

## 2017-18 BANCROFT-ROSALIE HIGH SCHOOL'S PHILOSOPHY ON ACTIVITIES

The purpose of this handbook is to share important knowledge and explain rules and regulations to the student participant. Activities are considered an integral part of Bancroft-Rosalie School's program of education, which provides experiences that help students physically, mentally and emotionally.

It is our belief that the 7/8-grade program will emphasize student participation over sports competition during regular season play (Exception, in tournament competition we will play to win). In High School, students in grades 9-11 are prepared for Varsity competition through our J.V. programs, which emphasize fundamentals that will help prepare these athletes to compete at the Varsity level. In Varsity athletics, competition is emphasized over student participation but coaches are encouraged to sub freely when the opportunities arise.

Participation in activities both as a participant and as a spectator is an important part of the student's total educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the parents, to the community, to the entire student body and to the participants themselves. These activities enhance citizenship, teach the individual responsibility, promote loyalty, and develop a sense of school pride.

A variety of activities are offered to meet the many interests of the Bancroft-Rosalie students. Participation is encouraged.

The following activities are approved for the 2017-2018 school year.

Cheerleader	9-12	Boys Golf	9-12
Football	7-12	Play Production	9-12
Volleyball	7-12	Speech	9-12
Basketball	7-12	Student Government	7-12
Track	7-12	Spanish Club	9-12
Instrumental Music	5-12	School Publications	11-12
Vocal Music	K-12	Honor Society	11-12
Art	K-12	Girls Golf	9-12
Academic Team	9-12	Baseball	9-12
Softball	9-12	Cross Country	9-12
<b>Wrestling</b>	<b>7-12</b>	<b>Unified Bowling</b>	<b>9-12</b>

### ADMINISTRATION OF THE ACTIVITY PROGRAM

The Superintendent is ultimately responsible for all phases of the activity program. The organization and administration is delegated to the Principal. Any problems should follow the chain of command.  
Board of Education

Superintendent

Principal- Activity Director

Athletic Director

Activity Sponsors

Head Coaches

Club Sponsors

Assistant Coaches

Jr. High Coaches

## **STATE AND CONFERENCE AFFILIATIONS**

Bancroft-Rosalie Community School is a member of The Nebraska School Activities Association and the East Husker Conference and will abide by the rules and regulations of the East Husker Conference Constitution and the NSAA Yearbook.

Coaches/Sponsors please become familiar with the sections in the NSAA Yearbook that apply to your activities.

**Loyalty** - Support other activities. Success of our total program comes about only when everyone pulls for everyone else. Our goal is the success of each and every student in the school system, as well as every child in the community.

**Eligibility** - Students must be present for six periods of school, they can miss 2 full periods during the middle of the day or a time equivalency of 100 minutes to be eligible to participate in a practice session, game or extracurricular event that night unless special arrangements are made with the administration in advance. Arrangements must be made before 7:45 am. On a regular school day students must be in school by 10:00 AM and cannot leave before 1:50 PM to meet the above criteria.

To be eligible for extra-curricular events or contests, the student must be passing six classes of which they are enrolled. Students cannot have a flunking grade in the same class for three consecutive weeks. If they do they will become ineligible until they are passing that class. Grades will be taken after the second week of each semester. Teachers will turn in all 7-12 grades by 8:15 a.m. on every Tuesday, at that time a student must be passing 6 out of their 7 classes or they will be put on probation for their first offense, (students will get one probationary week each semester) after that they will be ineligible for all activities the following week. Eligibility will run from Monday to Monday. Students must meet the eligibility status to participate in any activities or contests. Parents will receive a letter from the school when their child is ineligible which will inform them of the classes and the grades that their child is down in. The letter will also include the date of the week when they will be ineligible.

All other eligibility policies as stated by the Nebraska School Activities Association must be in compliance. Students not passing four classes for the semester will be ineligible for the succeeding semester.

Students serving in-school suspensions will not be allowed to participate in Extra Curricular activities or practices. Out-of-school suspensions will make the students ineligible for participation those days.

