



MILLARD PUBLIC SCHOOLS

ACTIVITIES GUIDELINES FOR

MIDDLE SCHOOLS

2019-2020

Millard Board of Education

Dave Anderson, Mike Kennedy, Amanda McGill Johnson, Stacy Jolley, Mike Pate, Linda Poole
Jim Sutfin, Ed.D, Superintendent

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Table of Contents

(Click on item to jump to page)

Table of Contents- ALPHA ORDER	4
PHILOSOPHY AND MISSION	9
EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES	9
ADMINISTRATION OF BUILDING ACTIVITIES	9
ACTIVITIES COMMITTEE	9
EQUAL ACCESS	10
MIDDLE SCHOOL ATHLETICS AND ACTIVITIES	10
FEES	10
AWARDS FOR ACHIEVEMENT	10
SPONSORSHIP OF ACTIVITY AND ATHLETIC PROGRAMS	10
VOLUNTEER COACHES AND SPONSORS	11
ACTIVITY CONSULTANTS	11
RULES/GUIDELINES	11
INTRAMURALS	11
FUNDRAISING	11
PUBLICIZING HIGH SCHOOL EVENTS TARGETED TO FEEDER SCHOOLS	12
NATIONAL CONTESTS AND CONVENTIONS	13
LINES OF COMMUNICATION	14
MIDDLE LEVEL ACTIVITIES BYLAWS	15
STUDENT PHYSICALS AND STUDENT INSURANCE	17
PHYSICAL EXAMINATIONS	17
EXEMPT SCHOOL AND NONPUBLIC SCHOOL STUDENTS	17
SPORTS BY SEASON AT THE MIDDLE SCHOOLS	18
SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS	18
SCHOOL ACTIVITIES/PRACTICES ON NON-SCHOOL DAYS	18
ACTIVITIES ON WEDNESDAYS	19

APPROVAL PROCEDURES FOR VOLUNTEER COACHES	19
ASSIGNMENT OF COACHES AND SPONSORS	20
SUPERVISION OF COACHES AND SPONSORS	20
PAYMENT TO COACHES	20
RESPONSIBILITIES OF COACHES AND SPONSORS	20
SCHOOL YEAR, OUT OF SEASON CONDITIONING ACTIVITIES	23
SUMMER CONDITIONING ACTIVITIES AT THE HIGH SCHOOLS	23
ACTIVITY/ATHLETIC RECRUITING	23
ILLEGAL RECRUITMENT	23
Team Selection and Cutting Policies	24
Activity Selection and Cutting Policies	26
TRANSPORTATION	27
OVERNIGHT TRIPS	27
TRAVEL AND TRIPS WITH STUDENT GROUPS	28
MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES	28
DISTRICT TRANSPORTATION GUIDELINES FOR STUDENTS WHO MISS SCHOOL- PROVIDED TRANSPORTATION FOR HIGH SCHOOL ACTIVITIES	30
MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION- CHECKLIST	31
DOCTORS' RELEASE	32
EMERGENCY PLANS FOR ACTIVITIES	32
Emergency Action Plan Duty List	33
CATASTROPHIC INJURIES	34
Emergency Procedures	35
RECORDING AND REPORTING OF STUDENT INJURIES	36
Millard Middle Schools Cross Country Club Emergency Plan	36
Concussion Management Policy	37
Return to Learn Procedures	39
Guidelines for Extracurricular Activity During Extreme Heat Weather Conditions	39
RESPONSIBILITIES OF ACTIVITIES DIRECTORS	40
SEASONAL REPORTS	40
Fourteen Duties Related to Negligence Litigation	40

DOCUMENTING YOUR RISK MANAGEMENT PROGRAM	44
RESPONSIBILITIES OF PARENTS/GUARDIANS	45
A Letter from the Executive Director of Activities/Athletics & External Affairs	46
BOOSTER CLUBS	48
RESPONSIBILITIES OF PARTICIPANTS	50
HAZING	50
Camps, Clinics, or Leagues Conducted by Millard Public School Employees Within the Scope of their District-Assigned Coaching Duties	52
Camps, Clinics, or Leagues Conducted by Millard Public School Employees as Independent Contractors	52
DONATION AGREEMENT	53

Table of Contents- ALPHA ORDER

(Click on item to jump to page)

A

[Activity/Athletic Recruiting](#)

[Activity Committee](#)

[Activity Consultants](#)

[Activity Selection and Cutting Policies](#)

[Activities on Wednesdays](#)

[Administration of Building Activities](#)

[Approval of Volunteer Coaches](#)

[Assignment of Coaches](#)

[Athletic Selection and Cutting Policies](#)

[Awards for Achievement](#)

B

[Booster Clubs](#)

C

[Coaches' and Activities Directors' Responsibilities – Fourteen Duties Matrix](#)

[Communication and Decision Making: Head Injury](#)

D

[District Concussion Management Policy for Middle Schools](#)

[Doctor's Release for Treated Injuries](#)

E

[Emergency Plans](#)

[Equal Access](#)

[Exempt and Nonpublic School Students](#)

[Extracurricular and Interscholastic Athletics and Activities](#)

F

[Fees](#)

[Fourteen Duties Related to Negligence Litigation](#)

[Fundraising](#)

G

[Guidelines for Outdoor Activity During Hot/Humid Conditions](#)

H

[Hazing](#)

I

[Ideas to Document Risk Management Related to Negligence Litigation](#)

[Illegal Recruitment](#)

[Intramurals](#)

L

[Letter from the Executive Director of Activities/Athletics & External Affairs](#)

[Lines of Communication](#)

[Listing of Board Policies and Rules](#)

M

[Memo 2007- PTO/PTA Activities vs. School Activities](#)

(Please note that this memo applies to booster clubs)

[Memo 2007- PTO/PTA/Booster Club Projects](#)

[Middle School Athletics](#)

N

[National Contests and Conventions](#)

[NSAA Information- Middle School By-Laws \(Section 9\)](#)

O

[Overnight Trips](#)

P

[Payment to Coaches](#)

[Philosophy and Mission Statement](#)

[Physical Examinations](#)

[Practices on Non-School Days](#)

[Protective Equipment Donation Agreement](#)

[Publicizing High School Events Targeted to Feeder Schools](#)

R

[Recording and Reporting of Student Injuries](#)

[Reports](#)

[Responsibilities of Activities Directors](#)

[Responsibilities of Coaches and Sponsors](#)

[Responsibilities of Parents and Guardians](#)

[Responsibilities of Participants](#)

S

[School Attendance on Game Days](#)

[School Year, Out of Season Conditioning at High Schools](#)

[Spectator Code of Conduct](#)

[Sponsorship of Activity and Athletic Programs](#)

[Sports by Season](#)

[Student Physicals and Student Insurance](#)

[Summer Camp Policies & Forms- Coaches as Independent Contractors](#)

[Summer Camp Policies & Forms- Coaches Within Scope of District Duties](#)

[Summer Conditioning at the High Schools](#)

[Supervision at Athletic Events](#)

[Supervision of Coaches and Sponsors](#)

T

[Team Rules/Guidelines](#)

[Transportation](#)

[Transportation Regulations and Use of Transportation Forms](#)

[Transportation Regulations for Students Who Miss School Transportation](#)

[Transportation Regulations- Checklist](#)

[Travel and Trips with Student Groups](#)

V

[Volunteer Coaches and Sponsors](#)

Listing of Board Policies and Rules

All Board Policies and Rules may be found on the [MPS website](#); Therefore, copies of these policies and rules are not included in the guidelines.

- Policy 1115 – Advertising
- Policy 1340 – Use of School Facilities and Equipment
- Policy 1425 – Cooperation with Non-Profit Agencies
- Policy 1430 – Cooperation with Commercial Agencies
- Policy 3150 – Fundraising
- Policy 3815 – Privately Owned Vehicles
- Policy 4153 – Professional Boundaries and Staff Relationships with Students
- Policy 5146 – Student Accident Insurance
- Policy 5400 – Student Discipline
- Policy 5510 – Freedom of Expression
- Policy 5520 – Equal Access: Non-Curriculum Related Secondary School Student Meetings
- Policy 5600 – Student Health
- Policy 6335 – Awards for Achievement
- Policy 6675 – Exempt School Policy Policy 6680 – Nonpublic Schools
- Policy 6700 – Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)
- Policy 6750 – Student Fees
- Policy 6910 – Community Volunteers
- Policy 7305 – Web Publishing

PHILOSOPHY AND MISSION

A vital component of the comprehensive educational program offered by Millard Public Schools includes its extracurricular activities and athletic programs. Extracurricular activities and athletics, properly supervised and kept in proper perspective, shall be maintained in the Millard Public Schools in order to provide students extended learning opportunities and experiences outside of the classroom activities. Extracurricular activities and athletics are extensions of or supplements to the curricular offerings and school requirements.

The mission of the extracurricular activities and athletic programs of Millard Public Schools is to strive to provide an environment in which each participant receives an opportunity to learn, develop and demonstrate the knowledge and skills necessary for personal excellence and responsible citizenship. We strive to provide an environment where each participant cultivates his or her worth to self and the group, sets and achieves high expectations, and displays responsible risk-taking within the framework of extracurricular activities and athletics. It is our belief that high expectations lead to high achievement, high achievement leads to healthy self-esteem, healthy self-esteem leads to responsible risk-taking that are necessary to exercise personal excellence and responsible citizenship.

EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2. Stipends for paid sponsors of clubs may be sought via the program budgeting process. Refer to Board Policy Grouping A – Policy 6700, Rule 6700.1 and 6700.2. Each middle school provides an athletic/activities packet to participating students.

ADMINISTRATION OF BUILDING ACTIVITIES

The Principal or designee has the responsibility for implementing the school building activities program within the District guidelines. Buildings will comply with requirements of law and the policies and rules of the District.

ACTIVITIES COMMITTEE

The District Activities Committee is comprised of the Executive Director of Activities/Athletics & External Affairs and a middle school activities director, each high school Assistant Principal of Activities and Athletics, and members from the community or students. Members may be rotated from year to year.

The Activities Committee will meet to review requests for new activities submitted by buildings.

The committee will approve or not approve suggested new activities in accordance with Rule 6700.1. The committee may be convened to make recommendations to the Superintendent in regard to issues that may arise in regard to activities.

EQUAL ACCESS

The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, and District secondary school students who wish to conduct a non- curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

Students shall have the right to Freedom of Expression and may be given access to building bulletin boards, distribution of printed materials etc. by following Rules 5510.1 and 5510.2. Refer to Board Policy Grouping B – Policy 5520, Rule 5520.1; Policy 5510, Rules 5510.1 and 5510.2.

MIDDLE SCHOOL ATHLETICS AND ACTIVITIES

Athletics : All middle school athletics will be in compliance with the accreditation rules as found in the Nebraska Department of Education Rule 10. 004.03C “No student in grades seven or eight participates in interscholastic athletic contests between schools within a school system or between school systems which exceed six games in football, fourteen matches in volleyball, twelve games in basketball, eight meets in wrestling, eight meets in track and field, and eight contests in all 2017-2018 NSAA 67 other activities. Contest limits shall be based on the total number of contests played. Each game, match, or meet played in a tournament shall count as one of the contests permitted within these contest limits”

Clubs : Clubs may be added via the approval procedures and criteria process in Rule 6700.1.

FEES

Policy 6750: The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act. Refer to Board Policy Grouping F – Policy 6750, Rule 6750.1

AWARDS FOR ACHIEVEMENT

The Principal of each school shall establish standards, criteria and other needed guides for administering student awards unique to his/her school in accord with adopted Board policy. A statement of such standards, criteria and administrative guides for each award or class of awards will be kept on file in the school and will be available for examination. Refer to Board Policy Grouping D – Policy 6335, Rule 6335.1

SPONSORSHIP OF ACTIVITY AND ATHLETIC PROGRAMS

All school activities will be sponsored by District employees. NSAA guidelines for qualifications will be followed. Parents who wish to sponsor or organize a student group and use District facilities must follow the Facility Use policy and rule.

