

GRADES 7 - 12

ACTIVITIES POLICY HANDBOOK

FOR

STUDENTS/PARENTS/GUARDIANS

HARTINGTON-NEWCASTLE PUBLIC SCHOOLS

HARTINGTON, NEBRASKA

2015-2016

INTRODUCTION

Dear Students:

The basic concept of teamwork is that through working as a group we can become stronger than we can working as individuals. In other words, we are “better together.” I hope this idea is the basis for a great school year and a great activity year at our newly merged Hartington-Newcastle Public Schools. One of the ways we can become “better together” to enhance our educational experience is by participating in activities. In addition to teaching us about teamwork and reaching common goals, activities play an important role in teaching us life lessons about overcoming adversity and handling winning and losing with class.

In our school, everyone is invited to participate in activities. Through your effort and dedication, we can make this an outstanding school year. As you become involved in activities, please remember you are representing our school and we are counting on you to do so with class.

Please take the time to read the activities handbook. In addition to the Student/Parent handbook, this handbook explains the procedures, policies, and regulations of the activities offered. Eligibility requirements are explained in this handbook as well. Please keep in mind that some policies such as the Tobacco, Alcohol, and Drug policy (TAD) are in effect 365 days of the year.

This is going to be a great year to be a Wildcat! With your hard work and dedication, we will show everyone that we are “better together.”

Sincerely,

A. J. Johnson
7-12 Principal

NONDISCRIMINATION

It is the policy of the Hartington-Newcastle Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment, the Federal Rehabilitation Act of 1973 and the Nebraska Equal Educational Opportunity Act.

Persons who believe they have been discriminated against, denied a benefit, or have been excluded from participation in any district education program or activity in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

NSAA SPORTSMANSHIP CODE

All participants and fans should:

- *remember high school sports are a part of the educational process.
- *maintain self control at all times.
- *show support and enthusiasm by cheering your team not degrading the opponent.
- *applaud the outstanding performance of all athletes.
- *know, understand and appreciate the rules of the contest.
- *respect the effort and decisions of contest officials.

The administration, athletic director, and coaching staff ask our parents/guardians and students to refer to the last page of this handbook. **Sportsmanship** is truly as important as the game itself.

SCHOOL COLORS AND MASCOT

The colors for Hartington-Newcastle Public Schools are **purple** and **white**. Hartington-Newcastle Public Schools is proud to use the "**Wildcat**" as its official school mascot and emblem. The Student Council and/or the cheerleading squad will determine the selection procedures for the mascot. The mascot will attend all home football, volleyball, and basketball games. The mascot might also attend conference tournament and district tournament games. The purpose of the mascot is to promote school spirit, sportsmanship, and to try to involve the fans in a positive manner. The mascot will not provoke the opposing team, coaches, fans, or the referees. The mascot will not perform any types of jumps or tumbling routines. The student(s) selected to be the mascot must remember that their actions are a reflection on Hartington-Newcastle Public Schools. The TAD policy and academic eligibility policy apply to the mascot.

ELIGIBILITY ACTIVITY RULES

The Hartington-Newcastle Public Schools boys and girls who are participating in activities are before the public throughout the school year and should portray a positive image. Students should prevent adverse public reaction and prevent dissension within the various groups and/or activities. For the welfare of all participants and the school, it is imperative that the quality of standards, conduct, appearance, dress, training and eligibility be established as part of the activities program.

PHYSICALS

Any student going out for athletics at Hartington-Newcastle Public Schools will be required to meet with the **athletic director**. In order to participate in athletics, the student must have on file the following:

- A. A **physical form** completed by a medical doctor. This is a must for participating in football, volleyball, basketball, track, golf and cheerleading. This must be on file with the athletic director **prior** to students taking part in practice or playing in their respective sports
- B. A **student's signature** of acceptance and knowledge of the extra curricular activity policy.
- C. A **parent's signature** of acceptance and knowledge of the extra curricular policy.
- D. An **emergency card** completed and signed by parents/guardians.
A Tobacco, Alcohol and Drug Abuse Policy **form** signed by parents/guardians and the student indicating the policy has been **received**.

ATTENDANCE

A student must be in attendance for one half day the day of the scheduled event in which they are a participant. Appeals for exemption to this rule must be made to the administration prior to the absence.

PRACTICE ATTENDANCE

Students are expected to be at all practices scheduled by the instructor. Should students not be able to attend a practice, they must contact the instructor in advance. When students are absent from school, they do not need to notify the instructor; however, most sponsors appreciate knowing the reason why students are absent from school.

ELIGIBILITY STANDARDS WEEK-TO-WEEK

All students participating in interschool or extra curricular activities must meet the academic eligibility standards established by Hartington-Newcastle Public Schools. The standard established is that students shall be passing all classes in order to participate in interschool or extra curricular events. An interschool activity is defined as competition between schools or individuals. An extra curricular activity is an activity in which a student does not receive a grade or credit.

Each teacher will submit to the principal by noon on Monday a list of students who are cumulatively failing (F) (ineligible list) or who are in danger of failing (warning list) to meet class requirements. The principal will send a report to the parents/guardians of these students on a weekly basis.

Students who receive a **third** ineligible notice in a course will be automatically ineligible for all interschool and extra curricular activities for the week running from Tuesday morning to Tuesday morning or the next time the list is due in the principal's office. Students will be allowed to participate in practice sessions, but will be ineligible to participate in interschool or extra curricular events.

A student may be able to **delete** an ineligible notice from their record by staying off the ineligible list for two consecutive weeks. (Example: A student who has received an ineligible notice for the fifth and sixth weeks, but who stays off for the seventh and eighth weeks shall be listed as having one notice.) The eligibility period will run for a quarter. Students who have incompletes at the end of a quarter shall go through the **SAT** process. Incompletes due to reasons for which the faculty absenteeism committee has recommended a waiver for absences to the Board of Education shall not be considered as failing.

OFF-SEASON PROGRAMS

Students in activities are encouraged to participate in camps during the off-season. FFA Leadership workshops such as Colt, Peak, WLC and NAYI are encouraged for students to attend. Open gym and weight lifting are available to students during the summer. Coaches ask the parents to encourage their children to attend these sessions. Speech, drama, music, leadership and student council workshops and camps are also available. More information is available through the activity sponsors.