## **SUPERVISION**

**Liability** - Act as a prudent person would in all situations and supervise all phases of the program.

**Emergencies** - Use first aid and call an ambulance if necessary. Notify the parents of any injury.

**Church Night/Sunday Practices** - No contests, practices, or meetings will be scheduled after 6:15 p.m. on Wednesdays. No practices or meetings will be scheduled on Sundays, exceptions can be made by the Superintendent for Conference, District and State Activities the following Monday.

**Facilities** - The Principal/Athletic Director will arrange the times and places for use of facilities by all organizations.

**Pre-event Preparation** - Each coach or sponsor should check with the Principal and custodian to be sure all arrangements have been made for the event. Coaches and sponsors are responsible for field or gym set up.

**School buildings and locker rooms** - The coach or sponsor is responsible for all group members when the school building or locker rooms are in use. It is their responsibility to organize a supervision system. Report any damage to the principal as soon as possible. Assist in the pick-up and appearance of your area. Do not loan keys to students.

**Gymnasium and Field** - Group members must be supervised at all times during practices, games and activities.

**Transportation** - Arrangements should be made in cooperation with the Administration. Fill out a transportation request when a special trip is needed. The coach or sponsor is responsible for safe and proper behavior of the group on all bus trips. All passengers in school vans must wear a seat belt. Text Messaging while driving by School Employees is not allowed. School employees shall not engage in text messaging when driving school vehicles or when driving personal vehicles while on school business.

**Equipment and storage** - The coach or sponsor is responsible for handing out and collecting all equipment. Record all equipment issued. All equipment must be stored properly, and the principal should be given an inventory with the storage room indicated on it.

**Contests during school time** - When students are to be absent because of an activity, prearranged forms should be handed out two days in advance so teachers can plan classes accordingly. The roster will be run in the bulletin. Activities will be scheduled so that a minimum of school time is lost.

**Permission Forms** - Athletic permission forms are part of the physical form. Students must obtain parental permission on their prearranged absence form before attending an activity, other than athletics, on a school day.

**By-Laws/Constitution** - Each club must have a Board approved set of by-laws to govern its operation. The by-laws must address the purpose of the club, membership, meetings, officers and awards.

**Meetings** - All meetings shall be held during lunchtime or outside of the school day. Each club or class should have regular meetings, following proper rules of order with minutes kept. The sponsor and group secretary shall present the monthly financial statement.

**End of year Report** - Due two weeks after the season or at the end of the school year. The coach or sponsor shall complete and submit a summary report, which will include:

1. Participants and/or letter winners (including managers)
2. Competition results and activities, both team and individual
3. Awards given and winners
4. Inventory list
5. Budget requirements
6. General comments for both the past season/year and the next year

**Activity Guidelines** - Each coach or activity sponsor should supply the students with activity guidelines approved by the Administration.

Include the following information:

1. Schedule of events
2. Practice or work schedule
3. Requirements for awards (Letters)
4. Dress codes, training regulations, or other pertinent information

**Suspensions** - Each student will be ensured of Due Process. Due Process consists of the following steps:

- 1) Inform the student of the rule and the possible penalties
- 2) If there is an alleged violation, tell the student what they are accused of doing and the evidence against them (notice).
- 3) Allow the student and their parents an opportunity to explain their version of the facts (hearing).
- 4) Explain and impose the penalty, contact parents.

- 5) Give the student an opportunity for an appeal. Students should be notified of the rules and possible penalties in their activity guidelines. When an alleged violation occurs, the sponsor must give the student notice and give a report to the Principal. If requested, the Principal will set up a hearing with himself, the sponsor, the student, and the parents and rule on the situation. An appeal can be made within three days of the ruling to the Superintendent.

#### **Dismissal of an Athlete from the Team**

Before any athlete is dismissed from any athletic team or school activity, coaches/sponsors must have administrative approval and a meeting with the following people: Coach/sponsor, athletic director, administration, parents and student involved.