VOLUNTEER COACHES AND SPONSORS

All those who wish to serve as volunteer coaches, directors, and/or sponsors must be approved by Human Resources if they will have direct contact with students. This approval must be in place prior to the allowance of any volunteer coach having contact with students. Refer to Board Policy Grouping E – Policy 6910, Rule 6910.2

ACTIVITY CONSULTANTS

Consultants may be hired to provide special clinics or training to participants in extracurricular activities if the cost assessed is approved by the sponsor and the principal or designee. The cost should not be prohibitive or excessive. Funds should be provided as part of the activity costs noted in fees (Rule 6750.1). If further consultation is desired, approved fund raising activities should occur to avoid undue financial hardship or as a screening device for membership. Activity requirements should be equally available to all participants.

RULES/GUIDELINES

Coaches and sponsors must have rules, guidelines or constitutions approved by the building administration before making the application of these rules, guidelines, and/or constitutions in their programs. Any rules, guidelines, and/or constitutions that govern student behavior and/or expectations must be provided to the students in writing after that student is selected to the team. Coaches should have on file a record that the student received a copy of these items.

INTRAMURALS

Students may participate in the intramural programs at the school in which they are currently enrolled. Program offerings are determined based on student interest, availability of supervisors, and adequate funding. There is a fee charged to students for participation in the middle school intramural program. Students participating in intramurals must follow all school rules and sanctions for infractions and will be in compliance with District and building standards.

FUNDRAISING

Schools will be in compliance with Policy and Rule as it applies to fundraising by non-profit agencies. Fundraising may occur for school sponsored curricular and extracurricular athletics or activities according to school guidelines.

Fundraising projects:

- Must be pre-approved by the sponsor/coach of the activity and the building Principal.
- Will not exploit students or staff in any way.
- Will be conducted in accordance with location and time limitations identified by administrators.
- All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
- Donations may be sought as part of fundraising efforts.
- Must follow strict money collection policies and procedures as outlined by each building and

District policy.

- A fundraising level may not be prescribed for individual students.
- Door-to-door solicitations are not allowed.
- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular endeavor.
- Students cannot sell products or services during the time they are in class.
- Sales of food or beverages cannot occur during the lunch period of a regular school day.
- Health department regulations will need to be followed when food products are to be sold.

The above policies and procedures apply to any fundraising effort sponsored by school programs and/or school activities. Non-district entities are not obligated to follow the above procedures; however, non-district entities should be aware of the above policies and procedures before these entities undertake any fundraising in which funds will be donated to the school or school programs. Refer to – Policy 1115, Rule 1115.1; Policy 3150, Rule 3150.1; Policy 1420, Rule 1420.1; Policy 1425, Rule 1425.1; Policy 1430, Rule 1430.1; and Policy 7305, Rule 7305.1.

PUBLICIZING HIGH SCHOOL EVENTS TARGETED TO FEEDER SCHOOLS

Short Articles in Elementary and Middle School Newsletters

High school Assistant Principal of Activities and Athletics may send short articles about school events* to their feeder elementary and middle schools for inclusion in the school newsletters. Staff members MAY NOT send articles directly to the schools – they must work through their high school Activities Director.

High school Assistant Principal of Activities and Athletics may send flyers about school events to middle schools. Middle schools may announce that flyers are available in the office for students to pick up if they choose, because most middle schools do not produce weekly newsletters.**

High school Assistant Principal of Activities and Athletics may send flyers about school events to elementary schools to be made available to students if they choose to pick them up. Flyers WILL NOT be distributed in Friday folders.

High school Assistant Principal of Activities and Athletics will restrict articles and flyers to only those school events that provide a benefit to elementary or middle school students. * School events should be defined as Priority 1 Uses per Rule 1340.1 Facility Use (Building or District-wide school events, activities, and programs). ** Beadle Middle School sends a weekly newsletter on Fridays, but other middle schools send the newsletter every month (Central and North) or every other month (Andersen and Kiewit) or send email bulletins instead of a newsletter (Russell).

Activities Express Newspaper

All non-profit events can be publicized by paying for an ad (\$55 for quarter page, \$110 for half page, \$220 for full page). All non-profit events can be publicized by paying for 9,000 flyers to be inserted into the Activities Express (\$420).

Call or email Deanna Hayes / Communication Office for more information.

Promotion of the Activities Express (so parents know to look for it)

The Communications Coordinator will provide a short article for school newsletters occasionally to notify parents that the Activities Express newspaper is the place to look for flyers and/or other

information on swim lessons, summer camps and other activities of interest to children.

Elementary school secretaries (or appropriate staff) should insert the Activities Express into the Friday folders when possible (Activities Express must be delivered before the beginning of the next month). It must go home with every elementary school student.

Middle schools should develop the most efficient procedures possible to ensure good distribution. PLEASE NOTE THAT THIS GUIDELINE APPLIES TO SCHOOL EVENTS ONLY. THIS GUIDELINE DOES NOT APPLY TO FEEDER PROGRAMS AND ORGANIZATIONS THAT ARE NOT DESIGNATED FOR PRIORITY 1 USES. THIS GUIDELINE ALSO DOES NOT APPLY TO BOOSTER ORGANIZATIONS THAT ARE NOT DESIGNATED FOR PRIORITY 1 USES.

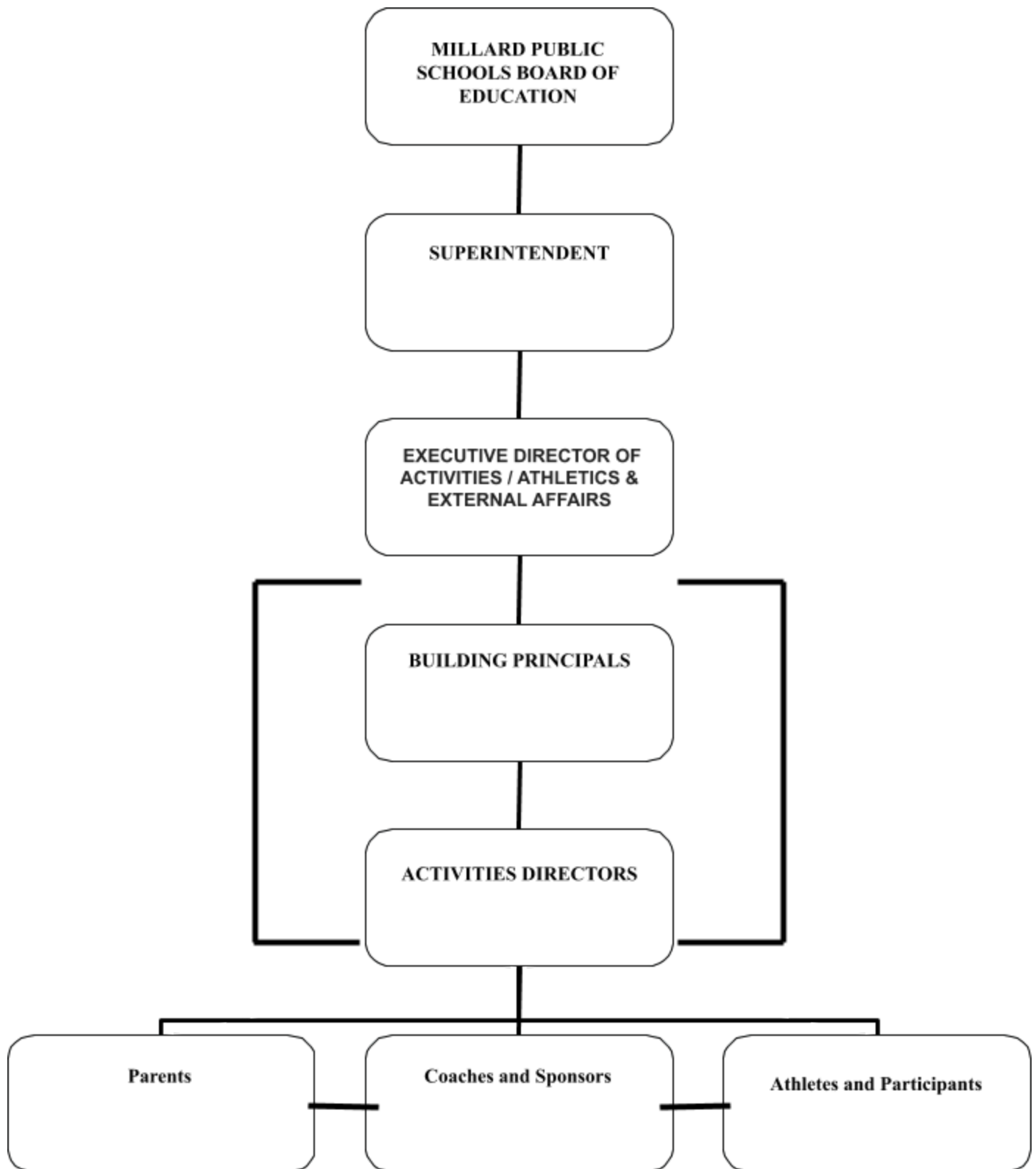
NATIONAL CONTESTS AND CONVENTIONS

The Millard Public Schools may participate only in those national contests that are on the approved list as published annually for the National Association of Secondary School Principals or are national or regional annual school events. Exceptions must have the approval of building administration in consultation with District representatives as appropriate.

For curriculum related activities (i.e. Band) the District does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level and the cost of a substitute teacher for sponsors beyond the state level.

The District has no responsibility to fund competitive activities and/or to provide any support for groups that are not sponsored by the schools or the District. Refer to Board Policy Grouping G- Policy 6750, Rule 6750.1

LINES OF COMMUNICATION



MIDDLE LEVEL ACTIVITIES BYLAWS

ARTICLE 9

9.1 PURPOSE

9.1.1 The primary goal of seventh and eighth grade activities programs is participation. The purpose should be to encourage and promote participation of all students in a variety of activities; every student who chooses to participate should be granted that opportunity.

9.2 MEMBERSHIP

9.2.1 Whenever a school system has a high school that becomes a member of the Nebraska School Activities Association, all interscholastic activities involving students enrolled in grades above the sixth shall be enrolled and governed by the rules of the NSAA. A membership fee shall be assessed for each high school and each school including grades seven and/or eight. 9.2.2 Any other school system operating any single grade or combination of grades seven and eight may apply for an associate membership under the condition that, if accepted, it shall comply with all regulations of the association including the payment of the annual membership fee. 9.2.3 Membership of schools involving grades seven and/or eight shall be termed associate memberships. Associate memberships may be acquired upon proper application, agreement to be governed by the rules, and payment of dues, with the understanding that associate members shall not acquire any voting rights or any vested interest in the assets of the association. 9.2.4 Each NSAA district shall appoint or elect one associate member to serve on a seventh and eighth grade advisory committee. The seventh and eighth grade advisory committee shall meet at least once annually.

Approved Ruling for 9.2.4

9.2.4 The term of office shall be three years and shall commence on August 1 succeeding the date of election. An alternate member of the Advisory committee for Middle Level Activities shall be chosen in each district to succeed to membership on the Advisory Committee for Middle Level Activities in case of a vacancy in the district represented. The alternate member shall serve as the member of the Advisory committee for Middle Level Activities of the district represented in all interschool controversies in which the member from that district has a special or personal interest. (Approved Ruling 9.2.4 to become effective with the January 2011 elections.)

9.3 COACHING REGULATIONS

9.3.1 All coaches of programs involving students in grades seven and eight must be approved by the principal and superintendent.

9.4 CONSENT OF PARENT AND STUDENT

9.4.1 A student shall become eligible for practice and competition in each activity that is under the jurisdiction of the Nebraska School Activities Association when a certificate of consent, signed by the student and one of his/her parents or guardian, is on file with the principal. The certificate of consent shall contain an acknowledgement that the major rules and regulations governing the student's eligibility to participate in interscholastic activities have been disclosed to the student and his/her parent or guardian.