ACTIVITY BUS RULES

1. Students are not to move around in the bus while it is moving.
2. Conduct of the students on the bus should reflect that of a good citizen. Student's actions not tolerated in the school building will also not be acceptable in the activity bus.
3. The activity sponsor shall determine whether or not the bus shall make stops during the trip.
4. Students who do not conform to the rules shall be reported to the building principal by the sponsor.
5. The sponsor and participants are responsible for seeing that the bus or van is left clean and neat at the completion of the activity trip. The sponsor will check the condition of the bus at the end of the activity trip.
6. These rules are made so that students, as well as sponsors, may enjoy the school activity trips.

WEIGHT ROOM

Students are not to use the weight room at any time without permission and supervision. The room is to remain locked when not in use by participants and coaches. All **adult** users of the weight room must first sign a "**waiver of liability/release form**" and have said form on file in the Hartington-Newcastle Public Schools Business Office.

LOCKER ROOM SUPERVISION

Coaches will supervise the locker rooms. However, the school **is not** responsible for lost/stolen items. A padlock on the locker is highly recommended.

SCHOOL INSTRUMENTAL RENTAL POLICY

It is the policy of Hartington-Newcastle Public Schools that all students using school instruments are liable for upkeep on the instrument. This will be handled by the instrument rent that each student pays to the school. Students owning their own instruments that are switched to school instruments by the director are not liable for rent. All students will be required to fill out an instrument rental contract to be signed by the student and the parent at the beginning of the school year.

All school instruments rent for **\$25.00** a year and percussion instruments for **\$15.00** per year. Each student is liable for any repair cost due to their own carelessness with any school instrument.

All students are expected to place their instruments in the storage room when not in use. All students are expected to supply their own reeds and drum sticks.

SEASON TICKET INFORMATION

Students and adults are encouraged to purchase **activity tickets** at the beginning of the school year. The prices for season passes are **\$25.00** for students and **\$40.00** for adults. Your season passes WILL NOT be honored neither at invitational tournaments nor at activities sponsored at other schools.

Senior citizens will be issued free passes to attend events at Hartington-Newcastle Public Schools.

SCHOOL INSURANCE

School accident and athletic insurance may be purchased by the students from an independent insurance representative. This accident insurance does not cover high school football practice or the interscholastic football contests. Special football insurance must be purchased by the high school student. A form must be signed by the parents giving permission to participate in football and all other athletic activities and assuring the school the student is covered by accident insurance. This must be on file before the season opens.

SCHOOL TRANSPORTATION

Any student who participates in activities sponsored by the school, and who is under the supervision of teachers, coaches, etc., are **REQUIRED** to ride to and from the activity with the group or team in the vehicle provided.

An exception to the above rule may be granted by the administration (with parental approval) if a student must attend another school sponsored activity on the same day and must return to prepare for that activity.

With a signed permission slip, a student may ride home with his/her parents. The permission slip must be signed and turned in to the central office for approval before the event/trip takes place. (See appendix)

ACTIVITY DESCRIPTIONS

ATHLETICS

Athletic activities at Hartington-Newcastle Public Schools shall include football, volleyball, basketball and track in grades 7-12 and cheerleading and golf in grades 9-12. Participation in athletic activities is on a voluntary basis, but all students are urged to give strong consideration to becoming a member of some athletic activity.

FUTURE FARMERS OF AMERICA ORGANIZATION

The Hartington-Newcastle FFA Chapter is an integral part of the Agricultural Education program. It is designed as an intra-curricular activity which will compliment and enhance the classroom instruction program of agricultural education. Students who enroll in the Agricultural Education classes are encouraged to become members of the Hartington FFA Chapter by paying the annual dues. Participation in the activities of the FFA Chapter is outlined in the FFA Parent/Student Handbook.

The activities that take place within the FFA Chapter provide students with the chance to improve their personal and agricultural skills. Leadership, employer/employee relations, communication skills, and human relations, are all areas developed by FFA that have been identified by business and industry representative as being extremely important for success in the world of work.

ONE-ACT PLAY

Each year the Hartington-Newcastle Public Schools drama department produces a one-act play for competition between schools. The play is performed for at least two contests and is judged on staging, characterization, meaning, acting, selection and overall effect. All high school students are eligible to tryout for one-act play.

CONTEST SPEECH

Students in grades 9-12 may join the speech team. The team participates in invitational, the conference and the district meets each year. The events include: poetry, humorous prose, serious prose, extemporaneous speaking, entertainment, informative, oral interpretation of drama and duet acting. A student may participate in no more than two events.

ACADEMIC COMPETITIONS

Students in grades 7-12 may have the opportunity to participate in scholastic contests such as math, computer science, and quiz bowl. The school provides sponsors and transportation to these and other similar events approved by the administration.

2015-1016 Hartington-Newcastle Public Schools Spirit Squad
Rules and Regulations

Membership –

1. The Spirit Squad program is about promoting school spirit. It is about building people up, not tearing them down. While athletic activities comprise many of the activities of the group, all aspects of school will be supported.
2. The Spirit Squad is open to any student who will be in grades nine through twelve during the 2015-2016 school year.
3. The Spirit Squad is an extra-curricular activity. Members are subject to all rules of all other extra-curricular activities. All academic eligibility rules apply to members like any other activity at HNPS.
4. Membership participation in other school activities will take precedence over Spirit Squad.
5. NSAA insurance requires that certain activities not be allowed in order to keep insurance coverage in force. Spirit Squad supervisors will make sure that these rules are maintained.
6. The Spirit Squad will perform in some way at home games, at conference and district tournament games, and at other times approved by the administration.
7. There will be a Cheer Team and a Dance Team as part of the Spirit Squad. Members wanting to be a part of those teams will need to successfully complete a basic skills assessment. The Squad sponsors will administer the assessment prior to the fall and winter seasons.

