities director will obtain the required letter certificates and chenille letters. Only one chenille letter will be awarded at the senior high level by the school. Letter certificates will be awarded by the coach or sponsor at appropriate dinners/banquets. Certificates of participation should be presented to students who complete the activity season in good standing. Seniors who are four-year team members shall be letterwinners. Letter winners shall receive one sport pin for each sport they letter in plus a gold bar for each year they letter.

A. LETTER IN BAND

- 1. Participate in all major performances throughout the school year, including concerts, halftime shows, and parade performances. (Football players are excused from halftime shows.)
- 2. Be in attendance at pep band appearances for volleyball, wrestling, girls basketball, and boys basketball. One unexcused absence each semester will be allowed.
- 3. Be an active and conscientious band member in rehearsals.
- 4. Extra projects such as entries, giving lessons to 6th grade students, etc., may be used to make up any absences in 1. and 2. above by special permission of the director.
- 5. In all cases, the participant must have the sponsor's recommendation.

B. LETTERING IN GIRLS BASKETBALL

- 1. To be eligible, an athlete must average one quarter of participation for each game played during the regular season, or suit up and participate in the district or state tournament.
- 2. A player must complete the season unless he/she is injured or ill.
- 3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
- 4. In all cases, the athlete must have the coach's recommendation.

C. LETTERING IN BOYS BASKETBALL

- 1. Perfect practice attendance throughout the season with **NO** unexcused absences.
- 2. No behavior or discipline problems throughout the season.
- 3. Participation in at least a ¼ of the varsity game quarters.
- 4. Nomination made by the Cozad Boys Basketball Coaching Staff.

D. LETTERING IN CHORUS

- 1. Participate in all major performances throughout the school year, including concerts and graduation. A student may be excused from above only due to illness or funeral.
- 2. Be an active and hardworking member of the chorus.
- 3. In all cases, the participant must have the sponsor's recommendation.

E. LETTERING IN CROSS COUNTRY

- 1. In order to letter, one must be counted toward team score in at least two meets.
- 2. The above requirement may be waived in the case of an athlete who has contributed a great deal to the team.
- 3. In all cases, the athlete must have the coach's recommendation.

F. LETTERING IN DRAMA

- 1. Attend all stage rehearsals and crew calls. (Exceptions will be made due to participation in another school activity or illness.)
- 2. Attend all competitions.
- 3. Maintain a speaking role on-stage, a featured non-speaking role onstage, or crew position.
- 4. Non-speaking or technical members may letter by showing a high degree of leadership and dedication.

G. LETTERING IN FOOTBALL

1. 24-30 Summer lifting days
2. 5 or more speed camps
3. Attend team camps/non contact and contact
4. Plays in 12 or more varsity quarters
5. Freshman must complete the varsity season and earn 26 points to letter
6. All Seniors that meet the lifting requirements and stay out for the entire season regardless of playing time will letter.

H. LETTERING IN BOYS' GOLF

1. To letter in golf, a boy must play in all but one of the 10-man meets; or play in the Dawson County, Southwest Conference, or District and State meets.
2. In order to letter you must complete the golf season, unless injured or ill.
3. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

I. LETTERING IN GIRLS' GOLF

1. Play in all varsity meets except one.
2. Medal in the Dawson County meet.
3. Play in Southwest Conference, District, State.
4. In order to letter, you must complete the above criteria unless injured or ill.
5. The above requirements may be waived on the coach's recommendation.

J. LETTERING IN SOFTBALL

1. To be eligible, an athlete must participate in a third of the innings played during the regular season, or suit up in the district or state tournament.
2. A player must complete the season unless she is injured or ill.
3. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
4. In all cases, the athlete must have the coach's recommendation.

K. LETTERING IN TRACK

1. Scoring five points in a dual or three points in a triangular.
2. Scoring one point in an invitational (four or more teams).
3. Scoring in Southwest Conference, District, State meet.
4. Participate in track three years.
5. In order to letter, you must complete the track season unless injured or ill.
6. The above requirements can be waived in the case of an athlete who has contributed a great deal to the team.
7. In all cases, the athlete must have the coach's recommendation.

L. LETTERING IN VOLLEYBALL

1. Play in one quarter of total varsity games.
2. Manager who gives good service for whole season.
3. In order to letter you must complete the volleyball season, unless injured or ill.
4. If the team qualifies for the state competition, all players listed on the final state roster
5. Any 4-year player who stays out and completes their senior season on the varsity roster despite playing time.
6. The above requirements can be waived in the case of an athlete must have the coach's recommendation.

M. LETTERING IN WRESTLING

1. An athlete must score 25 points in varsity competition and place in the top four in at least one invitational meet. Points are earned according to how many team points are awarded in tournament competition and in dual competition.
2. A non-varsity participant may earn a letter by scoring 45 points (excluding forfeits) in junior varsity competition and placing first and second in a tournament. Points are scored (earned) in the same manner as in varsity competition.
3. Team captains must complete 15 hours of service with the Cozad Youth Wrestling Program. Non captains must complete 10 hours of service with the Cozad Youth Wrestling program.

Section 12: PROCEDURES FOR HANDLING PROBLEMS

Cozad High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student-athlete that may have a problem(s) or concerns) should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student-athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

- A. If there is some type of conflict between a participant and a team member, or coach, etc., it becomes the responsibility of the participant to talk over the problem with the head coach.
- B. If the problem cannot be resolved by talking to the head coach then the participant and his/her parents should arrange a conference with the Activities Director.
- C. If the participant has a problem related to his/her activity that is interfering with his/her progress in school or home life then a conference with the Activities Director should be arranged as soon as possible.