**Alcohol & Illegal Drug Use**- Students found guilty of illegal possession or use of alcohol, drugs, synthetic drugs, inhalants, vaping products, drug paraphernalia or tobacco; through the courts, witnessed use by a teacher, or confessed use by that student will result in the student being suspended for a minimum of two activities on the first offense. Any subsequent offense will result in a seasonal suspension. Coaches and activity sponsors have the authority to impose stricter training rules for their areas.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

The following is a list of Events, Contests, and Dances, etc... Those students will be held out of if they are ineligible or if they are sitting out of two activities for our Drug/Alcohol Policy:

- **All Athletic Contests Varsity, J-V & Jr. High**

-Football      -Volleyball      -Basketball      -Baseball      -Track      -Golf

- **Social Events such as:**

-Homecoming Dance      -Jr. High Dances      -Senior Sneak Trip

- **Fine Arts activities such as:**

-1 Act Play      -School Play      -Speech Contests  
- Music Contests      -Band/Parade Contests      -Concerts  
-Quiz Bowl      -Academic Contests      -Christmas Programs/Concerts

The following is a list of Events that students will not be held out of:

- Educational Field Trips    - Graduation    -Fine Arts Banquet      -Athletic Banquet      -Prom

#### **SCHEDULES**

The Principal & Athletic Director will do all the scheduling. The changing of schedules is the responsibility of the Principal & Athletic Director. Input from coaches and a sponsor is important, but no coach or sponsor has the authority to schedule, cancel, or postpone activities without approval of the Principal or Athletic Director. Emphasis will be placed on scheduling activities outside of regular school hours.

**Activities and Contests During the School Day** - Administrative personnel and sponsors shall exercise every possible means to schedule activities and athletic contests in such a manner as to cause minimum interference with scheduled classroom time. If school is cancelled for any reason other than weather, activities will not be cancelled if the activity can be held at another site. Examples- no electricity or no water at the Bancroft-Rosalie School Building.

**Parents Night** - Parents Night will be held for high school volleyball, cheerleading, football, and boys and girls basketball parents.

### Dismissal Guidelines for State Activities

State Volleyball on Thursday at Lincoln 9:00 or 11:00 No School. If we lose either of the early games regular school on Friday. If we play at 6:30 - 2:00 Dismissal, 8:30 game- regular Dismissal. If we play either of the late games no school on Friday. If we play on Friday at Lincoln 2:00 & 4:00 - No school

### State Basketball

9:00 am, 10:45 am games- No School Thursday, regular school day Friday.  
7:00 pm, 8:45 pm games- Regular school day Thursday, No School Friday

### State Football

Home Games- All home games will be played no earlier than 5:00 pm if possible. If opponents are more than 100 miles away and they want the game scheduled earlier than 5:00 pm, school will be dismissed 90 minutes before the game.

Away Games- School dismissal will be based on distance to host site. Time will be determined by adding anticipated travel time + 1 hour. If this would place dismissal time before noon, there will be No School.

### State Tournaments

If lodging is used for State Tournaments only coaches, players, bus driver and student managers (people we get reimbursed for from the NSAA) will be allowed.

**Homecoming** - The student council and cheerleaders will be responsible for organizing homecoming. The administration will set the date for the game and dance.

**Practices** - Make a daily schedule and follow it. Practices held when school is not in session need to be approved by the administration in advance. With three Gyms we will try to end all practices at the same time and just run one after practice bus.

**Hosting Tournaments or Contests** - The Athletic Director will be in charge of running any athletic tournaments hosted by B-R. The Activities Director will be in charge of other activity contests hosted by B-R. The coaches or sponsors will assist in directing the tournaments or contests.

**Publicity** - It is the duty of the coach or sponsor to handle publicity for the team. Please use proper discretion in any comments made.

**Managers** - Every coach or sponsor should encourage students to serve in this area. A list of duties should be made up and given to the manager. Elementary managers (Limit of 2) will not be allowed to be dismissed prior to 2:00 on school days Coaches/sponsors should make their own arrangements for having events videotaped.

**Clinics or conventions** - The school district will pay registration fees for head coaches/sponsors to attend one clinic in their respective activity. The school will also pay for membership in the Nebraska Coaches Association for high school coaches.

**Activity Trips** - Sponsors and Bus Drivers should check the daily bulletin and your Activity Schedule that covers each quarter of the school year to find out the time of departure for your activity. Sponsors need to take a school cell phone along and have a list of the students along with their Emergency Information forms and phone numbers.