Practice and Meetings –

1. The time and date of practices/meetings will be determined by the squad and advisors. Practice will be held during the school year and summer.
2. Practice/meetings will begin promptly at the designated time.
3. All members will attend all practice/meeting sessions unless advanced notice is given to the advisor. Spirit Squad members must be at school half a day the day of the performance/event.
4. If you are sick, a parent/guardian has to notify the advisor by phone, text, and email that the student will not be at practice/meeting/performance. Another team member CANNOT notify the coach.
5. Attendance will be taken. If the advisors feel there is an issue with your attendance, they will schedule a meeting with you and a parent/guardian. If the attendance issue continues, the member will be removed from the group.
6. Squad members should be courteous and calm when expressing concerns to each other and the advisors. Positive feedback in a mature fashion is the goal.

Appearance/Decorum –

1. Squad members will refrain from the use of profanity.
2. All school rules apply.
3. Squad members will refrain from the use of tobacco, alcohol, and drugs. The TAD policy applies to all members.
4. Squad members are expected to be neat, clean, and dressed appropriately.
5. While at a game/activity, squad members will not leave the building or premises unless prior arrangements have been made with the advisors.

6. Squad members are expected to be alert and doing their job.
7. Squad members will refrain from socializing with the crowd during squad led cheers.
8. Squad members should make sure the student body area in which they have been cheering or sitting is clean before they leave the premises.
9. Squad members on the cheerleading team are expected to keep the uniforms and other materials clean and in good condition.
 - a. While cheering, hair should be up and out of your face.
 - b. Minimal jewelry should be worn.
 - c. Nail polish, socks, and hair adornments should either be white, purple, or black.
 - d. The advisors have the right to remove you from cheering at a game/activity if any inappropriate appearance issues occur such as dress code, hickeys, or uniform violations.
 - e. Chewing gum is not allowed while cheering at the game/activity.
10. Squad members on the dance team are expected to keep the outfits and other materials clean and in good condition.
 - a. While dancing, hair should be up and out of your face.
 - b. Minimal jewelry should be worn.
 - c. Nail polish, socks, and hair adornments should either be white, purple, or black.
 - d. The advisors have the right to remove you from cheering at a game/activity if any inappropriate appearance issues occur such as dress code, hickeys, or uniform violations.
 - e. Chewing gum is not allowed while dancing at the game/activity.
 - f. Appropriate dance music and moves are expected.

STUDENT COUNCIL

The Student Council of Hartington-Newcastle Public Schools consists of three representatives from each class and the officers, who are elected in the spring of the year and assume office in early May. The Council serves as the students' voice to the administration, school board and teaching staff, plans and directs many school activities, gathers input from the student body concerning the school and community, attends state and district conventions and workshop training sessions, works with other school groups as needed, and develops policies to help improve student life at Hartington-Newcastle Public Schools. Becoming a student council member is more than just a popularity contest. It requires a strong commitment from the student to attain the necessary training to become a productive leader in the school and community, a compelling desire to serve the student body, school, and community, and, most importantly, an understanding of the need to develop similar skills and talents in their fellow students.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization based on the philosophy that schools should recognize students who excel in scholarship, leadership, character and service to their school and community. Membership in the NHS is the highest honor a high school student can achieve. Juniors and seniors with cumulative grade point average of 3.0 or above become eligible for selection to the National Honor Society. Members are selected by a Faculty Advisory Council appointed by the principal.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

1. Juniors and Seniors who have a cumulative GPA of 3.0 or higher are eligible to become members of National Honor Society.
2. To be considered for membership in National Honor Society, a student may not have a TAD violation within 365 days of the selection date.
3. All eligible students will be asked to submit information about themselves to the secondary faculty.
4. All secondary faculty members will have input on all eligible students.
5. Only five secondary faculty members will be allowed to vote on the students. A student must receive three votes to be admitted to the National Honor Society. The high school principal and National Honor Society advisor are not allowed to vote.
6. The five voting faculty members will be selected by the high school principal on a yearly basis.
7. The secondary faculty will consider a student's character, leadership, and service. These are some of the things the faculty will consider for each category:

LEADERSHIP

- Does the student promote, support, and participate in school activities?
- Does the student support the school in general?
- Is the student a positive role model for other students in all aspects of school?
- Does the student display a positive attitude and inspire positive behavior in others?
- Is the student dependable and responsible for their actions?

SERVICE

- Is the student loyal to their school?
- Does the student participate in some activity/activities outside of school?
- Does the student volunteer their time to help others, their school, and their community?
- Is the student willing to help out when asked and do so without complaining?
- Does the student work well with others?

CHARACTER

- Does the student show courtesy toward teachers, students, and visitors?
- Is the student willing to accept constructive criticism?
- Is the student willing to cooperate and follow the school rules?
- Is the student reliable and honest?
- Does the student demonstrate concern for others?
- Does the student follow the six pillars of character?

The National Honor Society will be in charge of keeping the Wall of Fame and the trophies updated.

INSTRUMENTAL MUSIC

Concert Band is the core group for all 7-12 instrumentalists. Students will receive a letter grade for participation in this group. The course of study for this group will be the rehearsal and performance of substantial pieces of music for concert band as well as some lighter pieces for entertainment value.

Marching Band is a fall activity for the concert band. Students will learn the techniques of marching in block formation down the street in a military fashion while performing music specifically written for the marching band. Performance in this group will be graded.

Pep Band is an extra-curricular activity of the concert band. The pep band will perform for various sporting events and community activities from August through March and will rehearse popular tunes for entertainment. Participation in this group is governed by the eligibility rules of the school.

Jazz Band members are chosen by the director from members of the concert band. This ensemble will rehearse and perform music covering the areas of blues, jazz, swing, shuffle and rock.

Drum Major is a member of the marching band selected by the director to lead the group during parades.

Flag Squad is a group of six students chosen by the director to add color and excitement to the music of the marching band through the use of flags and routines during parades.

VOCAL MUSIC

Mixed Chorus is the core group for all 9-12 singers. Students will receive a letter grade for participation in this group. The course of study for this group will be the rehearsal and performance of substantial pieces of music for choral in two-, three-, and four-part harmony as well as lighter pieces of music for entertainment value.

Junior High Chorus is an ensemble for all 7-8 singers. Students will receive a grade of satisfactory or unsatisfactory for participation in this group. The course of study will be the rehearsal and performance of three-part music geared to the changing and maturing voice.

Swing Choir members are chosen by the director from members of the mixed chorus. This ensemble will rehearse and perform popular music with choreography.