ARTICLE 5: NSAA ACTIVITIES GUIDELINES

Section 1: PARTICIPATION ON OTHER TEAMS

1. Any student who participates in any athletic contest other than as a representative of his/her high school during the season of the sport involved becomes ineligible to represent his/her school in that sport for one or more contests or the remainder of the season. (3.5.1 NSAA)

During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. At no time during the high school sport season can a student who is a member of the school squad in that sport compete in non-school organized competition in any skill of the sport. A person may be considered to be a participant without being an official entry in the competition. The phrase “compete in non-school organized competition in any skill of the sport” is interpreted to mean to take part in any skill of the sport of season. **For example, a student out for cross country or track would become ineligible to represent the high school if he/she participates in a road race or a marathon. A student on the high school basketball team would become ineligible if he/she participates in a free throw contest, 1 on 1, 2 on 2, 3 on 3, 4 on 4 basketball contest, or other similar contest. A student out for high school football will become ineligible if he competes in a punt, pass and kick contest. A wrestler shall not participate in a non-school takedown tournament during the wrestling season.**(3.5.1 AR&I NSAA)

2. Individual Instruction. During a season of a sport, a student is permitted to take individual instruction from a person other than the high school coach at times other than scheduled high school practice sessions, but such instructions shall not interfere with, nor be substituted for the high school coaching, practice sessions, or contest. (3.5.2 NSAA)

Outside participation: This rule does not prevent a student from competition outside the school in a sport he/she is not a participant for the high school. For instance, it is possible for any wrestler, basketball player, or volleyball player to compete in bowling, either in leagues or in tournaments. The point is, a basketball player can not play on an outside basketball team. A basketball player may play only basketball for his/her high school basketball team and retain high school eligibility for the season. The same goes for any participant in other sports. They must compete in their sport only for the high school. Likewise it is possible for fall sport participants in football, volleyball, golf, or cross country or softball to continue to play basketball after their high school season started. But it would be a violation if a high school volleyball player competed in a church league volleyball league or tournament, because this particular outside competition came in the student’s sport.

Section 2: OFF-SEASON PRACTICE REGULATIONS

1. **Off-Season (Summer Guidelines):** Summer activities From the close of school the second semester until the opening date of the fall sports season, there shall be no restriction on athletes or on high school coaches working with athletes, a member school; however, may not sponsor a team or individual, provide uniforms or individual player equipment, or otherwise be responsible for students in summer competition.

i. From the Tuesday following Memorial Day to July 31, a member school may not sponsor a team or individual, provide uniforms, individual player equipment (except football, baseball, and softball protective equipment for commercial camps), or otherwise be responsible for a student in summer competition. Attendance at summer activities shall be voluntary. No coach or school representative may directly or by implication direct a student to attend summer activities as a condition for membership on a high school team or restrict the level of team participation within the high school program. (3.2.7 NSAA)

ii. **Applicable to Coaches During The Summer.** The school year out-of-season period begins on the date of the official start of fall practices. Summer activities are regulated between the Tuesday following Memorial Day and July 31. Between the end of the summer activities period and the start of the school year, out-of-season period (August 1 through the official start of fall practices), the following shall apply:

- 1. The organized practice rule shall be in effect
- 2. Conditioning programs may be held
- 3. Attendance at commercial camps and clinics is permissible, but the organized practice rules shall be in effect for such camps and clinics
- 4. No school-sponsored clinics or camps may be held. (3.2.7 AR&I NSAA)
- 5. Q1: Can schools provide school vans for coaches to drive to a summer camp? A: Yes, NSAA Bylaw 3.2.8(d) allows school transportation for individuals participating in team sports camps/clinics with prior approval from the district’s Board of Education. However, the NSAA Catastrophic insurance would not cover this transportation.
- 6. Q2: Can a student voluntarily attend the school-sponsored, 60-minute conditioning program, and then return to that school that evening to lift weights? A: Yes, NSAA Approved Ruling 3.2.7.3 states that students may work-out on their own at the school facility and it shall not be considered to be involved in an organized practice.
- 7. Q3: Could a coach conduct voluntary practices during the summer activity period? A: Yes, NSAA Bylaw 3.2.7.6 allows a coach to have unlimited contact with students during the summer activities period, provided no support is received from the school/district. The organized practice rule is not in effect during the summer activities period.

8. Q4: Can schools allow student participating in summer activities to wear school-issued uniforms (practice, game, warm-up, or scrimmage vest)? A: No, NSAA Bylaw 3.2.7.9 does not allow for the use of school equipment which includes school uniforms.
9. Q5: Can a high school coach conduct a commercial camp/clinic at their high school? A: Yes, NSAA Bylaw 3.2.7.8 (b) allows high school coaches to rent school facilities for use by individuals. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
10. Q6: As a reward, can a coach excuse a student from the first day of high school practice because of the student's participation in summer activities? A: No, NSAA Bylaw 3.2.7 states that attendance at summer activities shall be voluntary.
11. Q7: What does school support mean? A: It can include but may not be limited to the school funding or sponsoring individuals/teams or allowing the use of school issued apparel. School support also includes booster club funds. Coaches compensation and renting outside facilities would also be school support. If the school/school district provides any financial support or provisions to assist/conduct the activity, then it will be considered school support.

iii. NSAA Catastrophic Insurance does not cover coaches/students/schools during the summer activities period (Tuesday following Memorial Day through July 31).

iv. Allowable Summer Activities. During the summer a member school may organize the following:(3.7.2.1-9 NSAA)

1. Summertime School-Sponsored Camps/Clinics: A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days over a period of 21 consecutive calendar days starting with the first date of the camp/clinic.