9.5 PHYSICAL EXAMINATION

9.5.1 Each student who expects to participate in athletic contests shall present to the superintendent or principal once each year, before actual participation in any interschool sport, a physician's certificate on a form recommended by the NSAA that he/she is physically fit for athletic participation. 9.5.2 The individual giving a physical examination for the purpose of certifying a student is physically fit to participate in athletic activities should be licensed to diagnose, treat, or recommend treatment in the areas covered by the recommended physical examination form. The individual giving a medical opinion must do so within the scope of his/her training and within the limits defined by state statutes as to services which can be legally performed by the field of practice to which the individual belongs. 9.5.3 The requirement that a student must have a physical examination once each year has been interpreted to mean the examination must be given during the school year in which the student participates or during the summer vacation period which precedes the school year in which the individual participates. A physical taken in the summer vacation period or anytime during the school year is good only to the end of the school year. Any physical taken May 1 or after will be considered a part of summer vacation. 9.5.4 The completed physical examination forms must be kept on file at the local school.

9.6 SUNDAY CONTESTS

9.6.1 No school that is a member of the NSAA shall be permitted to engage in any interschool contest on Sunday.

Approved Ruling for 9.6.1 A middle level school that has been participating in Sunday competition in the past and whose governing board permits Sunday competition may petition the NSAA for approval for that school to engage in Sunday competition.

9.7 DECEMBER MORATORIUM

9.7.1 For five consecutive days in December, there shall be no practice and no interschool competition by individuals or teams in any athletic activity sponsored by the Nebraska School Activities Association. The specific dates for each five-day period will be set by the Board of Control for three years in advance.

9.8 CONTEST LIMITS

Note: Contest limits found in Nebraska Department Education Rule 10 are in effect until such time as the Nebraska Department of Education removes the language. 9.8.1 Teams composed of students in grades seven or eight, or teams composed of students in grades seven and eight that represent a junior high or middle school shall be limited to the following number of contests: 9.8.1.1 Football, six (6) games; 9.8.1.2 Volleyball, fourteen (14) matches; 9.8.1.3 Basketball, twelve (12) games; 9.8.1.4 Wrestling, eight (8) meets (Each dual within a dual tournament, quadrangular or triangular shall count as one meet.) 9.8.1.5 Track and Field, eight (8) meets; and 9.8.1.6 All other activities, eight (8) contests. 9.8.2 Contests limits will be based upon the total number of contests played. Each game or match played in a tournament setting shall count as one of the contests permitted within these overall season limitations.

9.9 ELIGIBILITY REQUIREMENTS

9.9.1 Each school shall adopt and enforce a scholastic eligibility rule for seventh and eighth grades. That local scholastic policy shall govern students for seventh and eighth grade interscholastic competition. 9.9.2 A student shall become eligible for four semesters of junior high/middle school activities participation beginning with his/her initial enrollment in grade seven. 9.9.3 No student who has attained the age of fifteen years shall be eligible for junior high/middle school interschool competition

except as follows: a student who becomes fifteen years of age on or after August 1 shall be eligible on the basis of age until the end of the current school year.

9.10 COOPERATIVE SPONSORSHIP

9.10.1 If a member junior high/middle school does not offer a particular activity program, it is permissible for that school to enter into a cooperative sharing agreement with another member school that does offer the program.

9.11 SPORTSMANSHIP

9.11.1 Schools shall adopt a local policy to govern sportsmanship for junior high/middle school level

STUDENT PHYSICALS AND STUDENT INSURANCE

Students participating in extracurricular physical activities such as sports, cross country club, cheerleading, dance team, etc. shall obtain a physical examination by a physician prior to participation, and shall submit the same to the site Activities Office prior to participation. See Board Policy Grouping I – Policy 5146

Students participating in extracurricular physical activities must also be covered by accident insurance prior to any participation in extracurricular physical activities. Students who are not covered by an existing insurance policy may be eligible for Kid's Connection, which is an insurance program available through the Nebraska Health and Human Services System. Applications for Kid's Connection can be obtained from Pupil Services.

Millard Public Schools does not carry an accident insurance policy to cover injuries sustained in the athletic programs offered by District schools. Accident insurance is the responsibility of the parents or guardians of the students. See Board Policy Grouping I – Policy 5600, Rule 5600.3

PHYSICAL EXAMINATIONS

All student athletes who are participating in the school athletics program and/or cross country club must have on file with the school nurse a clearance form from a medical professional who performed a physical prior to any participation. This form must state in the opinion of the examining physician that the student is cleared and fully able to compete in the activities listed. See form.

1) The physical examination must be performed by medical personnel recognized by

Millard Public Schools as those who are approved to perform a physical examination. 2) The physical examination is required annually. 3) The physical examination must be given prior to participation in the sports activities

program (includes tryouts, practice, and participation in a game or contest). 4) The physical examination for participation during the following school year shall be given

on or after May 1.

EXEMPT SCHOOL AND NONPUBLIC SCHOOL STUDENTS

Policy 6675 and Policy 6680

The Millard Public Schools recognizes the rights of parents and/or guardians to educate their

students in an exempt school and/or a nonpublic school, in accordance with State laws and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and Exempt School Students as may be required by State and Federal law. Refer to Board Policy 6675, Rules 6675.1 and 6675.2; Policy 6680, Rules 6680.1 and 6680.2.

In order for an exempt school and/or nonpublic school student to participate in the middle school interscholastic athletic program, that student should be enrolled in a minimum of one class at the middle school. Exemptions to this enrollment must be approved by the Superintendent or designee.

SPORTS BY SEASON AT THE MIDDLE SCHOOLS

FIRST QUARTER	
<u>Boys</u> Football*	<u>Girls</u> Volleyball
SECOND QUARTER	
<u>Boys</u> Basketball	<u>Girls</u>
THIRD QUARTER	
<u>Boys</u> Wrestling*	<u>Girls</u> Basketball
FOURTH QUARTER	
<u>Boys</u> Track	<u>Girls</u> Track

*Girls may participate in these sports.

Intramural sports may vary by season and level per building.

SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS

Students must be attending classes by 12 noon in order to participate in a performance, contest, or game. Exceptions to this rule must be approved by site administration. This shall be interpreted to mean that a student will be in class by 12 noon unless excused by a site administrator (illness, staying home to rest, or “sleeping in” are examples of unexcused absences for extracurricular participation).

SCHOOL ACTIVITIES/PRACTICES ON NON-SCHOOL DAYS

All athletic team practices will not occur on days in which school is not in session. This includes days in which school is cancelled by the Superintendent or designee due to inclement weather. Coaches, sponsors, and administrators should be mindful of the religious holidays that occur during the

school year and plan appropriately.

As a general rule practices and contests will be postponed. Activities Directors will verify the allowance of any activities with the Executive Director of Activities/Athletics & External Affairs prior to allowing practices or contests to occur. The Executive Director of Activities/Athletics & External Affairs will determine if practices and/or contests may occur by 1:00 p.m. on the day of cancellation, with the approval of the Superintendent or designee. Any extracurricular sport and/or activity scheduled to travel away from the school site must be approved by the Superintendent or designee prior to that sport and/or activity leaving the school and/or departure location.

ACTIVITIES ON WEDNESDAYS

All student activities on Wednesdays should not be scheduled after 5:00 p.m. and all student activities must conclude by 6:30 p.m. Wednesdays are not to be used for make-up games unless the parameters previously stated can be followed. Refer to Board Policy Grouping A: Policy 6700, Rule 6700.3

APPROVAL PROCEDURES FOR VOLUNTEER COACHES

- 1) Application
 - a) The site activities director must be informed about the potential volunteer and must approve.
 - b) The potential volunteer must complete an application and have the site Activities Director send that application to Human Resources.
 - c) A background check of the potential volunteer will be performed by Human Resources.
 - d) The potential volunteer is not to work with or have contact with students until the background check is completed and the site is informed that the potential volunteer is cleared to work with students.
- 2) Approval
 - a) Human Resources notifies the site Activities Director when the potential volunteer passes the background and is cleared to work with students.
 - b) Human Resources notifies the Executive Director of Activities/Athletics & External Affairs if there are issues discovered in the background check.
 - i) The Executive Director of Activities/Athletics & External Affairs reviews the application and information contained in the background check to determine the appropriateness of the potential volunteer to work with students.
 - ii) The Executive Director of Activities/Athletics & External Affairs and site Activities Director discuss the application and information contained in the background check to determine the appropriateness of the potential volunteer to work with students.
 - iii) The Executive Director of Activities/Athletics & External Affairs clears (or does not clear) the potential volunteer to work with students and informs the site of any restrictions placed upon the potential volunteer.
 - iv) The Executive Director of Activities/Athletics & External Affairs informs Human

Resources that the potential volunteer is cleared (or not cleared) to work with students.

ASSIGNMENT OF COACHES AND SPONSORS

All coaching assignments shall be for ONE school year. Recommendations for renewal or nonrenewal of coaching contracts will be made to the Principal or designee. All coaching assignments are considered “extracurricular” assignments and therefore do not carry any tenure benefits. This means that a coach can be reassigned or relieved from coaching responsibilities, along with its compensation, at the will of the District Administration when such action is deemed to be in the best interest of the athletic program and/or school district.

SUPERVISION OF COACHES AND SPONSORS

Coaches as well as club and activity sponsors will be supervised each year. The Activities Director is responsible for activities and will supervise head coaches, assistant coaches and volunteer coaches as well as club sponsors.

PAYMENT TO COACHES

The source of funds used to pay coaches and sponsors for their assigned duties must be the extra-duty allotment assigned by the District. No other revenue source is permitted for coaching and/or sponsor stipends.

RESPONSIBILITIES OF COACHES AND SPONSORS

1. Provide for the safety and welfare of all participants.
2. Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the characteristics of good sportsmanship and character.
3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
4. Be an integral part of the school system and its educational program. Encourage and stress to each student the importance of academic achievement.
5. Be knowledgeable of and enforce school and District rules, regulations, procedures, and policies.
6. Make every effort to support and communicate with all school administrators.
7. Provide team expectations to all participants. Enforce these fairly among all participants.
8. Be familiar with the Activity Guidelines and site coaching handbooks.
9. Ensure that all participants have met all eligibility requirements prior to participating in any tryouts, practices or games, or before receiving any equipment or awards.
10. Make participants aware of the inherent danger of participating in athletics and activities and the sport being coached.
11. Plan and monitor organized practices that will include proper conditioning, warm-ups, and

instruction of fundamentals.

12. Ensure that practice and/or game environment and facilities are safe for athletes prior to each practice and/or game.
13. Provide written training rules, team expectations, and award policies to all participants. Enforce these fairly among all participants.
14. Report injuries of participants to the proper school officials, including the Activities Director.
15. Supervise participants in practice areas, locker rooms, busses and vans, at all times during the season. This includes locker room supervision until all squad members have left the locker room.
16. Provide Type II Coverage.
17. Responsible for modeling respectful behavior and the duty to demand that athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
18. Responsible for modeling respectful behavior and a duty to not indulge in conduct that would incite players or spectators against officials.
19. Abstain from the use of tobacco, drugs, and alcohol while on campus or any time when representing your school or team.
20. Safeguard the health of participants and the integrity of the sport/activity, prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all laws and regulations, including those relating to gambling and the use of alcohol, tobacco, drugs, and performance enhancing substances drugs.
21. Actively support and enforce your school's Activities Department substance abuse program.
22. Enforce District transportation guidelines and trip regulations.
23. Work cooperatively with parents, officials, and media to promote a positive image of Millard Public Schools activities.
24. Provide for the inspection, issuance, care and maintenance of all equipment; to instruct team members that equipment is to be worn only for the purpose for which the equipment was purchased, namely, for practice sessions and game competition for interscholastic athletics as well as to enforce rules regarding the care of equipment.
25. Work with the site administration and district transportation by ensuring that vans or buses are cleaned of any debris before they are returned.
26. Provide assistance in seeking qualified coaches.
27. Know that providing false documentation of any kind will be grounds for dismissal of coaching duties (i.e., CPR/First Aid certification, teaching certificate, etc.).
28. Read and have familiarity with the Activity Guidelines and site coaching handbooks.
29. Read current literature to stay updated on current issues and techniques in the sport(s) coached.
30. Head coaches will assign duties to all assistant and volunteer coaches.
31. Head coaches must supervise all assistant and volunteer coaches.
32. Actively support the total site activities program.
33. Notify the site administration when release time is needed with site established deadlines.
34. Return and inventory all uniforms and equipment within four (4) weeks after your last event.
35. Ensure that all coaches have completed and returned to Human Relations all forms required by the district before working with students. Do not permit coaches to have contact with students until they have been approved by Human Resources.