FINE ARTS AWARD SYSTEM AT HARTINGTON-NEWCASTLE PUBLIC SCHOOLS

PERFORMING ARTS AWARD

Students in grades 9-12 may earn this award by:

- A. Participation in the three performing arts activities offered at Hartington-Newcastle Public Schools.
 - 1. Music (vocal or instrumental)
 - 2. Speech Team
 - 3. Drama (one-act or all school play)
- B. A student must also be cooperative, hard-working, dependable, and represent Hartington-Newcastle Public Schools in an exemplary manner.
- C. The coaches of these three activities will determine the recipients of this special award.

SPEECH AWARD

A participant in speech may 'letter' in any of the following ways.

- A. Earn two (2) medals in varsity competition at an invitational meet.
- B. Earn a medal at the conference or district meets.

MIXED CHORUS AND CONCERT BAND

The 9-12 mixed chorus and concert band members will each receive a chenille lyre and brass lyre pin for their first year of lettering and a brass lyre pin for each year thereafter. The 7-8 chorus and concert band members will receive a certificate of participation for each year.

Criteria for lettering are as follows:

1. Participation in the group for both semesters of the given year.
2. Performance at the Christmas Concert, Spring Concert and District Music Contest.
3. Concert Band members must participate in 95% of the pep band performances.

JAZZ BAND AWARD

Members of the jazz band, upon completion of the school year, will each receive a jazz pin for participation. Members must have performed for all of the possible jazz band opportunities.

SWING CHOIR AWARD

Members of the swing choir, upon completion of the school year, will each receive a swing choir pin for participation. Members must have performed for all of the possible swing choir opportunities.

DRUM MAJOR AWARD

The person selected by the director to lead the marching band in parades will receive a drum major pin for service at the completion of the school year.

FLAG SQUAD AWARD

Members of the flag squad, upon completion of the school year, will each receive a flag pin for service. Flag squad members must have performed with the marching band at every possible opportunity.

JOHN PHILLIPS SOUSA AWARD

Requirements:

1. Must be a senior.
2. Must have participated in band for all possible years.
3. Should exhibit leadership qualities.
4. Must have a positive attitude and have a good relationship with the director.
5. Must win the popular vote of the band members.

OUTSTANDING CHORUS MEMBER AWARD

Requirements:

1. Must be a senior.
2. Must have participated in chorus for all possible years.
3. Must exhibit leadership qualities.
4. Must have a positive attitude and have a good relationship with the director.
5. Must win the popular vote of the chorus members.

ATHLETIC AWARD SYSTEM AT HARTINGTON-NEWCASTLE PUBLIC SCHOOLS

GUIDELINES FOR AWARDING AN 'ATHLETIC LETTER'

The awarding of an 'athletic letter' is the highest honor the school can pay to their student athletes. In consideration of this honor, the following guidelines will apply.

- A. The requirements for earning an athletic 'letter' in each activity sponsored by the school are listed below.
- B. The 'letter' awards are to be given during an appropriate awards ceremony.
- C. The first time any 9-12 student athletic 'letters' in an athletic activity they will receive a chenille letter. A student will receive only one such 'letter' during their high school career. Student athletes will also receive a brass emblem pin for each athletic activity the first year they 'letter' in that activity. In subsequent years they will receive a brass bar pin in each athletic activity for which they can earn a 'letter'.

AWARD REQUIREMENTS FOR FOOTBALL

A participant in football may 'letter' in any of the following ways.

- A. The athlete must participate in half of the total number of varsity quarters and complete the season in full standings as a football team member. Exceptions may be made in cases of injury to players who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the **Athletic Director** and **Head Football Coach** for performance of unusual merit.
- C. The 'letter' may be granted to seniors for loyal service to the football team during four (4) years of their eligibility upon recommendation of the **Head Football Coach** or the **Athletic Director**.

A certificate of participation will be given to every member of the football team who does not earn a 'letter', but who does complete the season in full standing as a football team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR VOLLEYBALL

Varsity athletes who remain as members of the team in good standing throughout the full season are eligible to earn a varsity letter, subject to the provisions below:

- A. An athlete who participates in 50% of the 'A' games played during the season and complete the season in full standing as a volleyball team member. Exceptions may be made in case of injury to players who would have imminently won a 'letter'.
- B. An athlete who is a statistic leader in any category will receive a letter.
- C. A senior athlete who has participated in the given program for all four (4) years shall receive a varsity letter for their loyal service to the volleyball team.
- D. The letter may be granted at the recommendation of the Athletic Director and the Head Volleyball Coach for performance of unusual merit.
- E. Student managers who have held the position for all four years.

A certificate of participation will be given to every member of the volleyball team who does not earn a 'letter', but who does complete the season in full standing as a volleyball team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR BOYS AND GIRLS BASKETBALL

A participant in basketball may 'letter' in any of the following ways.

- A. The athlete must participate in one-fourth of the total number of varsity quarters and complete the season in full standing as a basketball team member. Exceptions may be made in cases of injury to players who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the **Athletic Director** or **Head Boys'** or the **Head Girls' Basketball Coach** for performance of unusual merit.
- C. The 'letter' may be granted to seniors for loyal service to the basketball team during four (4) years of their eligibility upon recommendation of the **Head Boys'** or the **Head Girls' Basketball Coach** and the **Athletic Director**.

A certificate of participation will be given to every member of the basketball team who does not earn a 'letter', but who does complete the season in full standing as a basketball team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR BOYS AND GIRLS GOLF

A participant in golf may 'letter' in any of the following ways.

- A. The athlete must participate in one third of the major meets (individuals, conference, and district) and complete the season in full standing as a golf team member. Exceptions may be made in cases of injury to players who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the Athletic Director and the Head Boys' or the Head Girls' Golf Coach for performance of unusual merit.
- C. The 'letter' may be granted to seniors for loyal service to the golf team during four (4) years of their eligibility upon recommendation of the Head Boys' or Head Girls' Golf Coach and the Athletic Director.

A certificate of participation will be given to every member of the golf team who does not earn a 'letter', but who does complete the season in full standing as a golf team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR BOYS AND GIRLS TRACK

A participant in track may 'letter' in the following way.
20 points earn you a Varsity Track Letter.