- a. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or stimulated by camp attendees.
- b. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.
- c. The use of school facilities and equipment is permitted in accordance with local school board policy.
- d. If a summertime school-sponsored camp/clinic is held in football, contact shall be allowed with the use of handheld dummies only. The no-contact rule shall prohibit contact with mechanical or training devices, as well as with other players. The use of blocking sleds and other mechanical devices is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be football's, shoes, helmets, kicking tees and handheld blocking dummies.

2. Summertime Conditioning Program: A member school may organize and supervise a summer conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:

- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
- b. Sport specific drills are not allowed, and sport specific equipment may not be used.
- c. Conditioning sessions shall be no longer than 60 minutes in length, and no member shall participate in more than one such session per day.
- d. Conditioning sessions organized and run by members of the school's coaching staff are subject the 60-minute limitation. Students, for example, who work out on their own at the school facility in weight lifting, general calisthenics, running, or agility-type exercises shall not be considered to be involved in an organized conditioning program. (3.2.7.3 AR&I NSAA)

3. Summertime Open Gym: It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the summer under the following conditions:

- a. The gym is open for all individuals and all activities.
- b. Schools may not designate sport specific times.
- c. Coaching or instruction is not provided.
- d. School employees who are present restrict their duties to supervision of the facility.
- e. Permitting the participation by non-high school students (graduates, adults or individuals not a member of the school) shall be determined by local school board policy.

4. Summertime School Recreation Programs:Schools may sponsor summer recreation programs provided all individuals who wish to participate are permitted to attend and the competition is intra-school. Individual player equipment, except football helmets and pads, may be provided.

5. Summertime Regulations for Athletes and Coaches: From the Tuesday following Memorial Day or final day of school (whichever is later) until July 31, there shall be no restrictions on the contact between students and high school coaches, provided no support is received from the school district.

- a. The organized practice rule shall be in effect during the school year until Memorial Day, except in the case of organized teams (e.g., Legion baseball, ASA softball, etc.). If a high school coach or other adult associated with the school program is also the coach of an organized non-school team, practice and competition involving the coach and athletes of that non-school team may begin at the conclusion of the state tournament of that activity or during Week 46 of the standardized calendar, whichever date is later. 3.2.7.6 AR&I NSAA)

6. Summer Leagues: High school coaches are permitted to coach students from their school in summer league competition and games, provided there is no direct support from the school.

- a. There must be evidence that the organization or individual conducting the league has rented or leased the school facility to prove the school is not involved with sponsorship or funding.
- b. All league fees and costs are to be paid by the athlete and/or his/her parents. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in such leagues.
- c. Team fundraisers may be used to finance summer league and camp activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp activities. Any athlete receiving money for summer league/camps must participate in the fundraising activity.
- d. The use of school names and uniforms (practice, game, warm-up or scrimmage vests) shall be considered school support and are prohibited.

- 7. Summertime Use of School Facilities:** Member schools may permit the use of their facilities in accordance with the school board rental policy. Examples of acceptable use of school facilities for activities are:
- Summer Leagues.** There must be evidence that the organization or individual conducting the league has rented or leased the facility to prove the school is not involved in its sponsorship or funding.
 - Commercial Sport Camps/Clinics.** A school may rent its facility for use by individuals, including its own school coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
 - All-Star competition that involves graduated seniors.
 - Competitive meets and contests sponsored by non-school groups.
 - Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.
- 8. Summertime Use of School Equipment:** Member schools may permit the use of school equipment, other than individual player equipment and uniforms, as long as the school is in no way responsible or involved. Acceptable equipment shall be: shot put; discus; vaulting poles; landing pits; hurdles; balls; tennis racquets; golf clubs; nets; vaulting, high jump, and volleyball standards; swimming kick boards; weight machines; football helmets and pads for students attending commercial camps; and batting helmets and catcher's equipment for students attending commercial camps.
- 9. Summertime College/Professional/Commercial Team Sport Camps/Clinics:** High school coaches are permitted to accompany students from their school to college, professional, or commercial sports specialized team camps/clinics during the summer.
- The purpose of a specialized sports camp/clinic/school is to give team members an opportunity to improve their skills in a particular activity.
 - The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps, schools, and non-school competition.
 - Team fundraisers may be used to finance team commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for camp activities. Any athlete receiving money for summer team camps/clinics must participate in the fundraising activity.
 - The school shall not provide uniforms (practice, game, warm-up or scrimmage vests) but may provide transportation for individuals participating in such camps/clinics, or schools with prior approval from the district's Board of Education.
- 10. Summertime Individual Commercial Camps/Clinics:** During the summer, students may attend any individual skill/technique camps or clinics.
- The purpose of an individual camp/clinic/school is to give a student an opportunity to improve his/her skills in a particular activity.
 - The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps.
 - Team fundraisers may be used to finance individual commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer individual camp/clinic activities. Any athlete receiving money for camps/clinics must participate in the fundraising activity.
 - The school shall not provide uniforms (practice, game, warm-up or scrimmage vests).

