



Sutton Public Schools Jr. / Sr. High School



Activities Handbook for
Students & Parents
2021-2022



PURPOSE AND OBJECTIVES



PURPOSE:

Interscholastic athletics shall be an integral part of the total educational program that has as its purpose to provide educational experiences not otherwise provided in the curriculum, which will develop learning outcomes in the areas of knowledge, skills and emotional patterns and will contribute to the development of better citizens. Emphasis shall be upon teaching "through" athletics, in addition to teaching the skill of athletics. All students are encouraged and welcome to try out for and participate in any of the extra-curricular activities available, as they are integral parts of school life and are proven to foster academic success.

Sutton Public School takes great pride in its school sponsored activities. All coaches and athletes are expected to adhere to strict policies regarding their conduct. First, they are asked to be positive role models and leaders of their team. They should also foster a healthy self-esteem of themselves and encourage school pride.

Lastly is the treatment of ALL people involved in activities. Coaches, athletes, and parents must treat everyone (including officials) with respect and dignity. Sutton student/athletes and parents must always remember that involvement in extracurricular activities is a privilege and not a right. Representing the school and community in the best light possible should always be a goal of each Sutton student/athlete.

OBJECTIVES:

1. To focus on fundamentals and the development of player skills.
2. To provide natural outlets for students desiring to participate on teams/ activities in competition with other schools.
3. To assist in the development of strength, endurance, and vitality.
4. To teach good sportsmanship.
5. To develop ideals of accountability, self-sacrifice, and discipline.
6. To further develop the health of each individual so he/she will be a contributing member of his/her society.
7. To help develop skills that has carry-over value in terms of worthy use of leisure time.
8. To create an atmosphere of unity; to foster a school spirit growing out of the school's activities endeavor; a spirit which will make the educative process more effective.
9. To provide an opportunity to be a member of a team, a development of understanding the importance of knowing the role of each player, and how these carry over outside of high school.
10. Enjoy athletics/activities -- practice/participation should be hard work, but also fun. Not all students will share equal playing time at any level.

EXPECTATIONS OF PARTICIPANTS

Activities can be very demanding on an individual, both mentally and physically. Therefore, a participant is expected to meet certain requirements

- Maintain a neat, clean, and well-groomed appearance when representing your school.
- Students must abide by the rules set forth by the Sutton Board of Education
- Coaches are allowed to have a set of appearance rules in place for their sports.
- Participants are expected to be at all practices and work hard at those practices. If you are unable to attend a practice, advanced notice is required except in cases where you are not in attendance during the school day.
- Student-athletes should maintain an adequate and regular amount of sleep. A general guideline is 8 hours a night, but more than that is often necessary. ***This does not mean students are allowed to sleep in the day of or after a contest.***
- Sutton Public School does not approve of or allow any form of hazing to take place in activities. This includes hazing new players, student managers, etc. Hazing can be as simple as making 1 player carry your bag or making a student manager do meaningless tasks at the amusement of the athletes.
- Steroids or other performance-enhancing drugs are strongly discouraged and not recommended by coaches or administration of Sutton Public School. Not only could there be legal ramifications, but the health and well-being of your own body could be seriously hindered from these often-times unproven drugs.
- All participants are expected to achieve at their highest potential in the area of **academics first**, followed by athletics. Do not let a lack of work or desire in the classroom plays a role in your ability to suit up or compete in games or events. Keeping your grades up shows a sense of responsibility and will allow you to enjoy your extra-curricular activities on a regular basis.

ACTIVITIES FOR PARTICIPATION

BAND	BOYS BASKETBALL	BOYS GOLF	CHOIR
FCCLA	FFA	FOOTBALL	GIRLS BASKETBALL
HONOR SOCIETY	MUSICAL	FALL PLAY	QUIZ BOWL
SPEECH	STUDENT COUNCIL	TRACK	WRESTLING
VOLLEYBALL			

FEES / DISCIPLINE / ACADEMICS / ATTENDANCE POLICIES

FEES:

Student Activity Fee

All students in grades 7-12 are required to pay a "Student Activity Fee". The cost is \$60.00 per student for each of the first two students in a family and \$30.00 for a third member of the same family in grades 7-12. The maximum any family will pay is \$150.00 for students 7-12. The "Student Activity Fee" will allow all students in grades 7-12 to participate in any sports and activities as well as attend the majority of contests and events scheduled at Sutton Jr/Sr High School.

Student Financial Obligations

All students are to take care of any outstanding bills, which exist during the current school year prior to checking **out of** school. Failure to do so will result in the student's grades/transcripts withheld until all financial obligations are met. If students fail to meet all financial responsibilities prior to the beginning of the next school year, they will not be allowed to compete in any co-curricular activity or contest until said financial responsibilities are met.

SAFETY:

The District's philosophy is also to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity, in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

DISCIPLINE:

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our

School: Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the student's conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of the Sutton Public Schools. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride,

character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

CODE OF CONDUCT:

These "Code of Conduct" rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and

- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

DRUG / ALCOHOL & CONDUCT VIOLATIONS:

Activities at Sutton Jr. /Sr. High are defined as “any organized school function, involving students at which public attendance is encouraged, which involves competition with other schools, which involves students as representatives of the school, or for which the school assumes a sponsor’s role.”