Individual Scoring/Relays:

- 1st Place = 10 points/2.5 per runner
- 2nd Place = 8 points/2 per runner
- 3rd Place = 6 points/1.5 per runner
- 4th Place = 4 points/1 per runner
- 5th Place = 2 points/.50 per runner
- 6th Place = 1 point/.25 per runner

Additional Scoring:

- School Record = 20 points
- Top Ten Performance = 10 points
- Reporting Regular to practice for entire season = 10
- Finishing season injured in good standing with the coaching staff = 10
- Disciplinary loss of eligibility = minus 10
- Ex: Violation of TAD/Unsportsmanlike conduct/Discipline
- Unexcused absence from a practice or a meet = minus 5 points

Note: If 20 points are not earned in one season those that are earned are carried over into next season.

AWARD REQUIREMENTS FOR BOYS AND GIRLS CROSS COUNTRY

A participant in cross country may 'letter' in any of the following ways.

- A. The athlete must 'medal' in a major meet other than a dual, triangular, or quadrangular and complete the season in full standing as a cross country team member. Exceptions may be made in cases of injury to players who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the **Athletic Director** and **Head Boys'** or the **Head Girls' Cross Country Coach** for performance of unusual merit or for breaking a school record.
- C. The 'letter' may be granted to seniors for loyal service to the cross country team during four (4) years of their eligibility upon recommendation of the **Head Boys'** or the **Head Girls' Cross Country Coach** and the **Athletic Director**.

A certificate of participation will be given to every member of the cross country team who does not earn a 'letter', but who does complete the season in full standing as a cross country team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR CHEERLEADERS

A participant in cheerleading may 'letter' in any of the following ways.

- A. The athlete must participate in all of their scheduled games and complete the season in full standing as a cheerleading team member. Exceptions may be made in cases of injury to team members who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the **Athletic Director** and the **Head Cheerleading Advisor** for performances of unusual merit.
- C. A cheerleading letter will not count toward reaching the requirements for either of the 'Wildcat Awards'.

A certificate of participation will be given to every member of the cheerleading team who does not earn a 'letter', but who does complete the season in full standing as a cheerleading team member. Exceptions may be made in cases of injury to players who would have completed the season in full standing as a team member.

AWARD REQUIREMENTS FOR STUDENT MANAGERS

A participant who serves any athletic team as a student manager may 'letter' by meeting the following criteria.

- A. Before the start of the season, the student manager and head coach of an activity must develop and agree upon a job description for the student manager. The student manager must complete the season in full standing as a member of the team. Exceptions may be made in cases of injury to managers who would have imminently won a 'letter'.
- B. The 'letter' may be granted at the recommendation of the **Athletic Director** and the **Head Coach** of an athletic activity for performance of unusual merit.

INDIVIDUAL TROPHIES OR AWARDS

The special awards listed below may be presented to students who meet certain predetermined criteria.

- A. The **ALL-SPORT WILDCAT AWARD** is given to an athlete who letters in three (3) sports within a school year. There will be a male and female emblem award given for this award.
- B. The **SUPER WILDCAT AWARD** shall be presented to an athlete who earns a 'letter' twelve (12) times during four years of competition.
- C. In **JUNIOR HIGH ATHLETICS** a certificate of participation will be given to each member of a team who completes the season in full standing as a member of the team
- D. The **Nebraska School Activities Association (NSAA)** does not permit the awarding of plaques, trophies, blankets, equipment, sweaters, or similar items to students participants in activities.

ACTIVITIES ON CHURCH NIGHT AND SUNDAY

According to the NSAA, no athletic contest may be scheduled on Sunday. In addition to this, Hartington-Newcastle Public Schools wishes to work cooperatively with the churches of the community. The administration discourages Sunday practices. Exceptions will need to be approved by the Administration each time.

The policy of Hartington-Newcastle Public Schools states: "There will be no activities **after 6:30 p.m. on Wednesday evenings.**" Exception: When an athletic team is required to play in conference, district or state tournament competition.

ACTIVITIES DURING SCHOOL TIME

Students who have been frequently tardy or absent from school, performing poorly in classroom work, repeatedly causing disciplinary problems, consistently causing conflicts with teachers, staff, and other students, and/or guilty of bullying may not be allowed to participate in co-curricular or academic trips, especially when these occur during the school day.

PURCHASE ORDERS

All purchase orders which draw from the general fund of the district are handled through the school districts' business manager. Each year, the business manager will outline the process which will be used to order supplies for the following school year. Local purchases need to be approved by either the business manager, building principal, or superintendent before the purchase is made. Students who may be required to pick up a local purchase for a school organization need to seek approval from the activity's advisor before doing so. Advisors, staff, or students may be personally liable for any purchase not having the proper authorization from school authorities.

SCHOOL CANCELLATION

If school is dismissed early because of inclement weather, all scheduled practices and activities may be canceled at the discretion of the **Superintendent of Schools**. When school is dismissed for more than one day, activities and practices will be scheduled at the discretion of the **Superintendent of Schools**.

NCAA STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS

In order to participate in NCAA Division I or II college athletics, a student-athlete must satisfy the following requirements: (1) graduate from high school, (2) attain a grade-point average of 2.0 (based on maximum of 4.0) in a successfully completed core curriculum of at least 13 academic courses. This core curriculum includes at least three years in English, two in mathematics, two in social science and two in natural or physical science (including at least one laboratory class, if offered by the high school), and (3) earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the reentered SAT on a national test date.

MESSAGE FROM THE NEBRASKA ASSOCIATION OF HOSPITAL AND HEALTH SYSTEMS

More and more students are participating in extra curricular activities and athletics outside their communities. During the school year, some hospitals and emergency room physicians have seen an increase in injured athletes. The hospitals want to make sure that appropriate treatment is given to emergency and non-emergency patients. Many parents are concerned about whether certain non-emergency treatments are covered under their insurance plan.

It is recommended that when an athlete visits an emergency room outside his or her community that they **have one important document--a photo copy of both the front and back of their insurance card**. In case of an injury or illness requiring medical attention, hospitals in nearby communities will be able to fulfill any pre-certification or pre-notification requirement that some insurance companies may have.