36. Help maintain your program through on-site recruiting of participants.
37. Notify the Activities Director of any ejection of coaches or participants.
38. Respect the rules of the school, teachers, coaches and administrators.
39. Review the Fourteen Duties Related to Negligence Litigation prior to your first season of coaching each school year.
40. Know that coaches direct the activities of student managers.
41. Coaches are in charge of all tryouts, practices, team meetings as well as any athletic contests when the team is involved and the Activities Director or site administration is not present at the contest.
42. Submit to the Activities Office a season-end report including the following information:
 - Squad members
 - Schedules played and results
 - Summary of the season
 - Suggestions for improvement

SCHOOL YEAR, OUT OF SEASON CONDITIONING ACTIVITIES

Students currently enrolled in the middle schools will not be permitted to participate in athletic workouts of any kind at the high schools until the next weekday following the end of the middle school athletic year of the current school year. This guideline also applies tryouts and/or practices for the high school dance and cheer squads. Exceptions to this guideline must have prior approval from the Executive Director of Activities/Athletics & External Affairs.

SUMMER CONDITIONING ACTIVITIES AT THE HIGH SCHOOLS

All high school coaches are to review school and NSAA guidelines regarding summer conditioning policies with the site Activities Director prior to the commencement of any school year, out of season conditioning activities with the students.

Only students currently enrolled at the high school shall be permitted to participate in high school team athletic workouts of any kind during the summer. This shall be interpreted to mean that students currently enrolled in the middle schools will not be permitted to participate in high school team athletic workouts of any kind during the summer. This guideline also applies to the high school dance and cheer squads. Exceptions to this guideline must have prior approval from the Executive Director of Activities/Athletics & External Affairs.

ACTIVITY/ATHLETIC RECRUITING

Any communication, either written or verbal, initiated by a coach or sponsor to a student and/or parent/guardian, in an effort to persuade them to attend a school offering the same activity/sport shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Millard Public Schools employee, volunteer sponsor, or volunteer coach shall constitute an attempt to recruit.

ILLEGAL RECRUITMENT

The recruitment of students from other high schools or those middle schools outside of your school's feeder pattern is viewed as a violation of the spirit of the NSAA undue influence regulation. Such a violation is subject to review by the District and can lead to consequences for a coach, including dismissal from coaching assignments.

The District also will consider the allowance of students currently enrolled in the middle schools to participate in athletic workouts of any kind at the high schools until the next weekday following the end of the middle school athletic year of the current school year and/or violations of the school year, out of season conditioning and/or summer conditioning policies in this guideline as acts of illegal recruitment.

High school coaches, including volunteer coaches, wanting to attend middle school games or events in

their roles as high school coaches, may only attend games or events involving the middle schools that feed their high schools as determined by the attendance zones of those schools.

High school coaches, including volunteer coaches, wanting to attend middle school games or events in their roles as high school coaches, may only speak to the teams of those middle schools that feed their high schools and may only speak to the teams of those middle schools that feed their high schools if a staff member of the middle school and/or the Activities Director of that middle school is present. The high school coaches must have the prior approval of their high school Assistant Principal of Activities and Athletics and the middle school Activities Director to speak with the teams. The high school coaches are not permitted to speak with individual members of the middle school teams that feed their high schools.

High school administrators and coaches may not request booster clubs, players, former players, or alumni from the high school to discuss the merits of their athletic program with prospective athletes or their parents/legal guardians outside of their feeder attendance zones by any means of communication.

A high school may allow all students of any middle school to attend its athletic events without charge. There will be no discrimination made between individual middle school students regarding attending without charge.

A high school coach may conduct an athletic camp or clinic at his or her school or another site in accordance with NSAA by-laws and district policies.

Team Selection and Cutting Policies

- 1) Choosing the members of activity teams is the sole responsibility of the coaches for those teams.
- 2) A student who is suspended from school during the designated tryout period do not automatically retain the right to resume the tryout upon his/her return to school. Coaches, in consultation with the activities director, are to clarify their policy regarding the resumption of tryouts for a student suspended during any portion of the designated tryout period. This policy must be included in the information provided to students trying out for the team prior to the first practice and/or prior to the start of the first practice.
- 3) If a coach anticipates that team selection will include cutting, the coach will provide the following information to all students trying out for the team prior to the first practice and/or prior to the start of the first practice:
 - a) The number of days allotted for the try-out period.
 - b) The team policy regarding resumption of a tryout for students suspended from school during any portion of the tryout period.
 - c) The specific criteria being used to select the team. These criteria must include that attendance at pre-season and/or post-season conditioning is not a requirement to make the team and that attendance at pre-season and/or post- season conditioning does not guarantee a position on the team.
 - d) The number of players that the coach plans to keep. The coach may adjust this number based upon the evaluation of athletes during the try-out period.

- e) The length of the season if the students make the team. For the varsity team this should include district and state tournaments.
 - f) The practice commitment if the students make the team.
 - g) The game commitments if the students make the team.
- 4) The coach must provide the cutting policies and the absolute last day that an athlete would be accepted on the team to the Activities Director prior to the first practice date for the sport.
 - 5) At the discretion of the coach(es), individuals may be excluded from try-outs and/or membership due to past violations of group policies and expectations as well as past violations of school and/or District policies. Prior to initiating the use of this activities policy, the sponsor(s) and/or director(s) must meet with the Activities Director. Students and parents to whom this policy applies have the right to appeal the application of this policy to the Activities Director. If the sponsor(s) and/or director(s) anticipate using this policy, the sponsor(s) and/or director(s) must announce this policy to the parents and students to whom this policy will affect prior to the first day of try-outs.
 - 6) When cutting becomes a necessity, the process used by the coach making the cuts must include at least these three (3) important elements:
 1. Each student must have competed in a minimum of three (3) practice sessions during the time set aside for try-outs.
 2. Each student not being selected for a team must be given the opportunity to meet with the head coach of that level for performance feedback.
 3. Cut lists are not to be posted.

Coaches also should note the following:

1. Students must be placed on a team at some level if they desire to participate in the sport and did not make the cut for the level desired.
2. Coaches should discuss alternative possibilities for participation on the team or other areas of the activities program. Students can be recruited as managers, statisticians, or other duties needed by the team that students could fulfill.
3. If a coach anticipates difficulties arising as a result of squad selection, he or she should discuss the situation with his or her Activities Director.

In the event an athlete wished to appeal the selection process, the appeal must establish that the policies stated above were not followed by the coach. The appeal is made to the Activities Director. The Activities Director will decide on the validity of the appeal. Not being selected to a team does not, by itself, establish the validity of an appeal. If the appeal is valid, the Activities Director MAY grant one additional day of try-out. The Activities Director, however, does not determine whether or not the athlete is selected for the team. The Activities Director will discuss the decision with the coach involved prior to the additional try-out day.

NOTE: For teams that do not cut, the coach must provide the absolute last day that an athlete would be accepted on the team to the Activities Director prior to the first practice date for the sport.

Activity Selection and Cutting Policies

- 1) Choosing the members of an activities program is the sole responsibility of the sponsor(s) and/or director(s) for those activities.
- 2) A student who is suspended from school during the designated tryout period does not automatically retain the right to resume the tryout upon his/her return to school. Sponsors and/or directors, in consultation with the Activities Director, are to clarify their policy regarding the resumption of tryouts for a student suspended during any portion of the designated tryout period. This policy must be included in the information provided to students trying out for the team prior to the first practice and/or prior to the start of the first practice.
- 3) If a sponsor/director anticipates that the selection will include non-selection of some students, the sponsor(s) and/or director(s) will provide the following information to all students trying out for the activities program prior to the first day of try-outs and/or prior to the start of the first tryout:
 - a) The number of days allotted for the try-out period.
 - b) The activity's policy regarding resumption of a tryout for students suspended from school during any portion of the tryout period.
 - c) The criteria being used to select the members of the activity. These criteria must include that attendance at pre-selection practices is not a requirement for selection and that attendance at pre-selection practices does not guarantee a position in the activity.
 - d) The number of members that the sponsor(s) and/or director(s) plan to keep. The sponsor(s) and/or director(s) should be as specific as possible. The sponsor(s) and/or director(s) may adjust this number based upon the evaluation of students during the try-out period.
 - e) The length of the commitment if the students are selected for the activity.
 - f) The practice/rehearsal commitments if the students are selected for the activity.
 - g) The performance commitments if the students are selected for the activity.
- 4) The sponsor(s) and/or director(s) must provide the selection/non-selection policies to the Activities Director prior to the first try-out for the activity.
 - a) At the discretion of the sponsor(s) and/or director(s), individuals may be excluded from try-outs and/or membership due to past violations of group policies and expectations as well as past violations of school and/or District policies. Prior to initiating the use of this activities policy, the sponsor(s) and/or director(s) must meet with the Activities Director. Students and parents to whom this policy applies have the right to appeal the application of this policy to the Activities Director. If the sponsor(s) and/or director(s) anticipate using this policy, the sponsor(s) and/or director(s) must announce this policy to the parents and students to whom this policy will affect prior to the first day of try-outs.
 - b) When non-selection becomes a necessity, the process used by the sponsor(s) and/or director(s) making the selection/non-selection decision must include at least these three (3) important elements:
 - i) Each student must have competed in a minimum of one (1) try-out session.
 - ii) Each student not being selected must be given the opportunity to meet with the sponsor or director for performance feedback.

- iii) Non-selection lists are not to be posted.

The sponsor(s) and/or director(s) also should note the following:

- 1) The sponsor(s) and/or director(s) should discuss alternative possibilities for participation in the activity or other areas of the activities program. Students can be recruited as ushers, stage hands, or other duties needed by the activity that students could fulfill.
- 2) If a sponsor(s) and/or director(s) anticipate difficulties arising as a result of the selection/non-selection, he or she should discuss the situation with his or her immediate supervisor in the activities department.

In the event a student appeals the selection process, the appeal must establish that the policies stated above were not followed by the sponsor(s) and/or director(s). The appeal is made to the Activities Director. The Activities Director will decide on the validity of the appeal. Not being selected to an activity does not, by itself, establish the validity of an appeal. If the appeal is valid, the Activities Director MAY grant one additional day of try-out. The Activities Director, however, does not determine whether or not the student is selected for the activity. The Activities Director will discuss the decision with the sponsor(s) and/or director(s) involved prior to the additional try-out day. NOTE: For activities that do not cut, the sponsor/director must provide the absolute last day that a student would be accepted in the activity to the Activities Director prior to the first practice date or meeting for the activity.

TRANSPORTATION

The Activities Director of the school will arrange and/or approve transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, and/or which may require student involvement or transportation prior to 6:00 a.m. and/or beyond 12:00 midnight, and/or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.

Certificated staff who are operating the transportation provided for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G and are expected to comply with all laws regarding the operation of a motor vehicle.

All participants are to use District-provided transportation to and from the site of all away events. The Principal or designee may allow the use of alternate transportation by participants. All District policies and rules regarding alternative transportation must be followed. Refer to Board Policy Grouping A and K - Policy 3815 and Policy 6700, Rule 6700.6

OVERNIGHT TRIPS

Any travel involving overnight accommodations must be approved by the Principal or designee. The coach or club or activity sponsor will provide the travel and trip plan to the Principal or designee within the deadline established by the Principal or designee. The coach or club or activity sponsor will have emergency information on all participating students during the trip. Refer to Board Policy Grouping

TRAVEL AND TRIPS WITH STUDENT GROUPS

The coach or club or activity sponsor will have emergency information on all participating students during the trip. Refer to Board Policy Grouping A- Policy 6700, Rule 6700.8

MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES

ATHLETICS AND ACTIVITIES: All participants are expected to use District provided transportation to and from the site of all away events. Exceptions are noted below and all three items must be in place for the approved use of alternative transportation:

- A.** Parents/guardians may consent to the use of alternative transportation to and from the site of any or all away events or games by their son/daughter. District forms are available at the schools for these requests.
- B.** Such consent shall be in writing and shall acknowledge the voluntary release of the District from the obligation or responsibility of providing transportation. Such consent may be for specific games or events or may be for a specific period of time. Again, district forms are available for these requests.
- C.** The use of alternate transportation by any student/participant must be approved by the activities director or building principal. Otherwise, the student must use the transportation provided by the District.