### **Bus Drivers Procedure:**

1. Drivers are to arrive at the bus approximately 20 minutes before the bus is to depart on the activity. (30 minutes for band trips)

2. During the first 10 minutes you are to:
  - A. Do your Pre-trip inspection.
  - B. Fill up with gas/fuel if needed. Bus drivers are to spreads out gas purchases between Rude's, Co-op, and Bancroft Elevator (Sebade's). Use common sense when deciding where to fill-up.
3. Be at the site to leave at least 10 minutes before the time to depart. (20 minutes for band trips)
4. Check with the Activity Sponsor on the route to take and drive to the activity trip. (Obey all Traffic Laws and NO Speeding)
5. Write down any problems and put note on mileage clipboard so the next driver will see it.
6. Sweep and clean out bus.
7. Throw trip trash bag away and put in a new trash bag.
8. If you think you will need to add gas/fuel on the activity trip have the sponsor pick up a school check before you leave or pay for gas/fuel yourself, turn in the receipt the next day and you will be reimbursed for what you paid for.
9. If you have any questions about a trip contact the Office as soon as you can.

**Van Drivers:** Fill up the vans at Co-op when it is open and at Rudes when Co-op is closed. Please clean up your trash after you use the vans. Capacities for each of the Vans are: Silver – 6 plus the driver, 2008 Suburban – 7 plus the driver, 2010 Suburban is 8 plus the driver. White vans can hold 10 plus the driver.

**Sponsors** Be familiar with the Bus Driver procedure. If you feel that the driver is not driving as safe as he/she should, tell them how you feel and if the driving does not improve report it to the administration as soon as possible.

## **ATHLETICS**

Make students aware of the dangers of the sport and use up-to-date training methods.

**Physical Examinations** - All athletes are required to have these before starting practice. The physician and the parents must sign the card. The parents also need to sign that they have or will purchase insurance.

**Off-season Programs** - The coach must supervise and organize any off-season program. The program should not interfere with the sport in season. The Principal must approve all programs. The weight room will be open during the summer with all coaches taking turns monitoring it.

**Hiring Officials** - Coaches should supply a list of acceptable officials prior to the start of the season. The Athletic Director will hire those officials that are available.

**Scouting** - The school district will provide a vehicle for coaches to scout future varsity opponents. The coaches are responsible for obtaining personnel for scouting purposes.

## **Senior High Sports Seasons**

All interscholastic sports are divided into three seasons - fall, winter, and spring.

The division of sports, the date of the first organized practice, and the closing of the season shall be as follows. No individual may participate simultaneously in more than one sport per season.

<b>Fall</b>	<b>Opening Practice</b>	<b>Close of Season</b>	
Boys Football	August 7	Playoffs First Game	October 27
Girls Volleyball	August 7	State Tournament	Nov. 9-10-11
Girls Golf	August 7	State Tournament	October 9-10
Softball	August 7	State Tournament	October 12-13-14
Cross Country	August 7	State Meet	October 20

**Winter**

Boys Basketball	November 13	State Tournament	March 8-9-10
Girls Basketball	November 13	State Tournament	March 1-2-3
<b>Wrestling</b>	<b>November 13</b>	<b>State Meet</b>	<b>February 15-17</b>
<b>Unified Bowling</b>	<b>TBA</b>	<b>State Meet</b>	<b>December 4</b>

**Spring**

Boys/Girls Track	February 26	State Meet	May 18-19
Baseball	February 26	State Tour.	May 12-17
Boys Golf	February 26	State Meet	May 22-23

**7th & 8th Grade Sports Seasons**

All interscholastic sports for the 7th/8th grade students are divided into three seasons: fall, winter, and spring. The date of the first organized practice, and the closing of the season shall be as follows.