We encourage you to inform your son or daughter to keep insurance information with them as they travel to different school events.

DEFIBRILLATORS

There are four automatic external defibrillators (AEDs) located on Hartington-Newcastle Public Schools property. CPR and AED training is provided to all HNPS staff every two years through the American Heart Association to certify them in the use of these AEDs. Expiration dates and battery checks of the AEDs are performed monthly by the school.

One AED is located outside the gym where it is mounted on the wall. There is also a traveling AED located on the counter below First Aid cabinet in the central office when it is not out of the building. Coaches are responsible for transporting this AED to a practice or event that is taking place outside of the HNPS facility. Should more than one event take place in the fall at the same time outside of the facility, football events will take priority over volleyball, and volleyball events will take priority over cross country. The AED in the elementary is located in the nurse's office. The last AED is located in the VoAg building in the office and is mounted on the wall

2015-2016 WILDCAT SPORTS ENHANCEMENT PROGRAM SPRING/SUMMER (Grades 8-11)

WEIGHT LIFTING AND AGILITY DRILLS

The spring/summer weight program will begin following the basketball season and continue until the conclusion of the summer. Make sure your weight sheet or attendance is signed off by the sponsoring coach. All lifters must have supervision by the sponsor to lift. Lifting without a sponsor is a safety concern and all lifts without a sponsor do not count for attendance points.

****REMINDER**

All athletes doing a workout must have their weight program sheet with them (not taken from memory). Plan on spending 20-30 minutes on a workout, anything less is a waste of time.

HARTINGTON-NEWCASTLE PUBLIC SCHOOLS

TOBACCO, ALCOHOL AND DRUG ABUSE

POLICY

TOBACCO, ALCOHOL AND DRUG ABUSE POLICY

The Board of Education adopted Tobacco, Alcohol and Drug Abuse Policy that went into effect on **June 1, 1993**, and was revised on **May 12, 2008**. Parents/guardians with children involved in activities at Hartington-Newcastle Public Schools should read the policy carefully. The policy is included in this handbook. A "**consent form**" must be signed by parents/guardians and the student. The form must be returned to the **building principal** before participation in an activity at Hartington-Newcastle Public Schools will be allowed. (See appendix)

A witness to a violation to the Tobacco, Alcohol and Drug Abuse Policy will use the report form found in the appendix of this handbook. The building principal will be the **hearing officer**. He will select a committee to review written violations and arrange dates and times for hearings if requested. The Committee recommends that any witness to a violation of this policy **confront the violator** to inform them the violation will be reported.

All written notices of the violation will be **hand delivered** or will be sent to the parents by **registered letter**. The student or students' parents will have **seven (7) calendar days** to request a hearing after receiving written notice of the violation.

An appeal of the committee's decision after the hearing must be made to the Board of Education of District #8 within 10 calendar days of the committee's decision.

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS
TOBACCO, ALCOHOL AND DRUG ABUSE POLICY**

PHILOSOPHY AND PURPOSE

It is the philosophy of Hartington-Newcastle Public Schools that health problems are primarily the responsibility of the parents. However, schools share in that responsibility because chemical problems often interfere with student behavior, student learning, and the fullest possible mental and physical development of each student. To share this responsibility, the school nurtures successful interpersonal relationships and promotes skills in decision making, problem solving, and physical achievement. As a result of such efforts, we do not condone students using tobacco, alcohol, and/or drugs. This use could create health problems for the students and others. Therefore, rules, consequences, and programs of education and support encouraging a chemical-free lifestyle are offered by Hartington-Newcastle Public Schools.

STANDARDS OF CONDUCT

It shall be the policy of Hartington-Newcastle Public Schools to prohibit the use of tobacco, alcohol and/or drugs. The Board of Education, administration, and staff of Hartington-Newcastle Public Schools believe that the use of tobacco, alcohol, and/or drugs is wrong and harmful to students and others and, thus, is prohibited. Compliance with this policy by students is mandatory.

CONSEQUENCES FOR POSSESSION OR USE OF TOBACCO, ALCOHOL, AND/OR DRUGS

Whenever a student violates this policy by possession, or consumption, of tobacco, alcohol and/or drugs, there are two possible consequences for the action. The consequence to be enforced is determined by whether the violation is self reported by the student or if the violation is unreported by the student but is witnessed by a paid employee of Hartington-Newcastle Public Schools or reported by a law enforcement official. The intent here is to have students face the consequences for their actions in a truthful fashion. The consequences for students who admit their mistakes will be less.

The first violation of this policy will result in a ten (10) calendar day suspension from activities for students who self report their violation or a twenty (20) calendar day suspension for unreported violations. To be considered self reported, the student must report the infraction to the high school principal (or in his absence the superintendent or a review board member) before noon of the next school day or within 24 hours if the violation is on a weekend or on a day the school is not in session. (Reasonable exceptions to this time line may be considered by the review board).

For the second violation of this policy, three options are open to the student. If the student self reports the infraction, as described above, the suspension shall be for forty (40) calendar days. If the violation is unreported, then the suspension shall be for sixty (60) calendar days.

A third option is available for the second violation, but it is only available one time and only for the second violation. The student may opt to participate **in two (2)** chemical dependency counseling sessions. The parents and student will receive recommendations for choice of a counselor from the school district's chairperson of the School and Community Intervention Program. (SCIP) The parents and student **MUST** provide the High School Principal with written documentation that they will/have attend(ed) a session with a chemical dependency counselor. The written documentation for **BOTH SESSIONS** should be presented to the High School Principal within twenty (20) calendar days. **Any cost of the counseling sessions will be assumed by the parents or guardians of the student.** Students who select the chemical dependency counseling program option will serve a **twenty (20) calendar day suspension.** Students that do not attend both sessions will immediately revert back to one of the other two options.

The third violation of this policy, and all subsequent infractions occurring within **365 days of the last violation**, shall result in a 270 calendar day suspension for self reported violations or a 365 calendar days suspension if the violation is unreported. If the student successfully completed the chemical dependency session(s) after the second violation, then the consequence for the third violation shall be forty (40) calendar days if self reported or for sixty (60) calendar days if unreported. Subsequent violations shall be 270 or 365 calendar days as described above. (The Chemical Dependency counseling session(s) program is not an option for the third or subsequent violations.)