Section 3: SCHOOL-YEAR, OUT-OF-SEASON PRACTICE REGULATIONS

“School-year, out-of-season” is defined as that period of time during the school year in which no organized practice can be conducted. The “school-year, out-of-season” period begins on the first day of fall practice and runs until the first allowable date of practice in that sport, and the period after a team or individual has been eliminated from further competition during the championship series of district and state tournaments/meets through Memorial Day or the end of the school year, whichever is later. For non-varsity competition, “school year, out-of-season” begins the day following the last date of interscholastic competition or the last date of the varsity season, whichever is later.” (3.2.1 NSAA)

- 1. “School-Year, Out-of-Season” Participation:** Except during the season of the sport involved, a student may be a member of a non-high school team and compete unattached in non-high school competition. Students are prohibited from wearing high school uniforms during non-high school sponsored competition.(3.2.2 NSAA)
- 2. Organized Practice:** No organized practice in any sport shall be held during the “school-year, out-of-season” period. An organized practice shall be defined as follows:
 - Football and Soccer.** An organized practice in 11-man football and soccer shall mean more than seven students under direct supervision of a sponsor. An organized practice in 8-man football shall mean more than five students 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 shall be football's, shoes, helmets, kicking tees, and hand held dummies and there shall be no contact with mechanical training devices or blocking sleds or with another player.
 - Basketball, Baseball, Softball, Volleyball, Tennis and Wrestling.** An organized practice shall mean more than four students 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. In baseball and softball, beginning four weeks prior to the official start of softball and baseball practice, sponsors may work with up to eight (8) players using only balls, gloves and protective catcher's equipment. No other equipment; including bats may be used by players or coaches. An organized practice shall mean more than eight (8) students 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. During the four weeks prior to the official start of practice, sponsors will have the option of working with four (4) student athletes or eight (8) student athletes using the prescribe allowable equipment.

- c. **Track & Field, Swimming & Diving, Golf and Cross Country.** An organized practice shall mean more than three students under direct supervision of a sponsor. If more than one such group is practicing at the same time, it shall be called an organized practice. (3.2.3 NSAA)
- 3. Conditioning Program:** A member school may organize and supervise a “school year, out-of-season” conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:
- a. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
 - b. Sport specific drills are not allowed, and sport specific equipment may not be used.
 - c. The conditioning session shall be no longer than 60 minutes in length, and no student shall participate in more than one such session per day.
 - d. Conditioning programs shall be voluntary. No coach or school representative may directly or by implication direct a student to attend conditioning sessions as a prerequisite for membership or restrict the level of team participation within the high school program. (3.2.4 NSAA)
- 4. Open Gym:** It is permissible for students to be involved in NSAA activities of a school’s open gymnasium program during the “school year, out-of-season” period under the following conditions:
- a. The gym is open for all individuals and all activities.
 - b. Schools may not designate sport specific times.
 - c. Coaching or instruction is not provided.
 - d. School employees who are present shall restrict their duties to supervision of the facility.
 - e. Open gym shall be voluntary. No coach or school representative may directly or by implication direct a student to attend open gym as a condition for membership or restrict the level of team participation within the high school program. (3.2.5 NSAA)

A member school shall not provide support, hold an organized practice or enter students in any non-high school competition in NSAA sponsored sports outside of the defined NSAA season. Faculty vs. student, alumni vs. student, or parent 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. (3.2 A&I NSAA)

Section 4: ELIGIBILITY (NSAA Eligibility)

1. IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.
2. 2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school.
3. 2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
4. 2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.
6. 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
7. 2.5.2 Student must have been enrolled and received twenty hours in school the immediate preceding semester.
8. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
9. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:
 10. 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 11. 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 12. 2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 13. 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
 14. 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 15. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2016-2017 school year prior to May 1, 2016; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2016. The student would become ineligible for ninety

school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2016, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

- 16. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- 17. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exception in Swimming & Diving.)
- 18. 3.6 A student shall not participate on an all-star team while a high school undergraduate.
- 19. 3.7 A student must maintain his/her amateur status.

ARTICLE 6: DRESSING ROOMS, EQUIPMENT, STUDENT FEES, AND TRANSPORTATION

Section 1: DRESSING ROOM AND PRACTICE AREA POLICIES

Each student will be issued a locker to store all school equipment checked out to them, to secure personal property during practice/contests, and to use during physical education classes. The students will be assessed the cost of replacing the lock if it is not checked in as due. The school is not responsible for items lost or stolen. All students will be under the direct supervision of the coach or sponsor in charge while dressing. A student must not linger in the dressing room or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach or sponsor in charge. Students are always to respect equipment and supplies in the training room. Coaches/sponsors offices and equipment rooms are off-limits to all students except student managers unless by a coach's or sponsor's request.

Section 2: EQUIPMENT

- 1. Cozad Community Schools try to furnish all participants with as much of the equipment needed as is possible. Cozad Community School coaches are confident that the school has proper equipment and in the case of contact sports, the athletes are well protected.
- 2. All equipment will be checked out to individuals at the beginning of the season by the coach or sponsor in charge. The participant will be responsible for the equipment and should be prepared to pay for the cost of replacement, if it is not checked in at the end of the season in reasonable condition.
- 3. It is the responsibility of the participant to check in the equipment at the end of the season or immediately should they quit an activity. If a participant fails to check in their equipment at the designated time or immediately should they quit the activity, he/she will be expected to pay for the cost of replacement.
- 4. All collections for lost equipment will be handled in the Activities Director's office.
- 5. No student will be allowed to go out for another activity until they have turned in all equipment checked out to them from any previous school activity.
- 6. A student will be allowed to wear equipment checked out to him/her only at practices, on game days, and at contests. Any student found to be wearing school equipment outside of practice or possessing school equipment can expect to be treated as possessing property not belonging to them. Any request to wear school clothing during the school day must first be approved by the Activities Director.

Section 3: STUDENT FEES

Refer to addendum to the Student Handbook Student Fees Policy, Policy 5130.2.