PRACTICE SESSIONS: The District is not responsible for providing transportation to any practice session which may be held on or off District property. Parents/guardians shall be responsible for providing any transportation necessary for the attendance by their son/daughter at all practices.

ATHLETICS AND ACTIVITIES: All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided. Parents/legal guardians may request an exception from the use of school-provided transportation. The proper form(s) must be on file at the school for the affected students to use alternative transportation.

If and/or when the school is not able to provide transportation to an event, the proper form(s) must be on file at the school for the affected students to use alternative transportation. A brief summary of each request form is described below:

Form 3815A (authorizing the use of alternative transportation, with school approval, for the entire school year)

Parents/legal guardians may check any or all of the consent areas dealing with alternative transportation. Parents/legal guardians also may designate that the approved consent areas are for extracurricular activities only, for field trips only, or for both extracurricular activities and field trips. The consent areas include:

1. PARENTS MAY TRANSPORT THEIR OWN SON/DAUGHTER ONLY, with prior written approval from the appropriate administrator. Parents/legal guardians who want their child to go to the contest on school provided transportation, but who want the child to leave the event with his/her parents/legal

guardians must have written approval from the appropriate school personnel.

2. STUDENTS BEING TRANSPORTED BY THE PARENT/LEGAL GUARDIAN OF ANOTHER STUDENT, with prior written permission from the appropriate school personnel and his/her parent(s)/legal guardian(s).

3. PARENTS/LEGAL GUARDIANS OF STUDENTS WHO WISH TO TRANSPORT STUDENTS OTHER THAN THEIR OWN CHILDREN AND/OR PARENTS OF STUDENTS WHO WISH TO TRANSPORT OTHER STUDENTS, with prior written permission from the appropriate school personnel and the parents/legal guardians of the students being transported.

4. STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL- RELATED BUSINESS, with prior written permission from the appropriate school personnel and his/her parent(s)/legal guardian(s).

USE OF FORM 3815A- (ALTERNATIVE TRANSPORTATION FORM COVERING THE SCHOOL YEAR)

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the second box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A PARENT OF ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the third box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS OR PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the fifth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.

5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

USE OF FORMS 3815B, 3815D, 3815E, and/or 3815H- ALTERNATIVE TRANSPORTATION FORMS FOR A SINGLE EVENT THAT OCCURS ON A SPECIFIC DAY

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815B.
3. Sign Form 3815B.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS OR PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815E.
3. Sign Form 3815E.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815H.
3. Sign Form 3815H.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

As a reminder, a parent or student may request the use of alternative transportation--- even when the school is providing transportation to and/or from an event. However, the school must always approve the use of alternative transportation whenever alternative transportation is requested. How the sites inform coaches, sponsors, parents and students that alternative transportation has been approved will be determined by the administrative teams at those sites.

DISTRICT TRANSPORTATION GUIDELINES FOR STUDENTS WHO MISS SCHOOL- PROVIDED TRANSPORTATION FOR HIGH SCHOOL ACTIVITIES

- 1) Coaches/Sponsors/Directors are to ensure that they have approved alternative transportation forms provided by the Activities Office in their possession whenever their groups have contests away from the school If alternate transportation is used.

- 2) Coaches/Sponsors/Directors and/or schools must establish the following policy when a student misses school-provided transportation and consistently enforce the policy:
 - a) Students will not be able to participate in the event, or
 - b) Students will be able to participate in the event if they can find approved alternative transportation.
 - c) Schools may choose one of the two above policies for the entire activities program.
 - d)

MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION- CHECKLIST

- 1) The coach/sponsor is responsible for maintaining acceptable behavior from the time students enter the bus to the time the students exit the bus.
- 2) The coach/sponsor should do head counts on the bus at the start of the trip and before leaving the activity site.
- 3) All passengers are to remain seated while the bus is in motion.
- 4) Noise levels on the bus must not be so loud that the driver cannot hear external audio signals (i.e., emergency vehicles).
- 5) All participants are to use District provided transportation to and from the site of all away events, unless alternate transportation has been approved by site administration and proper forms are on file at the school.
- 6) Eating or drinking is not permitted on the school bus. Exceptions may be made at the discretion of the driver.
- 7) Coaches/sponsors have the responsibility of ensuring that the bus is left in clean condition after the trip.
- 8) Time schedules must be closely followed, as buses are scheduled for many routes during the day and may be needed elsewhere.
- 9) State law prohibits anyone from riding a school bus other than District employees, eligible students, or people designed as sponsors.
- 10) Bus drivers check the bus before and after all trips. Any damage/vandalism costs may be billed back to the school.
- 11) All passengers must wear seat belts in any vehicle that has factory-installed seat belts while the vehicle is in motion.
- 12) Vans
 - a) Ten (10) is the maximum number of people to be carried on a van for school functions involving students. This number includes the driver.
 - b) The number of people traveling in vans shall not exceed the number of factory-installed seat belts.
 - c) All passengers must wear seat belts in vans while the vans are in motion.
 - d) Drivers of vans shall comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
 - e) Drivers of vans for school related business must comply with all laws regarding the operation of a motor vehicle.
- 13) A coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.
 - a) Students seeking permission to have their parents provide transportation to and/or from

an event must have prior written approval from the site administrator. See Form 3815(B) or the first box on Form 3815(A).

- b) Parents seeking permission to provide transportation for other students to and/or from an event must have prior written approval from the site administrator. See Form 3815(F) or the third box on Form 3815(A).
- c) Students seeking permission to have another parent provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3815(G) or the second box on Form 3815(A).
- d) Parents seeking permission to have a district employee provide transportation for their children to and/or from an event must have prior written approval from the site administrator. See Form 3815(H) or the fourth box on Form 3815(A).

DOCTORS' RELEASE

When an athlete is treated by a medical professional for an injury that occurred during the season, a written release from that medical professional must be received by the school's activity director prior to participation in any practices or games during that school year.

For this policy a medical professional is defined as a physician or physician's assistant licensed to practice medicine in Nebraska.

EMERGENCY PLANS FOR ACTIVITIES

Each high school and middle school will have written emergency plans on file with its Activities Director. These emergency plans are to be reviewed annually by the schools and its programs.

Emergency Action Plan Duty List

In the event of an emergency, the following duty list will be followed in conjunction with the site's emergency procedures. All individuals should be familiar with the entire duty list including the location of the AED on campus.

Type I Coverage

Head Coach:	Identify and assess severity of injury. Activate call to 911. Call for assistance from support staff if necessary including retrieval of the AED. Provide appropriate treatment according to injury.
Site Administration:	Assist the ATC in opening necessary gates via contact with site custodians. Notify site staff of medical emergency including the retrieval of the AED if necessary by a designated staff member and the location of emergency. Assist with 911 communications. Assist with positioning of the athlete as determined by head coach. Keep all spectators away from the emergency site. Assist the Activities Director as necessary.
Activities Director:	Obtain athlete's emergency card and attempt to contact the parents/guardians or locate the parents/guardians in stands. Assist with positioning of the athlete as determined by head coach.
Custodians:	Assist with opening all necessary gates and directing the response team to the injury site.
Assistant Coaches:	Supervise the team and keep them on the sideline away from the injury site. Assist the Activities Director with locating the athlete's emergency card and/or parental contact. If the parents are not present, one assistant coach will accompany the athlete in the ambulance if transported. Assist the Activities Director/Head Coach as necessary.

Reminders: Possible spinal injuries need to be immobilized immediately. DO NOT REPOSITION THE ATHLETE UNLESS THE AIRWAY IS COMPROMISED.

Type II Coverage (when certified athletic trainer is not present)

- 1) Life Threatening Injury
 - a) Provide initial first aid, CPR, etc.
 - b) Do not move the injured student unless there is an increased risk of injury.
 - c) Be calm and reassure the injured student.
 - d) Call 911 and advise of problem, location, your name, phone number, and directions to the school. Do not hang up until instructed to do so by the 911 operator
 - e) Have someone meet the emergency medical personnel and lead them to the exact location of the injured student.
 - f) Call the parent/legal guardian and calmly advise them of the situation and what is being done. If parent/legal guardian cannot be reached, call the student's emergency contact person.
 - g) Upon arrival, supply the paramedic/ambulance personnel with the emergency information data of the student for permission to treat.
 - h) An injury of this type will be reported to the following people at the earliest opportunity: site administration, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs.
- 2) Non-Life Threatening Injury
 - a) Provide first aid.
 - b) Except in cases of minor injuries, do not move the injured student unless there is an increased risk of injury
 - c) Call 911 if in your judgment the injury requires the attention of emergency medical personnel and follow steps listed above in d, e, f, and g
 - d) Contact parent/legal guardian to inform them as to what happened and to provide proper instructions for care.
 - e) Except in cases of minor injuries, a report will be given to the following people: site administration, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs.

A minor injury is an injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by personnel who have been trained in first aid.

CATASTROPHIC INJURIES

In the event of a catastrophic injury that occurs during an extracurricular activity, the following information must be sent to the office of the Executive Director of Activities/Athletics & External Affairs as soon as possible:

- a. Any game/practice film and/or video recording the injury if available.
- b. Equipment involved (i.e. football helmet, bat, etc.).
- c. Game program/practice roster if available.
- d. Names and addresses of witnesses.
- e. Names and addresses of officials.
- f. Written statement of incident signed and dated.
- g. Written statement of all procedures followed, signed and dated.

Often it is several years before any legal action is taken. Therefore, it is important to secure this

necessary information as soon as possible after the injury for possible later use.

Note: a catastrophic injury may include, but is not limited to any of the following: any life threatening injury, any head injury requiring immediate transportation to a medical facility, spinal cord injury, neck injury, any injury in which the person loses feeling to arms and/or legs, any injury resulting in the use of an AED, and injuries resulting in multiple fractures.

Emergency Procedures

Emergency plans are to be reviewed annually by the schools and its programs.

Pre-Season and Daily Responsibilities:

- 1) Identify the location of the AED if available on campus.
- 2) Identify the location of phones nearest to all possible practice and event venues.
- 3) Identify the entrances and exits for use by emergency personnel.
- 4) Identify who is responsible for locking and unlocking all doors and gates.
- 5) Identify who will direct emergency personnel to the site.
- 6) Be familiar with Type II coverage and who is responsible for providing emergency care.
- 7) Inspect the playing area prior to the season and daily for potential hazards.
- 8) Keep abreast of weather conditions and how these conditions may affect practice or events (i.e., lightning, extreme hot weather, etc.).
- 9) Verify that you have all emergency cards for all individuals under your care including athletes and managers.

Emergency Plan:

- 1) Identify the emergency situation. If the emergency involves sudden cardiac arrest, the AED should be retrieved immediately.
- 2) Identify who is responsible for administering care and begin appropriate care as determined by the severity of the injury including:
 - a) Administering CPR.
 - b) Controlling bleeding.
 - c) Immobilizing the individual.
- 3) While the AED is being retrieved, the user will provide basic first aid including CPR until the AED is on site and ready for use. Once the AED is on site ready for use, the caregiver will follow the AED voice prompts.
- 4) Identify an individual to call 911 and direct them to the nearest phone.
While speaking to emergency personnel have the following information available:
 - a) The athlete's name.
 - b) A brief description of the emergency situation.
 - c) Level of consciousness of the athlete.
 - d) Instruct the emergency personnel where to enter site and someone will be waiting to direct them to the emergency site.
 - e) Answer all questions asked to the best of your ability.
 - f) Do not hang up until instructed to do so by the 911 operator.