All suspension for violations of this policy shall run concurrently.

Students who have violated this policy but who do not violate it again for a full calendar year shall have all previous infractions removed, and they shall have a clean slate as if they had never violated the policy. This will allow students who make mistakes early in their high school career a chance to change their actions and thereby become eligible to participate once again.

Students who are serving a suspension for a violation of this policy shall be allowed to participate in practice sessions for activities. Whether the student will be suspended from attending the actual activity shall be determined on an individual basis by the activity sponsor or coach. Students not participating in a particular activity shall not be allowed to attend any home contest or any extra curricular activity sponsored by HNPS, held at HNPS or in Hartington.

Students who have two or more violations within a 365 day period will be ineligible for Homecoming or Prom royalty candidacy and holding any officer position in any extracurricular activity within the school. They may not run for office during this time and will be dismissed from officer positions which they hold. Following completion of a 365 day period without a violation, the student regains all eligibility and may be nominated for an office/candidacy at the following election.

Any student who has two or more violations involving alcohol and/or drugs will be reported to the School and Community Intervention Program (SCIP). The results of the SCIP process will have no impact on the implementation of this TAD policy or on the actions of the Review Board.

This policy affects all non-graded school related activities.

A violation WITNESSED by a paid employee of Hartington-Newcastle Public Schools or reported by any law enforcement official will be considered sufficient basis for imposing a suspension from activities.

Seniors who violate this policy, and who have not completed their suspension from activities will be required to serve detention time after the regular senior dismissal day. The length of service shall be determined by the Review Board. (Items the Review Board may consider are the number of violations committed; the time elapsed since the last violation, and/or other considerations.)

The TAD Review Board shall consist of six (6) members from the faculty, administration, and a parent. The members serving on the Review Board and the groups they represent are as follows:

- | | |
|-----------------------------|---------------------------|
| Mr. A.J. Johnson (chairman) | - Administration |
| Mr. Blair Kalin | - Athletics |
| Mrs. Amber Endres | - Organizations |
| Mrs. Laura Noecker | - Fine Arts |
| Mrs. Sue Brodersen | - At Large Faculty Member |

One parent of Hartington-Newcastle Public Schools student not involved with violation – Be assigned by principal

DUE PROCESS

All violations of the Hartington-Newcastle Public Schools tobacco, alcohol and drug policy will be reported in writing. All paid employees of Hartington-Newcastle Public Schools must file the written notice of violation with the Review Board Chairman (or in his absence a Review Board member) within seven (7) calendar days of the witnessed violation.

A copy of all written notices of violation will be sent to parents or guardians by registered letter or hand delivered by the Chairperson.

The students or student's parents will have seven (7) calendar days to request a hearing after receiving a copy of the written notice of the violation.

When students at Hartington-Newcastle Public Schools violate this policy:

- a. They may self report the violation to the Review Board chairman and
 1. request a hearing, or
 2. request to begin the suspension immediately, or:
- b. They will be informed by the Review Board Chairman that an unreported violation has occurred, and they may
 1. request a hearing, or
 2. request to begin the suspension immediately.

The suspension will begin:

1. on the day the student requests the suspension to begin or,
2. on the day the student receives written notification that a violation has occurred or,
3. On the day the TAD Review Board makes the determination that the student is found in violation of the policy.

This policy will be reviewed annually to determine program effectiveness and to implements any necessary changes. **Any policy changes will go into effect the June 1 following the annual meeting.**

DEFINITIONS:

Activities shall mean all school sponsored activities. The TAD policy does not affect students who are participating in school activities that are counted for a classroom grade. Seniors will not be excluded from graduation ceremonies if serving a TAD violation.

Concurrently shall mean occurring at the same time.

Consequence shall mean the penalty for a violation.

Diversion Program is an educational program consisting of nine 2-hour sessions.

Mandatory shall mean it is an obligation.

Notice of Violation is the form on which violations witnessed by school employees are reported.

Possession shall mean in physical control or on one's person.

Prohibit/Prohibited shall mean forbidden.

Review Board is the committee set up to hear appeals from students or parents of students or parents of students accused of violating this policy.

SCIP means School Community Intervention Program.

Self Reported shall mean a violation reported by the student to the principal, superintendent, or Review Board member.

Suspended from attending shall mean no attendance at home activities.

Suspension days shall mean all the calendar days of the week.

Suspension from activities shall mean suspension from participating in the actual event and shall not include practices.

Unreported shall mean a violation not reported to the principal by the student.

Violation shall mean any infraction that shall render the student suspended.

Witnessed shall mean to have actually seen a student in physical control of alcohol, drugs, or tobacco, or have them on their person.

SUMMARY OF TAD POLICY

	SELF REPORTED	UNREPORTED	DIVERSION PROGRAM	
FIRST VIOLATION	10 CALENDAR DAYS	20 CALENDAR DAYS	DOES NOT APPLY	
SECOND VIOLATION	40 CALENDAR DAYS	60 CALENDAR DAYS	20 CALENDAR DAYS AND TWO SESSIONS WITH CERTIFIED CHEMICAL DEPENDENCY COUNSELOR	
THIRD VIOLATION			SELF REPORTED	UNREPORTED
	270 CALENDAR DAYS	365 CALENDAR DAYS	40 CALENDAR DAYS	60 CALENDAR DAYS
ANY SUBSEQUENT VIOLATION	270 CALENDAR DAYS	365 CALENDAR DAYS	270 CALENDAR DAYS	365 CALENDAR DAYS

One calendar year after the last violation a student's record is considered clean and any subsequent violation shall be considered as the first violation.

Adopted June 1, 1993 - GBCD
 Revised April 5, 1995 - GBCD
 Revised May 6, 1996 - IGAG
 Revised May 5, 1997 - IGAG
 Revised April 6, 2000
 Revised April 9, 2001
 Revised by Board Action - May 12, 2003
 Revised by Board Action – May 14, 2007
 Revised by Board Action – May 12, 2008

APPENDIX



ATHLETIC ELIGIBILITY

REPORT FORM

PERMISSION SLIP

SPORTSMANSHIP CODE

GUARD YOUR ACTIVITIES ELIGIBILITY – 2015-2016

In order to represent a high school in interscholastic athletic competition and non-athletic, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

d. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

10. Transfer students who have their Enrollment Option applications signed and filed prior to May 1 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

11. Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2015-2016 school year prior to May 1, 2015; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, no later than May 1, 2015. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2015, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. The fall sports season begins August 10, 2015, and ends with the state meets in the fall sports. The winter sports season begins November 16, 2015, and ends with the state meets in the winter sports. The spring sports season begins February 29, 2016, and ends with the state meets in the spring sports.