Section 4: GUIDELINES FOR THE USE OF THE WEIGHT TRAINING EQUIPMENT

- A. The equipment will be kept in an assigned area and will never be used unless there is an assigned supervisor present.
- B. The equipment will be used for the following purposes and in the following priorities:
 - 1. Physical education instruction – Physical fitness program or weight training class.
 - 2. By the sport in season – Program to be designed by the head coach and sponsored by the head coach or his/her assistants.
 - 3. Athletes who are out for two sports but are in their off-season.
 - 4. Summer conditioning instruction – for all athletes 9-12 for the coming year.
 - 5. Adult education instruction – Physical fitness program.
 - 6. Adult members of the Cozad School District.

Section 5: TEAM TRAVEL

- A. Transportation: Cozad's activity teams and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. We feel it is really important that all members of a team return from a contest by the same transportation provided for taking them to the contest. This will promote team camaraderie and unity among the players. **Exception:** A student may continue on a trip with his/her parents or their adult designee after a

contest. The student's parents must gain permission from the Activities Director or Building Principal by filling out a form in advance and presenting this form in person to the head sponsor before the student is allowed to leave after the completion of that activity contest.

- B. Dress: Dress of team members should be clean, neat and in good taste.
- C. Meals: When an organization is required or will be away from home all day for a contest, or if the return trip home is exceptionally long, arrangements will be made to feed the members. When and where the members will eat will be decided by the sponsor and activities director. Generally speaking, athletic team members will eat the pre-game meal at home.
- D. When traveling by bus, students should remember the following:
 - 1. Always be on time for departure
 - 2. There will be no loud or boisterous behavior.
 - 3. All riders will remain seated for the entire distance.
 - 4. There will be complete silence when the bus stops for railroad crossings.
 - 5. There will be no yelling out windows or waving of arms out the window.
 - 6. No obscene gestures will be allowed.
 - 7. Students will always exit the bus by using the front door.
 - 8. Any food or drink may be taken on the bus with permission from the sponsor and bus driver. All trash will be cleaned up upon arrival back to the school. The cleanup will be the responsibility of the students/sponsors/coaches with the trash being thrown away in the proper place.
- E. Students who have a concussion will not travel to or from school activities with their team until they advance through the return to learn protocol. This happens once the athlete is concussion symptom free for 24 hours, have been post-concussion tested, and are cleared to return to light aerobic exercise per the return to play protocol.

ARTICLE 7: **CCS ACTIVITIES CODE OF CONDUCT, DISCIPLINE, AND HAZING**

Section 1: CODE OF CONDUCT

All activity sponsors and school administrators expect participants to be something special, so therefore, all participants are expected to meet demands that the normal student does not. Also, because activities can be very demanding upon an individual, both mentally and physically, this code of conduct should be followed:

- A. **Appearance:**
 - 1. Participants should be neat, clean, and well-groomed.
 - 2. All participants should take pride in their dress and appearance.
- B. **No Tobacco:**
 - 1. There is no place in Cozad activities on the High School or Middle School level for a participant who uses tobacco.
 - 2. Anyone who does will not only be hurting themselves, but also the team.
- C. **No Drinking or Use of Drugs:**
 - 1. Use of alcohol by a person under the age of 21 is illegal. So is using drugs. There is no way to justify any participant using any form of alcoholic beverages or any form of drugs. Again, they are hurting themselves as well as the team.
- D. **Citizenship and Student Behavior:**
 - 1. Students involved in activities are expected to be on their best behavior both in and outside of school.

Section 2: DISCIPLINE

- A. **Any student of Cozad Middle School or Cozad High School who, during the NSAA Calendar Year is:**
 - 1. Found to be in the possession of or use tobacco, tobacco substitute (cigars, cigarettes, e-cigs, chew, snuff, etc.) while on school property or under the direct supervision of the school.
 - 2. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use tobacco, tobacco substitutes (cigars, cigarettes, e-cigs, chew, snuff, etc.)
 - 3. Observed off of school property or on Social Media and not under school supervision, to be in the possession of or use alcoholic beverages and/or illegal drugs.
 - 4. Tests positive for banned substance listed within the Cozad Community Schools drug testing policy.
 - 5. Convicted by law or adjudicated of any criminal charge involving the use or possession of any illegal drug or of any alcoholic beverage.
 - 6. Found to be in the possession of or use alcoholic beverages and/or illegal drugs while on school property or under the direct supervision of the school.
 - 7. Convicted by law of any criminal charge or determined by law to be a delinquent child under any other circumstance which is indicative of behavior not representative of a good citizen.
 - 8. Engaging in any behaviors that misrepresent the standards of Cozad Schools, involving law enforcement or not
 - 9. Guilty of repeated or serious violations of Student Handbook Policies.
- B. **Shall be disciplined under the following criteria: Category I Discipline covers (1) above:**
 - 1. First Offense: The student will be in In-School Suspension for two days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school activities for five consecutive days and may not participate in contests during the suspension. The student will practice during the suspension,