- g) Identify an individual to get the athlete's emergency card.
- h) Inform the administration or custodial staff as to unlocking entrances and doors.
- i) Instruct someone to wait at the designated location to direct emergency personnel to the proper location.
- j) Assist the emergency personnel to the best of your ability.
- k) Notify the administrator on duty, the athletic trainer, and parents.
- l) Document everything in writing. Copy all documents to the Principal, Director of Student Services, and Executive Director of Activities/Athletics & External Affairs.

RECORDING AND REPORTING OF STUDENT INJURIES

A record of injuries that cause an athletic to miss a game or a practice must be kept by the activities office. A record of any injury in which a parent is notified also must be kept by the activities office. The Executive Director of Activities/Athletics & External Affairs must be notified as soon as possible whenever an injury is recorded.

Millard Middle Schools Cross Country Club Emergency Plan

Pre-Event Preparation:

- 1) Identify primary caregivers to all participants. These individuals are those certified in first aid and CPR.
- 2) Locate the closest phone or identify individuals with cellular phones to use in the event of an emergency.
- 3) Know the location and names of roads and gates that surround the facility, and whether or not they will need to be opened for access by emergency vehicles and if so who has the keys.
- 4) Know in advance weather conditions anticipated for the day to prepare the necessary water allowances for all participants.
- 5) Whenever possible, have course monitors that can contact designated first aid providers to watch the course during the event in case of an emergency.
- 6) Make sure that you have all emergency cards for all students participating. Carry a first aid kit to all running sites.

Injury Management During the Event:

- 1) Identify that an injury has occurred.
- 2) Assess the situation to determine the seriousness of the injury by checking the following:
 - a) Level of consciousness
 - b) Breathing/pulse
 - c) Severe bleeding
 - d) Gross deformity Determine if 911 should be activated. If 911 needs to be activated designate someone to call and tell them the location of the nearest phone while the first aid provider stays at the emergency site to render care.
- 3) If 911 is activated, relay the following information:
 - a) The caller's name and position.

- b) The nature of the emergency including the following:
 - i) Level of consciousness
 - ii) Breathing /pulse
 - iii) Severe bleeding
 - iv) Gross deformity
 - v) What care is being given.
 - vi) Do not hang up until instructed to do so.
- 4) Designate someone to meet the emergency vehicle making sure that all gates are unlocked and open.
- 5) Find the athlete's emergency card.
- 6) Remain at the emergency site until the first responder vehicle has arrived.
- 7) Notify the athletic administrator, parents, athletic trainer as soon as circumstances allow.
- 8) Document in writing all factors present that could affect the injury, all steps taken; all care administered and any other pertinent information. Upon return to school notify the activity director in person or by phone as soon as possible.

Concussion Management Policy

When an athlete shows ANY sign or symptom of a concussion:

- 1) The athlete is to be removed from any type of physical activity, practice, and/or game.
- 2) The athlete is not permitted to return to the physical activity, practice, and/or game on the same day.
 - a) The athlete must be under constant supervision of a coach or school staff member.
 - b) The athlete must be regularly monitored for the possibility of a concussion.
- 3) The parent(s) and/or legal guardian(s) of the athlete are to be informed of the injury and possible concussion as soon as possible after the athlete shows ANY sign or symptom of a concussion. The information provided to the parent(s) and/or legal guardian(s) of the athlete must include the following:
 - a) Date, time, and extent of the injury.
 - b) The signs and symptoms of a concussion that were observed.
 - c) Any action taken to treat the athlete.
 - d) Signs and symptoms to observe for possible concussion.
 - i) The parent should arrange for the constant supervision of their child for the next 24 hours.
 - ii) If any signs or symptoms of concussion occur, take athlete to a physician or hospital emergency room immediately.
 - e) Take athlete to a licensed health care professional as soon as possible and/or if any signs or symptoms of concussion are observed.
 - f) The athlete is not permitted to return to any type of physical activity, practice, and/or game until that athlete has been evaluated by a licensed health care professional, other than a certified athletic trainer, and received written and signed clearance to resume athletic participation from a licensed healthcare professional, other than a certified

athletic trainer, and written permission from the parent/legal guardian of that athlete.

- g) A licensed health care professional as defined by state law, is either a physician or licensed practitioner under the direct supervision of a physician, a certified athletic trainer, a neuropsychologist, or some other qualified individual who is registered, licensed, certified, or otherwise statutorily recognized by the state of Nebraska to provide health care services AND is trained in the evaluation and management of traumatic brain injuries among a pediatric population.

Return to Physical Activity, Practice, and/or Game

- 1) The activities director has possession of the written and signed clearance to resume athletic participation from a licensed healthcare professional, other than a certified athletic trainer, and the written permission from the parent/legal guardian of the athlete.
- 2) The written and signed clearance from the licensed health care professional, other than a certified athletic trainer, must specify that the athlete is fully asymptomatic of concussion AND may resume any and all activities in games and practices.
- 3) **IF ATHLETE SHOWS SIGNS AND/OR SYMPTOMS OF CONCUSSION UPON RETURN TO GAMES AND/OR PRACTICES, THE COACH IS TO IMMEDIATELY REMOVE THE ATHLETE FROM CONTINUED PARTICIPATION AND FOLLOW THE STEPS MENTIONED WHEN AN ATHLETE SHOWS ANY SIGN OR SYMPTOM OF A CONCUSSION (SEE ABOVE).**
- 4) **THIS WILL BE INTERPRETED TO MEAN THAT THE ATHLETE WILL NEED TO GET ANOTHER WRITTEN AND SIGNED CLEARANCE TO RESUME ATHLETIC PARTICIPATION FROM A LICENSED HEALTHCARE PROFESSIONAL THAT MEETS THE DEFINITION STATED EARLIER IN THIS POLICY (NUMBER #2 UNDER RETURN TO PHYSICAL ACTIVITY, PRACTICE, AND/OR GAME) AS WELL AS ANOTHER WRITTEN PERMISSION FROM THE PARENT/LEGAL GUARDIAN.**

Sources: NSAA Sports Medicine Advisory Committee, December 2009; NSAA Sports Medicine Advisory Committee, March 2009; Nebraska State Legislature, LB 260, introduced January 11, 2011

Return to Learn Procedures

- 1) Athletic Trainer (or any other individual) notifies school health professional of such symptoms.
- 2) School Health professional convenes and leads the Concussion Management Team (CMT) consisting of but not limited to:
 - a) School Health Professional
 - b) Athletic Trainer (High School)
 - c) Student Counselor
 - d) Activities Director (High School & Middle School)
 - e) Building Administrator (Elementary)
- 3) CMT through the school health professional provides the following to students' teachers:
 - a) Notification of student condition
 - b) Information regarding the signs & symptoms of concussion awareness.
 - c) Expectations for communication, monitoring, and documenting symptoms and academic progress.
- 4) CMT assesses and addresses the physical, cognitive, behavioral, and emotional symptoms of the concussed student.
- 5) CMT develops an individual plan for schedule adjustments, supports, academic and physical activity as appropriate and share with school personnel, student, and parents.
- 6) CMT meets when needed to adjust accommodations and notify school staff of updates.
- 7) When student is symptom free and CMT certifies there are no academic concerns, written clearance from medical provider and written permission for return to activity from parents is obtained, the student returns to academics with no adjustments or accommodations.
- 8) Student begins Return to Play Process.
- 9) School Health Professional documents concussion as a flagged health condition in Infinite Campus.
- 10) If symptoms last more than 3-4 weeks, provide follow-up assessment and possible 504 Plan.

Guidelines for Extracurricular Activity During Extreme Heat Weather Conditions

During the periods of the school year, heat and/or humidity and/or wet bulb globe temperature can be a problem. To reduce the risk Millard Public Schools follows the following procedures.

- Appropriate supervision will be available when student-athletes are participating in risky environments
- All student-athletes will be screened during a pre-participation physical for their risk/history of heat illness
- Equipment use will be modified according to the environmental conditions as needed
- Wet Bulb Globe Temperature (WBGT) data will be taken on a daily basis. (digital/analog)
- Wet Bulb, Heat Index Measures and other factors will be considered when determining if contest or practice routines will be altered. If conditions warrant the altering of normal activity the Director of Activities & Athletics will communicate to all buildings the necessary action.

RESPONSIBILITIES OF ACTIVITIES DIRECTORS

- 1) Actively and positively conduct activity/sports programs. Support the Millard Public Schools programs in a manner that enhances the mental, social, and moral development of student participants, and teach positive life styles that will help students become personally successful and socially responsible.
- 2) Promote good sportsmanship in the coordination of the total program and foster good character.
- 3) Provide the opportunity for and support all activity programs.
- 4) Provide for the safety and well being of all participants.
- 5) Provide safe facilities for interscholastic activities.
- 6) Read and have familiarity with the Activity Guidelines and site coaching handbooks.
- 7) Verify the eligibility of all participants and ensure that all applicable rules are followed.
- 8) Provide for the supervision of all activities.
- 9) Provide the necessary forms to ensure the safe transportation of all participants.
- 10) Follow all District guidelines and regulations dealing with student activity eligibility and transportation.
- 11) Support and supervise all coaching and sponsor positions in the building.
- 12) Develop, coordinate, and supervise all school budgets.
- 13) Monitor athletic inventories and the maintenance and reconditioning of athletic equipment.
- 14) Be responsible for additional duties as defined by the site principal or District.
- 15) Be knowledgeable of the emergency plans for the athletic programs. To annually review the emergency plans with all coaches prior to their seasons of sport.
- 16) Be knowledgeable of the Fourteen Duties Related to Negligence Litigation and remind each coach to review these duties each year prior to that coach's first season of coaching each school year.

SEASONAL REPORTS

The Activities Director shall submit the seasonal reports to the Executive Director of Activities/Athletics & External Affairs no later than twenty-one (21) days after the conclusion of the first, second and third quarter seasons. The Activities Director shall submit the seasonal report and Year-End Report of Activities and Athletics to the Executive Director of Activities/Athletics & External Affairs prior to the last teacher work day of the school year.

Fourteen Duties Related to Negligence Litigation

Several obligations or duties have been identified as absolute requirements for coaches and athletics programs administrators. These standards have the weight of moral obligation for coaches and athletics administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

1. DUTY TO PLAN - This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously

implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.

2. DUTY TO SUPERVISE- A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.

3. DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION- Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS- Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of sport-specific equipment safety checklists can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

5. DUTY TO PROVIDE PROPER EQUIPMENT- Coaches and athletics administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be

checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

6. DUTY TO INSTRUCT PROPERLY- Athletics practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor- coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.

7. DUTY TO MATCH ATHLETES- Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

8. DUTY TO CONDITION PROPERLY- Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.

9. DUTY TO WARN- Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.

10. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE- Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.

11. DUTY TO PROVIDE EMERGENCY CARE- Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries - especially those that are potentially life-threatening.

12. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN – Athletics administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

13. DUTY TO PROVIDE PROPER TRANSPORTATION- In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmages or practices.

14. DUTY TO SELECT, TRAIN AND SUPERVISE COACHES - Athletics administrators will be

expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

MILLARD PUBLIC SCHOOLS COACHES AND ATHLETIC ADMINISTRATORS' RESPONSIBILITIES RELATED TO THE FOURTEEN DUTIES- MIDDLE SCHOOLS

1. DUTY TO PLAN	1 1	6 2	9 3	12 4	13 5	14 12	15 14	17 15	23 16	26 17	27 19	29 20	35 21	40 22	50 23	51 24	57 25		
2. DUTY TO SUPERVISE	1 1	9 2	14 3	15 4	17 5	18 9	19 10	20 11	22 12	26 14	27 15	28 16	33 17	41 18	42 19	46 20	57 21	22-25	
3. DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION	1 1	10 2	14 4	16 8	22 9	23 10	39 11	57 12											
4. DUTY TO MAINTAIN SAFE PLAYING CONDITIONS	1 1	6 3	15 4	27 5	35 8	48 10	57 11		14 14	17 17	19 19	20 20	22 22	23 23	24 24	25 25			
5. DUTY TO PROVIDE PROPER EQUIPMENT	1 1	26 4	27 8	48 10	57 11		14 14	17 17	18 18	19 19	20 20	25 25							
6. DUTY TO INSTRUCT PROPERLY	1 1	14 2	15 4	22 5	39 10	42 11	46 12	57 14		17 17	18 18	20 20	21 21	24 24	25 25				
7. DUTY TO MATCH ATHLETES	1 1	14 3	16 4	39 5	46 11	57 14		17 17	20 20	25 25									
8. DUTY TO CONDITION PROPERLY	1 1	39 4	46 5	57 8		11 11	14 14	17 17	20 20	24 24	25 25								
9. DUTY TO WARN	1 1	9 2	11 4	13 8	14 11	15 14	22 17	26 20	27 25	35 35	39 39	46 46	57 57						
10. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE	1 4	6 8	9 8	12 9	35 10	46 16	57 20		25 25										
11. DUTY TO PROVIDE EMERGENCY CARE	1 1	10 3	18 4	22 8	50 10	57 14		20 20	24 24	25 25									
12. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN	1 1	6 3	11 4	18 5	22 8	36 10	40 14	46 17	57 20		24 24	25 25							
13. DUTY TO PROVIDE PROPER TRANSPORTATION	1 1	6 3	9 4	11 8	36 10	57 14		15 15	16 16	17 17	18 18	20 20	22 22	25 25					
14. DUTY TO SELECT, TRAIN AND SUPERVISE	1 1	33 3	41 4	50 5	51 8	57 10		11 11	12 12	14 14	16 16	17 17	18 18	19 19	20 20	21 21	22 22	24 24	25 25

Numbers in black- related to coaches' responsibilities

Numbers in red- related to athletic administrators' responsibilities

DOCUMENTING YOUR RISK MANAGEMENT PROGRAM

The following items are recommendations from several sports management groups regarding methods to ensure that safety and health of the athletes and spectators have received attention.

- 1) Sports Participation Agreements Parent permission authorizing participation should be certified in writing.
- 2) Student & Parent Information /Emergency Contact Information and Medical Treatment Consent Form/Information and Release should be immediately available to the trainer or coaches
- 3) Sport Specific Warnings should be issued and comprehension statements executed by parents and athletes.
- 4) Medical History Questionnaires should be executed at the time of the required physical examination by the attending physician.
- 5) Athletics Injury Reports should be maintained for a period reflective of the state statute of limitations.
- 6) Comprehensive Facilities and Equipment Inspection Plans should be documented. In this regard, Facilities Inspection Safety Checklists should be issued to all activities supervisors.
- 7) Documentation of the Manufacturer Equipment Fitting and Wearing Recommendations and NOCSAE / NATA Recommendations were implemented. Some schools videotape the fitting procedures.
- 8) Maintenance Request & Response Forms should be maintained and facilities closed or made inaccessible if hazardous.

MINIMUM SUPERVISION COVERAGE OF ATHLETIC CONTESTS

SPORT	HOME EVENTS	AWAY EVENTS
Basketball All Levels	One Administrator	Coach
Football All Levels	One Administrator	Coach
Volleyball All Levels	One Administrator	Coach
Wrestling All Levels	One Administrator	Coach
Track All Levels	One Administrator	Coach
Tournaments	One Administrator	Coach

ADMINISTRATOR: For purposes of supervision at athletic events, administrators shall be defined as site administration, the site activities director, or certified staff designated by site administration as the

site supervisor for the event.

SUPERVISION: All supervisors, including coaches at home and away events, have the responsibility as part of their supervision duties at events to expect and enforce respectful behavior by all in attendance as well as to model respectful behavior so that their behavior and the behavior of their team members does not incite disrespectful conduct by spectators at the events.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Participation in the athletics programs of Millard Public Schools is a privilege, not a right. When you make the commitment to participate, you are agreeing to abide by the policies and procedures established by the NSAA, District, your school, and your coaches.

- 1) Provide positive support, care, and encouragement to your child and his/her team, coaches, and school.
- 2) Provide positive support and encouragement to the visiting team, their coaches, and school.
- 3) Maintain positive behavior and attitude at all athletic contests.
- 4) Respect the position and professionalism of the game official.
- 5) Refrain from the use of foul or inappropriate language.
- 6) Refrain from yelling criticism at your child and his/her coaches or team during athletic events.
- 7) Refrain from interfering with the coach.
- 8) Allow the coach to be responsible for your child during practices, games, and team related activities.
- 9) Refrain from making derogatory comments to players, other parents, game officials, or school administrators during athletic events.
- 10) Follow all District guidelines and regulations dealing with transportation to athletic activities.
- 11) Sign and submit, with accurate information, all required participation forms to the activities office.
- 12) Will not circumvent any rules or guidelines of the school or District.
- 13) Refrain from interfering with practices or games.
- 14) Respect and accept with dignity the final decision of officials.

SPECTATOR AND FAN CODE OF CONDUCT FOR MILLARD PUBLIC SCHOOLS

As a spectator attending a Millard Public Schools athletic event:

➤ I recognize

that the goal of this event is to provide young people with the opportunity for healthy competition in the spirit of sportsmanship and camaraderie.

➤ I recognize

that I have a role to project a positive and supportive attitude and to show respect toward all of the participants, including the officials, coaches, and student- athletes as well as other

spectators and game management staff.

➤ I recognize

that my words and behavior have a powerful impact on those around me and that I have a role to behave in a mature and dignified manner. I will not say, make, or promote profane comments, obscene gestures, offensive remarks, trash-talking, or taunting of any participant or spectator during the event. I should support and cheer for my team and not cheer against the other team or game officials.

➤ I recognize

that I should exhibit good character and provide a positive role model for all spectators and participants.

➤ I recognize

that attendance at an athletic event is a privilege, not a right, and that I am expected to represent my child, my team, my community, and myself with honor.

➤ I recognize

that for the orderly management of this event, I have a role to follow the directions of school officials and the game management staff.

➤ I recognize

that if my conduct during an event is not conducive to a positive environment (as determined by site administration and staff) for any of the participants, spectators, school officials, or game management staff, I may be asked to leave the event and I may be barred from attending future events.

Welcome to this MPS event. We hope you have an enjoyable time and thank you for your attendance and support!

A banner to emphasize the above statements should be available for public viewing in the main gymnasium of each middle school.

A Letter from the Executive Director of Activities/Athletics & External Affairs

Welcome to the Millard Public Schools activities program. I would like to take a moment to explain a small part of how the athletic and activities programs are conducted at our middle schools.

In each program, coaches and sponsors are responsible for team and/or program selection. The coaches and sponsors establish conditions for selection. This may be a very subjective process and any one of us might select different students for the team or program if we had the responsibility for selection. We believe, however, that it is the responsibility and right of the coaches and sponsors to select the members of the team or program with whom they will work for the season and/or event.

A key goal of any team or program is to use the best combination of students available, in the judgment of the coach or sponsor, to win the contest and/or have a successful event. Starting positions, playing time, and roles for a game or event are not guaranteed to any student. Some students may play a great amount of time in a game or receive a big role for an event while other students may not receive

what you and/or they consider to be “significant” playing or performance time. We believe it is the responsibility and right of the coaches and sponsors to determine the time and/or role earned by each student during each game or event.

Every team and program wants to win or have a successful event and each coach or sponsor wants to win or have a successful event. In the attempt to win or have a successful event, coaches and sponsors will use different strategies at appropriate times. These strategies might differ with the decisions you might have made if you were the coach or sponsor. The coaches and sponsors do the best that they can to make the proper decisions at the proper time so that our groups perform well and win the game or have a successful event. We believe it is the responsibility and right of the coaches and sponsors to determine the strategies used during a game or event.

There may be times when you have a concern about your student’s participation on our teams and/or in our programs. When these concerns arise, we ask that you use the following chain of communication to deal with the concerns:

*First: the parent/legal guardian should request a meeting with the coach or sponsor outside of class time, practice time, and event time. The coach or sponsor may request that the student attend this meeting.

*Second: if this step has not succeeded, then the parent/legal guardian may request a meeting with the Activities Director at the school. The student, coach or sponsor will be included in this meeting.

*Third: if these two steps have not resolved the concern, the parent/legal guardian and student may request a meeting with the Principal, in which the coach or sponsor, parent, student and activities director will attend.

*Fourth: if questions continue to exist, the parent/legal guardian may request a review by the Executive Director of Activities/Athletics & External Affairs. The District Director will review the steps taken and may hold a meeting in which the parent/guardian, student, coach, activities director and/or principal may be asked to attend.

Topics that will not be addressed by administrators in these meetings include playing time, game strategies, playing level, starters, student selection on teams, and comparison of students’ skills. These are decisions properly made by and discussed with our coaches and sponsors, and we support the freedom of coaches or sponsors to make these types of decisions. We believe that by using this approach, most of the concerns can be addressed and resolved at the most appropriate level.

We want our parents to be active participants in the activities that your children choose to participate. We want our parents to vocally support our teams and activities and all of the participants on our teams and in our activities. You play a crucial role, perhaps the crucial role, in the reputation of our schools’ athletics and activities. We request that you welcome the coaches and student participants of the schools that visit our schools to participate in athletic and activity events. These events are not possible without these people. We request that you welcome and yes, even support, the officials for the events in which the students and coaches will participate. The officials are just as important to the events as are the student participants and coaches. We also request that you cheer for our teams and players rather to cheer against the opposing schools, their participants, and the officials.

As mentioned earlier in this letter, we hope that if you have a concern about your child’s participation in an activity, you will follow the chain of communication to voice the concern. At this time

let's address a somewhat touchy subject--- the anonymous letter, e-mail, and/or voice mail to voice a concern. Activity directors often receive anonymous letters from parents and community members to address a concern about a coach and/or about an activity program. What we will attempt to explain is the view that often accompanies these messages from those who receive the messages.

In many professional settings, anonymous messages are often viewed as lacking credence; in other words, these messages are often taken with a huge grain of salt. Anonymous messages give the administrator the power to determine the accuracy and validity of the complaint. The anonymous messenger often believes that the administrator will, without hesitation, agree with complaints; however, that messenger cannot be sure about this agreement. We hope that if you have a concern, any concern, that you will demonstrate the courage to identify yourself as well as the concern. This allows the following to occur: 1) to determine the validity of the complaint and to ensure that we understand the concerns expressed by communicating with you, 2) to determine whether or not there is already a solution, policy, or procedure that covers the concern and to have an opportunity to explain this to the person seeking an answer, 3) to seek additional information in order to determine what action may or may not be appropriate, and perhaps most importantly, 4) to directly communicate what actions will or will not take place to address the expressed concern. While you may not agree with the opinions and/or actions that are taken, you will have the opportunity to know what those actions and/or opinions are. We hope that if you have a concern, you will provide us with the opportunity to address the concern and communicate with you what actions we did or did not take. We welcome the opportunity to communicate with you.

By being a parent/legal guardian and student in an activity, regardless of the time spent in the game or event, you can learn many valuable lessons. These lessons include, but are not limited to, accepting the role you are assigned, demonstrating good sportsmanship, appreciating good effort by any of the participants, respecting all participants, working for a greater role, practicing self-control, working cooperatively to accomplish a common goal, and accepting the responsibility for our actions.

We hope this information helps you to understand some of the beliefs of our athletic and activities programs. We wish our students and parents/legal guardians the best of luck with all of their pursuits, both in academics and activities. We thank you for the opportunity to work with your children.

Nolan Beyer, Executive Director of Activities/Athletics & External Affairs

BOOSTER CLUBS

Booster clubs may contribute to school programs with the approval of the school's administration. Booster clubs may be formed to help support school activities.

Booster clubs are separate and distinct organizations, and as such, are not governed by school or district policies. It is strongly suggested; however, that booster clubs regularly communicate and consult with the Principal or designee and the coach, sponsor or director of the programs they support and that booster clubs follow district policies regarding fundraising.

The roles of booster clubs are to: 1) support, encourage, and advance the activity or athletic program at the school, and 2) promote projects to improve facilities, equipment, or other items necessary to provide an adequate activity and/or athletic program at the school.