13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

14. A student shall not participate on an all-star team while a high school undergraduate.

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

COMPLIANCE WITH THE RULES WILL PREVENT YOUR TEAM, SCHOOL AND COMMUNITY FROM BEING PENALIZED

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS
TOBACCO, ALCOHOL AND DRUG ABUSE POLICY
REPORT FORM**

Please return to the hearing officer: Corey Uldrich
Hartington-Newcastle Public Schools
501 South Broadway
PO Box 75
Hartington, Nebraska 68739-0075

NAME OF THE VIOLATOR: _____

DATE OF THE OFFENSE: _____

TIME OF THE OFFENSE: _____

PLACE OF THE OFFENSE: _____

DESCRIBE THE CONDITION OF THE VIOLATION. (conditions, violation and possible witnesses)

DID YOU CONFRONT THE VIOLATOR? YES NO (If you circled NO explain why?)

Signature of the witness to the violation

Date

Signature of parent

Date

INSTRUCTIONS FOR REPORTING VIOLATIONS OF THE POLICY

1. All violations of the Hartington-Newcastle Public Schools Tobacco, Alcohol and Drug Abuse Policy will need to be **reported in writing**.
2. All written violations MUST be submitted to the committee chairperson with five (5) calendar days of the witnessed violation.
3. The members of the Tobacco, Alcohol and Drug Abuse Policy Committee **may ask you to appear at the hearing** if requested by the student or students' parents.
4. All written notices of the violations will be sent to the parents by **registered letter**. The student or student's parents will have **seven (7) calendar days** to request a hearing after receiving written notice of the violation.
5. The Committee recommends that a witness (es) to a violation **confront the violator**. The witness **should notify** the violator of the Tobacco, Alcohol and Drug Abuse Policy that written notice of the violation will be filed with the **hearing officer**.

SUMMARY OF TAD POLICY

	SELF REPORTED	UNREPORTED	DIVERSION PROGRAM	
FIRST VIOLATION	10 CALENDAR DAYS	20 CALENDAR DAYS	DOES NOT APPLY	
SECOND VIOLATION	40 CALENDAR DAYS	60 CALENDAR DAYS	20 CALENDAR DAYS AND TWO SESSIONS WITH CERTIFIED CHEMICAL DEPENDENCY COUNSELOR	
			SELF REPORTED	UNREPORTED
THIRD VIOLATION	270 CALENDAR DAYS	365 CALENDAR DAYS	40 CALENDAR DAYS	60 CALENDAR DAYS
ANY SUBSEQUENT VIOLATION	270 CALENDAR DAYS	365 CALENDAR DAYS	270 CALENDAR DAYS	365 CALENDAR DAYS

One calendar year after the last violation a student's record is considered clean and any subsequent violation shall be considered as the first violation.

DUE PROCESS:

When a student at Hartington-Newcastle Public Schools commits a violation in the use of tobacco, alcohol or a controlled substance:

- a. they may inform the hearing officer of the violation, and
 1. request a hearing, or:
 2. request to begin the suspension immediately, or:

- b. they will be informed by a school official that the violation has occurred, and may:
 1. request a hearing, or:
 2. request to begin the suspension immediately.

- c. the suspension will begin:
 1. on the day the student receives written notification or;
 2. on the day the student requests the suspension to begin or;
 3. on the day the Tobacco, Alcohol and Drug Abuse Committee makes the determination that the student is found in violation

**HARTINGTON-NEWCASTLE PUBLIC SCHOOLS
PERMISSION SLIP**

THIS FORM MUST BE TURNED IN THE DAY OF THE EVENT BEFORE THE TEAM LEAVES

I/We _____, legal guardian(s) of
_____ hereby give my/our permission to ride home with us from
_____ at _____ on
event site
_____.
date

I/We also release School District #8, the Board of Education, the Bus Driver, Administration,
and the Chaperone/Sponsor for any responsibility or liability for the afore named student.

Father _____

Mother _____
(Where applicable, signature of both parents required.)

Comments: _____

Reviewed by:

Sponsor of the Activity

Date

**WELCOME TO HARTINGTON-NEWCASTLE PUBLIC SCHOOLS
OUR SPORTSMANSHIP CODE
"IT'S AS IMPORTANT AS THE GAME ITSELF"**

Fundamentals of Sportsmanship

- Remember high school sports are a part of the educational process.
- Maintain self control at all times.
- Show support and enthusiasm by cheering your team not degrading the opponent.
- Applaud the outstanding performances of all athletes.
- Know, understand and appreciate the rules of contest.
- Respect the effort and decisions of contest officials.

**Acts of Misconduct
(These Must Not Be Tolerated)**

- Throwing objects onto the playing surface.
- Behavior deemed dangerous or behavior which interferes with the rights of others to observe the game.
- Possessing, consuming or being under the influence of chemicals or alcohol.
- Use of obscene, profane or abusive language or gestures, posters or banners which show disrespect for the opposing teams, officials, cheerleaders, bands, or other performing groups.
- Entry onto the playing surface at any time.

Responsibilities of Sportsmanship

- Follow rules of the sport during the game.
- Accept the decision of the game officials without showing inappropriate emotions.
- Avoid unsportsmanlike gestures or language.
- Avoid public display of criticism in front of players or spectators.

Participants:

- Display at all times the qualities of sportsmanship. Show respect for opponents including injured players.
- Avoid unsportsmanlike gestures or language.
- Respect the judgment of game officials.
- Accept both victory and defeat with pride and compassion.

Spectators:

- Respect property.
- Respect the judgment of the coach and game officials.
- Avoid unsportsmanlike gestures or language.

GOOD SPORTS ARE WINNERS - REGARDLESS OF THE FINAL SCORE