**Fall**

Football	August 17	October 16
Volleyball	August 17	October 16

**Winter**

Boys Basketball	TBA	December 18
Girls Basketball	January 2	February 27
Wrestling	TBA	March 6

**Spring**

Boys & Girls Track	TBA	May 7
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**Letter Requirements****Football**

- Must play at least 1 quarter for every game we have (Example- 8 games, the athlete must have played in at least 8 quarters during the season).
- Successful completion of the season
- The recommendation of the head coach

**Volleyball**

- Must participate in 1/2 of the Varsity games
- Successful completion of the season
- The recommendation of the head coach

**Softball**

An athlete must be in good standing and a member of the team at season's end in order to receive a participant's certificate. An athlete must finish the season and earn 35 points to letter.

- One-half of a point for every varsity inning played
- One point for each summer activity of participation in this sport (3 max)
- One point for each year out for the sport
- One point for each previous sport season (two maximum)
- One point for quarterly honor roll
- One point for completion of summer weight program
- Deduction of one point for each week on the down list
- Deduction of 10 points for not participating in track
- Automatic 30-point reduction for alcohol/drug policy violation
- Poor school behavior reports will result in point reductions
- Ultimately, all letter requirements will be determined by the coach!

**Boys Basketball**

- Must participate on the average of 1 quarter per varsity contest (Example- 24 games, the athlete must have played in at least 24 quarters during the season).
- Successful completion of the season
- Recommendation of the head coach

**Girls Basketball**

- Must participate on the average of 1 quarter per varsity contest (ex. 20 varsity games, must have 20 quarters)
- Successful completion of the season
- Recommendation of the head coach

**Boys & Girls Track**

- Place 1st -6th at any of the track meets we participate in (Must finish ahead of another participant).
- Successful completion of the season
- Recommendation of the head coach

**GAME/CONTEST LIMITS**

A. Varsity Football - 9 inter school games excluding conference or state playoff. No more than one within one week, except in playoffs.

B. Junior Varsity Football - 6 inter school games. No more than one in one week.

C. Junior High Football - 6 inter school games. No more than one in one week.

D. Varsity Volleyball – determined by NSAA point system, (Maximum of 30 competition points).

E. Junior Varsity Volleyball - 12 inter school contests.

F. Junior High Volleyball - 14 contests, including tournaments. No more than 3 contests in 1 week.

G. Varsity Basketball – 18 games + 2 Tournaments or 20 games

H. Junior Varsity Basketball - 16 inter school contests.

I. Junior High Basketball - 12 inter school contests. No more than three contests within one week.

J. Track/Cross Country - 9 major meets (4 or more teams) and 3 minor meets. No more than 2 meets per week.

K. Junior High Track - 8 meets.

L. Baseball/Softball 24 dates + State Tournament

M. Golf - 12 Meets

N. Wrestling – 10 Tournaments and 8 Duals plus District and State

A contest in volleyball and basketball can consist of either 1 scheduled game or 1 scheduled tournament.

\*\*Due to the large number of participants in Jr. High and Junior Varsity Sports whenever possible we will try to play an A and B and C Team games if both teams' numbers permit so that all of the players will get adequate playing time.



## **Guidelines for Lightning Safety**

Flash to Bang - This method is used to assess how far away lightning is striking. It is determined by counting the number of seconds it takes to hear a clap of thunder after witnessing a flash of lightning. The number of seconds is then divided by five to get the distance, in miles, to the lightning flash. Generally a 30-second or less flash-to-bang count suggests removal of the athletes from the field to a safe shelter is advisable.

Evacuation - If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators should evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.

Thirty-minute rule - Once lightning has been recognized, it is recommended to wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard. Given the average rates of thunderstorm travel, the storm should move 10-12 miles away from the area. This significantly reduces the risk of local lightning flashes. Any Subsequent lightning or thunder after the beginning of the 30-minute count should reset the clock and another count should begin.

## **Complaint Policy for Coaches**

1. All complaints must be put in writing and given to the Athletic Director. (Complaints will be kept on file and a copy given to the Coach)
2. Coaches will not talk to disgruntled parents after a game. If a meeting is requested it will be held with the parent, the coach, and the A.D. present
3. The following is a list of items that Coaches decide and are not open for discussion with parents:
  - Playing Time
  - Strategies
  - Roster moves (such as Starters and who suits up for Varsity)
  - Other Players
4. Anyone who violates these procedures will be subject to suspension from some or all home athletic contests.