Schools and programs are not obligated to accept donations and/or support from any booster club.

Booster clubs shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the activity and athletic program of the schools and of the district.

Booster clubs shall do nothing that violates the rules of the NSAA or in any way jeopardizes the membership of the school and school district in said association.

Funds raised by booster clubs should be adequately accounted for and must be kept in accounts other than the school accounts because booster clubs are separate and distinct organizations. Financial records should be maintained by all booster clubs and should be open to perusal by school or District officials upon request if such funds are collected in the name of schools and/or school programs in the District. Between May 15 and May 29 of each school year the Activities Director will request a financial spreadsheet from each booster club associated with the school and/or school program that includes the following:

- 1) Each fundraising activity and the amount of money raised by each fundraising activity in which money raised was donated to the school and/or school programs.
- 2) The total amount of money donated and/or given to the athletic or activity program during the school year.
- 3) If money was donated and/or given to multiple school athletic and/or activity programs, the amount of money donated and/or given to each school athletic and/or activity program.

The Activities Director shall inform each booster club associated with the school and/or school program of the above guidelines at the beginning of each school year.

Any and all fundraising activities of the booster club should be communicated to the Activities Director prior to the initiation of the fundraising activities if the fundraising activity will use the name of the school and/or school program. Schools and school programs are not obligated to accept any money raised through booster club activities to which the school and/or school programs object. It is strongly recommended that booster clubs communicate its fundraising efforts with the Activities Director prior to the beginning of those fundraising efforts.

Millard Public Schools does not control the existence of booster clubs, for booster clubs are separate and distinct organizations; however, Millard Public Schools does control the choice to associate or not associate with booster clubs. Therefore, the Superintendent, Executive Director of Activities/Athletics & External Affairs, and/or Principal may end the school's association with any booster club at any time without cause. The Principal, Principal's designee, Executive Director of Activities/Athletics & External Affairs, Superintendent, or Board of Education may end a school's and/or school program's association with any booster club for any violation of the policies of the NSAA that would jeopardize the membership of the school and school district in the NSAA as well as any violation of local, state, and/or federal laws and/or policies by the booster club.

RESPONSIBILITIES OF PARTICIPANTS

Participation in the athletics programs of Millard Public Schools by your children is a privilege, not a right. When your child makes the commitment to participate, your child is agreeing to abide by the policies and procedures established by the NSAA, District, your school, and your coaches.

- 1) Respect and follow the rules of the school, teachers, coaches, and administrators.
- 2) Follow all training rules and Millard eligibility requirements. Students are responsible for maintaining their own eligibility.
- 3) Strive to perform to your best ability in the classroom. Understand the importance of an education. Students will think of themselves as students first and participants second.
- 4) Support all school activities to the best of your ability.
- 5) Promote good sportsmanship and character.
- 6) Responsible for modeling respectful behavior and the duty to ensure that their teammates refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
- 7) Exemplify good behavior, appearance, and conduct at all times. Respect others and their property.
- 8) Follow trip guidelines established by the coach/sponsor, and to ride the transportation provided by the school to and from the site of the event unless prior arrangements have been made and approved by site administration and all appropriate forms are signed and returned to the school.
- 9) Honor the traditions of the sport.
- 10) Abide by and respect the decisions of event officials.
- 11) Attend all classes the day of any contests or activities.
- 12) Condition properly so that you can safely and adequately meet the physical demands of the activity.
- 13) Responsible for payment of participation fees.
- 14) Acknowledge that substance abuse in any form while participating in activities may result in forfeiture of eligibility.
- 15) Responsible for returning all equipment and uniforms issued to the participant after the completion of any activity or after dropping out of that activity. Students shall pay for all items not returned.
- 16) Follow all District and school transportation guidelines.

HAZING

Hazing – Hazing shall be defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any group or activity operating under the sanction of the Millard Public Schools. Such hazing activity shall include, but not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any

unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing.

Hazing will not be tolerated in any Millard Public Schools activity or program. All incidents of hazing shall be reported to the Director for Student Services. If the incidents of hazing involve clubs or extracurricular activities and athletics, those incidents shall also be reported to the Executive Director of Activities/Athletics & External Affairs. Refer to Policy 5400, Rule 5400.6, Section II, Letter K.

Site Activities Directors and/or site administration must annually review hazing procedures with all coaches and activity sponsors.

Site activities directors are to ensure that hazing is annually reviewed with all student participants in co-curricular and extracurricular programs. Items to be addressed with student participants must include, but are not limited to, the following:

- 1) The definition of hazing.
- 2) The state of Nebraska defines hazing as a criminal offense.
- 3) Hazing is not tolerated in any form.
- 4) The maximum consequence for any student guilty of hazing is expulsion.
- 5) Students are not permitted to participate in co-curricular and/or extracurricular activities during the time of expulsion.
- 6) Positive alternatives to actions that may constitute hazing.
- 7) Students and parents have a responsibility to help the District prevent hazing.
- 8) Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes hazing should immediately report the hazing incident to their coach, activities director, and/or principal.

All students and parents are responsible for helping the District to prevent hazing. Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes hazing should immediately report the hazing incident to their coach, activities director, and/or principal.

When a student or parent reports hazing to a coach, teacher or counselor, the coach, teacher or counselor shall:

- A. If the alleged offending person is a District staff member or other adult, immediately report the matter to the building principal.
- B. If the alleged offending person is a student, depending on the seriousness of the alleged conduct, the coach, teacher or counselor shall:
 - a. Immediately report the matter to an assistant principal or the building principal, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs.
 - b. The assistant principal or the building principal, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs shall immediately report the matter to the Title IX Coordinator.
 - c. the assistant principal or the building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose disciplinary sanctions pursuant to the Standards for Student Conduct and undertake

other appropriate actions to redress any such conduct and prevent its future recurrence.

When an assistant principal or building principal receives such a report of hazing, they shall:

- A. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Assistant Superintendent of Human Resources.
- B. If the alleged offending person is a student, the assistant principal or building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose disciplinary sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.

When the Assistant Superintendent receives such a report of hazing, he or she shall:

- A. If the alleged offending person is a District staff member, immediately investigate the matter in accordance with the District's personnel procedures and implement appropriate disciplinary action against the staff member.
- B. If the alleged offending person is an adult, but not a District staff member, immediately investigate the matter in cooperation with other involved District administrators and implement appropriate corrective actions.

When any other District personnel receive such a report of discrimination or sexual harassment, they shall immediately report the matter to an assistant principal or the building principal.

Camps, Clinics, or Leagues Conducted by Millard Public School Employees Within the Scope of their District-Assigned Coaching Duties

Please contact the building Activity Director for the appropriate forms.

Camps, Clinics, or Leagues Conducted by Millard Public School Employees as Independent Contractors

Please contact the Building High School Activity Director for the appropriate forms.

DONATION AGREEMENT

This Donation Agreement is made on the last date written below, by and between the undersigned Donor and Douglas County School District No. 17, which is also commonly known as the Millard School District.

WITNESSETH:

WHEREAS, the District provides the NOCSAE certified athletic protective equipment including but not limited to football helmets, and baseball and softball helmets, for its students who participate in such athletics and does not allow students and/or their parents to provide their own such NOCSAE certified athletic protective equipment; and

WHEREAS, the Donor desires for their child to use, while participating in such athletics with the District, NOCSAE certified athletic protective equipment other than the NOCSAE certified athletic protective equipment provided by the District; and

WHEREAS, the District and the Donor are now entering into this Donation Agreement so as to accomplish the matters hereinafter set forth, subject to the terms, restrictions, and requirements also hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Donor hereby donates and delivers in conjunction with the execution of this Donation Agreement, to the District, via the below designated District middle or high school, the sum of \$ _____, for the purposes hereinafter set forth, and subject to the terms and restrictions hereinafter set forth.
2. The District hereby receives and accepts the Donor's donation and shall use it to purchase NOCSAE certified athletic protective equipment consisting of _____

The cost to prepare the subject NOCSAE certified athletic protective equipment (including, but not limited to the painting of helmets in approved/official colors) must be included and is included in the sum stated in Section 1. If such NOCSAE certified athletic protective equipment is not readily available for purchase by the District, then the Donor's donation will be returned to the Donor and this Donation Agreement will be automatically voided. Any portion of the Donor's donation which may remain after the District's purchase of such NOCSAE certified athletic protective equipment, shall be deposited in the subject school's student activities fund.

Except only pursuant to a signed written amendment as provided in Section 10 of this Donation Agreement, the Donor's donation is irrevocable and not refundable and the Donor may not in any manner revoke, rescind, withdraw, modify, alter, amend, or change

the donation.

3. The subject NOCSAE certified athletic protective equipment shall be and shall remain the sole property of the District, and the Donor shall not have any property interests or ownership interests therein.
4. The subject NOCSAE certified athletic protective equipment shall be made available for use by the Donor's child while participating in the involved athletics at the subject school, provided that in the sole judgment and discretion of District personnel, the subject NOCSAE certified athletic protective equipment fits the Donor's child and the present condition thereof makes it safe and proper for the Donor's child to use and wear it.
5. The subject NOCSAE certified athletic protective equipment shall be maintained and repaired by the District, only in the ordinary and customary manner which the District maintains and repairs similar District issued NOCSAE certified athletic protective equipment. Other than such ordinary and customary maintenance and repairs, the District shall not in any manner be required to purchase or obtain any special, unique, or individualized maintenance, repair, or replacement parts or services. If in the sole discretion and judgment of District personnel the subject NOCSAE certified athletic protective equipment is not safe or proper to be used, or does not meet NOCSAE certification requirements, then the use thereof shall be discontinued and the Donor's child shall be provided other District issued NOCSAE certified athletic protective equipment which is the same as that provided for other participating students at the subject school, and the District shall not be required to purchase new NOCSAE certified athletic protective equipment of the same kind as the subject NOCSAE certified athletic protective equipment, nor required to replace or provide NOCSAE certified athletic protective equipment of the same kind as the subject NOCSAE certified athletic protective equipment.
6. The subject NOCSAE certified athletic protective equipment shall remain at the subject school and it shall not be transferred or moved to another District school to which the Donor's child either transfers to, or advances to.
7. The Donor shall not have any rights to designate other students who may use the subject NOCSAE certified athletic protective equipment.
8. The District provides its students with NOCSAE certified athletic protective equipment which is proper for the involved athletics and meets applicable industry standards and requirements and nationally recognized standards. The District enters into this Donation Agreement and accepts the Donor's donation not because the District issued NOCSAE certified athletic protective equipment is in any manner inferior or inadequate, or because the subject NOCSAE certified athletic protective equipment is of better quality or superior. Instead, the

District enters into this Donation Agreement and accepts the Donor's donation so as to accommodate the Donor's personal preference. Nothing in this Donation Agreement constitutes, or shall be construed to constitute, an admission or inference that the District issued NOCSAE certified athletic protective equipment is not appropriate, is inadequate or of lesser quality, or is not proper and safe to be used by District students.

9. The Donor, on his/her own behalf and on behalf of his/her child, waives and releases the District and its officers, officials, personnel, employees, and agents, from any and all claims, causes, actions, liabilities, damages, injuries, obligations, costs, and expenses which may arise in conjunction with the use of the subject NOCSAE certified athletic protective equipment by the Donor's child, and shall indemnify and hold the District and its officers, officials, personnel, employees, and agents harmless from and against any and all claims, causes, actions, liabilities, damages, injuries, obligations, costs, and expenses which may arise in conjunction with the use of the subject NOCSAE certified athletic protective equipment by the Donor's child.
10. This Donation Agreement may only be amended by mutual consent of both the Donor and the District, via a written and signed addendum. This Donation Agreement is not assignable and it contains the entire agreement and understanding of the parties, and it supersedes all other previous communications, agreements, and understandings between the parties.

DATED: _____

DONOR

DOUGLAS COUNTY SCHOOL DISTRICT NO.
17, which is also commonly known as the
MILLARD SCHOOL DISTRICT

DATED: _____

By _____, of
the _____
_____ School