Activities at Sutton, include but are not necessarily limited to, athletics, music, speech and drama, student council, Sutton Honor Society, and organizations such as FFA, FCCLA. Activities also include school-sponsored events such as social gatherings, dances, banquets, and ceremonies for the purposes of the policy. Graduation ceremony is excluded from this policy, as it is a Board of Education activity if the offense occurs off of school property. A student can be withheld from Graduation ceremony if an inappropriate act as defined in the handbook or an offense as stated below occurs on school property.

For purposes of the Sutton Activity Eligibility policy, a violation of rules 2 and 3 as stated below shall be deemed to have occurred if the school receives a report from a law official that the student was illegally involved with the purchase, consumption, possession, or sale of alcohol, tobacco, steroids, or a controlled substance. The school’s enforcement of this policy shall not be hindered nor in any way affected by any plea agreement or diversion in lieu of formal charges instituted by the County/District Attorney having jurisdiction over any such case. The school’s enforcement of this policy is contained within the school year – August (start of Fall Practices) to May (Dismissal Date).

In addition, the Board of Education has adopted the following:

In order to be eligible to participate in activities at Sutton a student shall not:

1. Be charged (cited) with and/or arrested for the violation of the law other than a traffic violation.
2. Be charged (cited) with and/or arrested for using, dispensing, being under the influence of or possessing alcohol or tobacco.
3. Be charged (cited) with and/or arrested for using, dispensing, being under the influence or possessing any controlled substance.
4. Repeated violation of any of the areas of prohibited student conduct (see Down/Discipline list and Student/Activity Code of Conduct).
5. Teacher or other school personnel witnesses a student using, dispensing, being under the influence of or possessing alcohol or tobacco and reports the violation to the Principal verbally and in a signed written statement of the observation.
6. Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules and regulations by written handouts or posting on bulletin boards.

First Offense of (4 year) High School Experience: Be suspended from 6 consecutive school activities from the date of completion of the investigation of the offense. Penalties imposed for the first violation include events in all activities in which the student participates. (i.e. a penalty barring participation in six activities might include two football games, one marching band contest, one school dance, one vocal performance, and one basketball game.) In cases where the student self-reports the incident to the coach, sponsor, or principal within 2 school days, the activity suspension shall be mitigated to 4 consecutive school activities.

Furthermore, **a student can reduce** the activity suspension to 1-school activities if a student enrolls in an alcohol education or counseling program (certified drug and alcohol counselor) approved by the Principal. The Principal shall re-impose the penalty requiring a student not to participate in 4 or 6 events when he/she receives notice from the counseling agency that a student has not completed the aforementioned counseling program in a specified period of time. ***All counseling program expenses shall be paid for by the student.***

Second or Recurring Offenses of (4 year) High School Experience: Be dismissed from all team(s) and participation from school activities for the remainder of the school year.

Procedures for Extracurricular Discipline:

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Sutton Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.

4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to

request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.

7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

ATTENDANCE & ACADEMICS:

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for half-day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. ***Sleeping in to rest up for the game will not be considered an extenuating circumstance.*** Attendance at school is required to practice or participate in a scheduled extra-curricular activity.

In order to be eligible for an activity, athletic event, practice, or rehearsal, a student must be in school one-half day (8:10-12:00PM or 12:00-3:27PM). Students absent for more than one-half day will be ineligible for the activity, athletic event, practice, or rehearsal that day.

There may be cases where an absence, not due to illness, is unavoidable and an exception might be made. **SUCH ABSENCES MUST BE PRE-APPROVED PRIOR TO THE ABSENCE BY THE ADMINISTRATION.**

The rule is not intended to have ill students in school. If a student chooses to attend while obviously ill, the school nurse will examine the student and recommend whether to send the student home or not.

Any unforeseen circumstances regarding this rule will be reviewed by the administrative team and their findings will be final. The Administration has the final word on the student's practice and playing status in all situations.

Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

*** Pass 20 credit hours the semester prior to participating in an NSAA sanctioned sport.**

Eligibility Policy:

A student must be passing 6 out of 7 or 7 out of 8 classes at the Jr./Sr. high school level in order to be eligible for participation/attendance in extra-curricular activities at Sutton High School. A student's eligibility will be checked every week.

Each Friday, teachers will submit to the principal's office by 4:00pm a report of students who are down or failing. Each Monday, staff will be provided with a list generated from these reports. Any student whose name appears on this down list with failing grades or with past-due work not completed in two or more classes for two continuous weeks will be ineligible for participation/attendance in activities and athletics, or until the grade is passing or the teachers concerned are convinced that the student is working to the best of his/her ability. (ex. A student fails (grade average below 70% or has past-due work) two classes during the week of September 2-6, that student will be placed on probation for the week of September 9-13.

If the same student is still failing any 2 classes at the end of the second week (Sept. 9-13), he/she will be academically ineligible for that week and will continue to be ineligible until no more than one class is being failed or work is completed.)