2. Second Offense: The student will be in In-School Suspension for four days. The tobacco and its containers will be taken from the student and destroyed. The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
 3. Third Offense: The student shall serve a combination of four days of In- School Suspension and two days in Out-of-School Suspension. Suspension from all school activities for the remainder of the school year. The tobacco and its containers will be confiscated from the student and destroyed.
- C. **Category II Discipline covers (2) above:**
1. First Offense: Suspension from all school activities for five consecutive school days and may not participate in contests during the suspension. The student will practice during the suspension.
 2. Second Offense: The student will be suspended from attending all school activities for 21 consecutive days and may not participate in contests during the 21 days. The student will practice during the suspension.
 3. Third Offense: Suspension from all school activities for the remainder of the school year.
- D. **Category III Discipline covers (3,4,5) above:**
1. First Offense: The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determine the student's guilt. The penalty of missing two weeks worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)
 2. Second Offense: The student may not attend any school activity for five weeks. The student miss five weeks of contests before being eligible to participate (may overlap into next sport). (If athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be second offense suspension.
 3. Third Offense: The student will be suspended from all school activities for the remainder of high school career. Student may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.
- E. **Category IV Discipline covers (6) above:**
1. **First Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
 - a. Consequence: the student will incur a 10-day Out-Of-School Suspension. Any and all days missed will be counted toward the school's attendance policy. The student will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 40 school days, commencing the first day of the Out-Of School Suspension. Students will be reinstated for activities at 8:15 a.m. on the 41st school day.
 - b. Intervention Option: The student and family participate in a drug and alcohol assessment at their own expense prior to the student's re-admission to classes. The assessment shall be provided at a state approved alcohol/drug agency and conducted by a certified alcoholism/drug abuse counselor. Any and all days missed will be counted toward the school's attendance policy. The student and parents agree to follow the counselor's recommendations satisfactorily. The intervention option will include a five-day Out-Of-School Suspension, and will be ineligible for participation in, or attendance at, all extra-curricular activities for a period of 20 school days, commencing the first day of the suspension or treatment program. Students will be reinstated for activities at 8:15 a.m. on the 21st school day.
 - c. School requirement: The school requires written confirmation that an assessment has been made and the counselor's recommendations are being followed to a satisfactory level.
 - d. Agencies: The following agencies could be utilized: Center for Psychological Services – Kearney Richard Young Hospital – Kearney Lutheran Family Services – North Platte South Central Behavioral Services – Kearney
 - e. School work: Students will be expected to complete school work which the teachers feel is appropriate during suspension and expulsion periods.
 2. **Second Offense: Parents and law enforcement will be contacted immediately upon verification of the violation.**
 - a. Consequence: Expulsion.
 - b. Intervention option: The Board of Education will give the student or parents an option to expulsion which would be a mandatory alcohol/drug rehabilitation program acceptable by the school administrators. This program will be at the parent's expense. This rehabilitation shall be provided at a state approved alcohol/drug agency and conducted by a certified alcohol/drug abuse counselor. The student and family agree to follow the counselor's recommendations satisfactorily. The intervention option will include a 10-

day Out-Of-School Suspension, and will require 40 days of exclusion from activities. This discipline may be applied concurrently with the approved rehabilitation services.

- c. School requirement: The school requires written confirmation that rehabilitation is in progress, and a program will be initiated for the student.

3. **Third offense: Expulsion**

- a. Intervention option: None when the student enters the 9th grade, and each violation incurring from the 9th grade forward shall be counted as an offense and shall be kept on record throughout the student's 9th through 12th grade school history.

F. **Category V Discipline covers (7,8,9) above:**

1. **First Offense:** The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, or the behavior is reported; when the student admits to guilt; or when an investigation by the Principal, Activities Director, and Coach determines the student's guilt. The penalty of missing two week's worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School for grades 7 and 8. (Explanation – if an athlete out for a fall sport gets convicted of Minor In Possession after the season has ended, he/she will miss the first two week's worth of competition in the next sport he/she goes out for or the first two weeks of competition that next fall if he/she is a one-sport athlete.)
2. **Second Offense:** The student may not attend any school activity for five weeks. The student will miss five week's worth of contests before being eligible to participate (may overlap into next sport). If an athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be a second offense suspension.
3. **Third Offense:** suspended from all school activities for the remainder of high school career. Student may regain eligibility by successful completion of chemical abuse treatment but will remain on activities probation for the remainder of high school career.

G. **Related discipline issues:**

1. Any tobacco, alcohol, or drug-related violation for a second time will move from first offense to second offense regardless of category. (Example – first offense for alcohol was an “at-school” violation and the second offense for alcohol was an “off-school” grounds violation.)
2. Any participant who is disciplined under the above criteria may (should) continue to practice with their activity if he/she expects to participate in that activity after their disciplinary action is completed.
3. The above disciplinary action will cover all Cozad High School and Cozad Middle School sports and the Cozad High School speech team participants. Discipline for violation of this criteria area for participants in music, plays, clubs, etc. will be decided by the Sponsor, Activities Director and Building Principal.
4. Students who wish to appeal a decision may request a hearing with their Sponsor/Coach and the Activities Director. If their decision is not satisfactory the student may request a hearing with the Building Principal. If his decision is not satisfactory, he/she may request a hearing with the Superintendent. If his decision is not satisfactory, he/she may request a hearing with the Board of Education whose decision on the matter will be final. Students may employ legal counsel to represent them at the hearing if they so desire.

Section 3: HAZING

Cozad High School has adopted a firm stance against “Hazing” activities that may occur in order to be a member of a group. Hazing is defined as:

“Hazing is a process, based on a tradition that is used by groups to maintain a hierarchy (i.e., a pecking order) within the group. Regardless of consent, the rituals require individuals to engage in activities that are physically and psychologically stressful. These activities can be humiliating, degrading, intimidating, and exhausting, all of which results in physical and/or emotional discomfort. Hazing is about group dynamics and proving one’s worthiness to become a member of the specific group.”

Students are highly encouraged to report such activities to the head coach/sponsor of their groups or organizations. Consequences will be determined by school administration based on the severity of the act.

Article 8:

CCS ACTIVITIES CONCUSSION INFORMATION

Section 1: CONCUSSION INFORMATION and LINKS

Return to Learn plus Return to Play equals return to activity. If a student/athlete continues to receive adjustments for academics due to presence of symptoms, they should be considered symptomatic and not be allowed to return to physical activity (practice or weight training).

Once a concussion has been diagnosed by a healthcare professional, we will establish a support system for the student/athlete. This system will involve communication and collaboration with parents, school personnel, coaches, athletic trainer, and other healthcare providers.

Athletes will be given an impact Test to establish their "baseline". This test is administered to students who are 7th through 12th grade in our programs. Each year, we will baseline test all incoming 7th, 9th, and 11th graders as well as athletes new to our programs.

We are using as resources those provided by the Nebraska Sports Concussion Network. All links are available on the concussion link on our school website. {Link to all on this site}

<http://www.nebsportsconcussion.org/resources/forms.html>

LINKS TO IMPORTANT CONCUSSION INFORMATION AND FORMS: CONCUSSION MATERIALS & RESOURCES

CDC Heads Up - Fact Sheet for Athletes

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Parents

http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf

CDC Heads Up - Fact Sheet for Coaches

http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

Home Instructions for Parents & Concussed Athlete

<http://www.nebsportsconcussion.org/images/pdfs/home%20instructions.pdf>

Return To Learn

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20learn1.pdf>

Return to Play

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20guidelines.pdf>

Return To Play - Written Clearance Form

<http://www.nebsportsconcussion.org/images/pdfs/return%20to%20play%20-%20clearance%20form.pdf>

Refer to the following pages for concussion information. Additional information is available from Activities Director, at the high school office or may be located at www.cozadschools.org

Student Transportation when diagnosed with a Concussion: Section E on page 13.

Article 9: **NCAA I, NCAA II, NAIA**

Section 1: NCAA DIVISION I

Division I Initial-Eligibility Toolkit Website: <http://www.ncaa.org/student-athletes/resources/division-i-initial-eligibility-toolkit>

1. Academic Eligibility: To participate in Division I athletics or receive an athletics scholarship during the first year of college, a student-athlete must:

- a. Complete the 16 core-course requirement in eight semesters:
- b. 4 years of English
- c. 3 years of math (Algebra 1 or higher)
- d. 2 years of natural or physical science (including one year of lab science if offered by the high school)
- e. 1 extra year of English, math or natural or physical science
- f. 2 years of social science
- g. 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- h. Earn a minimum required grade-point average in core courses
- i. Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).
- j. Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and:
 - i. Earn at least a 2.3 GPA in core courses
 - ii. Meet an increased sliding-scale standard
 - iii. Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math and science.
 - iv. If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but can't practice.

Section 2: NCAA DIVISION II and NAIA

Division II Initial-Eligibility Toolkit Website:

<http://www.ncaa.org/student-athletes/resources/division-ii-initial-eligibility-toolkit>

1. Academic Eligibility: If you enroll in a Division II college and want to participate in athletics or receive an athletics scholarship during your first year, you must

- a. Graduate from high school;
- b. Complete these 16 core courses:
- c. 3 years of English
- d. 2 years of math (Algebra 1 or higher)
- e. 2 years of natural or physical science (including one year of lab science if offered by your high school)
- f. 3 additional years of English, math, or natural or physical science
- g. 2 years of social science
- h. 4 years of additional core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- i. Earn a 2.000 grade-point average or better in your core courses; and
- j. Earn a combined SAT score of 820 or an ACT sum score of 68.

ARTICLE 10:
CCS ACTIVITIES DRUG TESTING POLICY

Section 1: OVERVIEW

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. Following the initial testing, the Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Building Principal or Designated Official by the MRO. Specimens are collected as split specimens.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by Cozad Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all Students
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs
- (3) to encourage students who use drugs to participate in drug treatment programs
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Cozad Community Schools Schools.

The program is designed to create a safe, drug free, environment for Students and assist them in getting help when needed.

B. SUPPORTING DATA

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earls**.

C. DEFINITIONS

Vendor - The medical office or company selected by the Board of Education to carry out the policy and procedure.

Designated Official - The individual hired by the school or district to oversee the drug testing program of the school or district.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Illicit substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Banned Substance - A substance defined by School policy as being banned from use by students.

Student Participant - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.

SAMHSA - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.

GC/MS - Gas Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.

Quantitative Levels - The measurement levels of a specific chemicals in the urine reported usually in nanograms per milliliter (ng/ml).

Chain-of-custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Adulterant/Adulteration B Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

D. PROCEDURES FOR STUDENTS

a. Informed Consent for Testing

At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Cozad Community Schools Code of Conduct and Expectations Informed Consent Agreement** (Appendix B). No student may participate and/or receive a parking permit until this form is properly executed and on file with the School.

b. Urine Drug Testing Frequency

At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extracurricular activities, or park on campus may be subject to urine testing for illicit or banned substances as specified in Paragraph 9 below. Following enrollment, students will be randomly tested on up to a bi-weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will be considered a positive test under article 7b.

c. Sample Collection

Samples will be collected as outlined under Vendor Requirements, Paragraph 6 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate or park until the proper specimen is provided. Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Building Principal or Designated Official. There may be an additional fee associated with the use of an off-site collection point.

E. CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this Policy must sign a Confidentiality Statement (Appendix C).

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

a. Random Selection of Eligible Students

Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

b. Collection of Urine Specimens

The Vendor will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Cozad Community Schools Students**. Chain of Custody forms will be provided by The Vendor that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

c. Testing of Urine Specimens

The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration** (SAMHSA). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Gas Chromatography/Mass Spectroscopy (GC/MS)** or similar confirmatory test (understanding that no current GC/MS test is available for LSD).

The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building Principal may specify specific classes or substances to be tested.

| | | |
|--------------------------|--------------|------------------------|
| Alcohol | Amphetamines | Barbiturates |
| Benzodiazepines (Valium) | Cocaine | Marijuana |
| MDMA (Ecstasy) | Methadone | piates (Codeine) |
| Phencyclidine | Propoxyphene | Synthetic Cannabinoids |

d. Medical Review Officer (MRO) Services

The Vendor will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Cozad Community Schools Students** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five years.

e. Reporting of Random Urine Test Results by Vendor

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

f. Statistical Reporting and Confidentiality of Urine Drug Test Results

The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Cozad Community Schools Board of Education. However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

a. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur *after* notification of the parent:

(1) The Building Principal, within 24 hours, will notify the parent/guardian/custodian first, then the student and Designated Official of any positive results. The Building Principal may keep all test results for a period up to one year.

(2) If the parent/guardian/custodian or student wish to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for reconfirmation. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Building Principal in writing within five working days from first notification of positive test results.

(3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

b. First Positive Result

The student may not attend any school activities for two weeks. The student will miss two weeks worth of contests starting when the school finds out about conviction, when the student admits to guilt, or when an investigation by the Principal, Activities Director, and/or Coach determine the student's guilt. The penalty of missing two weeks worth of contests carries over from sport to sport and from year to year for grades 9-12, and at the Middle School from grades 7 and 8. (Explanation – if an athlete out for a fall sport gets is convicted of Minor In Possession after the season has ended, he/she will miss the first two weeks worth of competition in the next sport they go out for or the first two weeks of competition that next fall if they are a one-sport athlete.)

c. Second Positive Result

The student may not attend any school activity for five weeks. The student miss five weeks of contests before being eligible to participate (may overlap into next sport). (If athlete was convicted of Minor In Possession as a freshman and gets convicted of Minor In Possession again as a senior, it will be second offense suspension.

d. Third Positive Result

The student will be suspended from all school activities for the remainder of high school career. Student may regain eligibility by successful completion of chemical abuse treatment, but will remain on activities probation for the remainder of his/her high school career.

e. Self Referral.

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in section 7b of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a *first offense only*,

subsequent positives following a referral will continue to actions stated in 7c and 7d. A student may only self-refer one time while a student in the Cozad Community Schools.

f. Prescription Drug Error Positive

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

H. NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Cozad Community Schools Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Cozad Community Schools School Board of Education, to the extent permitted by such subpoena or legal process.

I. ILLICIT OR BANNED SUBSTANCES

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned for Cozad Community Schools Students:

| | | |
|--------------------------|--------------|------------------------|
| Alcohol | Amphetamines | Barbiturates |
| Benzodiazepines (Valium) | Cocaine | Marijuana |
| MDMA (Ecstasy) | Methadone | Opiates (Codeine) |
| Phencyclidine | Propoxyphene | Synthetic Cannabinoids |

Section 2: INFORMED CONSENT AGREEMENT

Student Name (Print) _____

Grade _____

Parent/Guardian/Custodian Name (print) _____

Home Phone _____

Work Phone _____

AS A STUDENT:

I understand and agree that participation in athletics and parking on school grounds is a privilege that may be withdrawn for violations of the **Code of Conduct and Expectations**, hereinafter **Code of Conduct**. I have read the **Code of Conduct** and thoroughly understand the consequences that I will face if I do not honor my commitment to the **Code of Conduct**. I understand and realize that there is risk of injury in participating in activities. I understand that when I participate in any athletic program, and/ or receive a parking permit, I will be subjected to initial and random urine drug testing, and if I refuse, I will not be allowed to practice, participate or park. I have read the consent on the reverse of this form and agree to its terms. I understand this is binding while a student within the Cozad Community Schools.

Student Signature _____ Date _____

AS A PARENT/GUARDIAN/CUSTODIAN:

I have read the **Code of Conduct** and understand the responsibilities of my son/daughter/ward as a participant in athletic, and/or parking privileges in the Cozad Community Schools Students. I understand and realize that there is an assumed risk of injury involved for my son/daughter/ward as a participant in activities. I understand that my son/daughter/ward, when participating in athletics, and/or receiving a parking permit, may be subjected to initial and random urine drug testing, and if they refuse, will not be allowed to practice, participate, or park. I have read the consent on the reverse of this form and agree to its terms. I also understand that if my son/daughter/ward has completed their season and does not intend on participating in other activities and/or parking for the remainder of the year, I may remove them from the random program with a signed consent to Designated Official. Failure to do so is my consent to offer the deterrence of random drug testing for my son/daughter/ward until the end of the testing year. I understand this is binding while my son/daughter/ward is a student within the Cozad Community Schools.

Parent/Guardian/Custodian Signature _____ Date _____

Section 3: CONSENT TO PERFORM URINALYSIS

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cozad Community Schools Students** as approved by the Cozad Community Schools Students Board of Education. We understand that the collection process will be overseen by a qualified vendor. We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by the Cozad Community Schools Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by the Cozad Community Schools Board, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Building Principal and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will be effective for all activities in which this student might participate during the current school year.

We hereby release the Cozad Community Schools Board of Education, SPORT SAFE Testing Service, Inc. and its employees from any legal responsibility or liability for the release of such information and records.

**Article 11:
CCS ACTIVITIES GUIDELINE DISCLAIMER**

Section 1: GUIDELINES ARE SUBJECT TO CHANGE

Procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted on the **school district social media platforms**. If conflicts exist among the Activities Handbook and the Student Handbook and/or Board Policy, Student Handbook and/or Board Policy will take precedence.