During the time of ineligibility, the student will still be required to practice for contests, competitions, concerts, etc. Students will be considered ineligible to attend any and all home activities. Such activities include but may not be limited to: School Dances (Homecoming, FFCLA/FFA Dance, & PROM), Athletic events, FFA, FCCLA, SHS, Play productions or musicals, Quiz Bowl, and Actions Day.

Eligibility will be cumulative in nature. Student eligibility will begin the first week of each semester and continue throughout the final week of each semester.

Expectations / Consequences for Students on the Downs List:

1. Students will receive notification on Monday.
2. Students will be expected to report to the Academic Assistance homeroom on Tuesday and Thursday.
3. Student will be expected to meet with the teacher of the class they are down in on Wednesday at one of the two following times:
 - a. 7:45am-8:10am
 - b. 3:40pm-4:05pm
4. Should the student not show up to the Wednesday meeting with their teacher, the teacher will call the parents.
5. Students will be expected to submit their cell phone to the office every day until they are off the downs list completely.

GENERAL TRAINING AND PARTICIPATION RULES

Each student who expects to participate in athletics shall present a physician's certification stating that he/she is physically fit to participate prior to competing in conditioning, practice, or competition. These physicals must have both a doctor and student signature to be valid and also be for the present school year.

If an athlete is under medical advice not to participate, he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have a written doctor's report to that effect.

Each student must have a parental permit slip signed prior to competing in conditioning, practice, or competition.

It is recommended that each athlete/student be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes/students. The school does not carry health/accident insurance on students.

Jr. High practices shall be completed by 5:30 PM. No Junior High practices are allowed on Wednesdays, whether before or after school.

TEAM SELECTION

The head coach and the assistants for that particular activity will conduct team selection and placement. Athletes do need to be aware that a no-cut policy does not mean they are guaranteed a uniform at the varsity level, including seniors.

Suiting up for games must be earned and will be up to the discretion of the coaching staff. Make sure beforehand that all athletes are aware of the selection procedure that will be used in determining who gets to suit up. The only exception to this is the junior high program, which all participants are allowed to suit up and play.

GAME DAY ATTENDANCE / ATTIRE

Dress of team members and coaches on game days to and from events should be clean, neat, and in good taste. If the team has team travel jerseys, all participants should wear them and represent their school in a very sportsmanlike manner.

PRACTICE TIMES AND PROCEDURES

The individual coach will set practice times. All athletes are expected to be on the field or court at the time designated by the coach. If an athlete cannot be at practice, he/she must contact the coach before practice begins.

- When practice is able to start by 4:00, practice must be over and athletes gone from the premises by 6:30.
- When high school practice starts at 5:00 after junior high practice, high school practice must be over and athletes gone from the premises by 7:30 PM.
- Practices held when school is not in session must be approved in advance by the administration. ALL DOORS MUST BE LOCKED, LIGHTS OFF, COACHES LEAVE LAST.
- Sunday practices are only allowed when there is a varsity contest on Monday or when an athletic team is involved in a Monday district play-off. Sunday practices must be approved in advance by the administration.
- All Wednesday practices must be completed and athletes gone from the premises by 6:30 PM
- All Saturday practices must be completed and athletes gone from the premises by 10:30 AM.

TRANSPORTATION

School transportation will be provided to all contests or practices away from Sutton Public School. Students are expected to ride to and from contests with the team. In no case may an athlete drive his/her own car.

An athlete may ride home from a contest with a parent by a written personal request from the parent to the coach in charge or the AD before leaving. The coach must witness the athlete leaving with his/her parent from the contest.

When traveling by bus, students should remember the following:

- Always be on time for departure. **The bus is not required to wait.**
- No loud or boisterous behavior allowed.
- All passengers must remain seated and keep arms/objects inside the vehicle at all times.
- Be silent at all railroad crossings.
- No obscene gestures, throwing, spitting, or poor sportsmanship of any kind
- Food or drink is allowed at the discretion of coaches/sponsors/or drivers
- Students should keep hands/feet to themselves at all times

In cases where fewer vehicles could be used on away games, the AD may limit the number of student managers/statisticians.

USE OF WEIGHT ROOM FACILITY

Every effort should be made by coaches and athletes to keep the weight room clean at all times.

- All athletes using the weight room must be supervised by a SPS certified staff member at all times
- The weights must be re-stacked before leaving.
- Only bottled water will be allowed to be brought into the weight room, NO FOOD OR SPORTS DRINKS ALLOWED.
- Athletes must wear school-appropriate clothing when lifting and shirts must remain on.
- THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THESE RULES

LETTERING REQUIREMENTS

FOOTBALL: Must play in half the quarters and successfully complete the season. The coach may recommend granting a letter in case of injury or other extenuating circumstance.

BASKETBALL: Must play in an average of 1 quarter per varsity game and successfully complete the season. The coach may recommend granting a letter in case of injury or other extenuating circumstance

WRESTLING: Must acquire a total of 35 points during the course of the season and successfully complete the season. The coach may recommend granting a letter in case of injury or other extenuating circumstance

VOLLEYBALL: Must play in half of the varsity games and successfully complete

the season. The coach may recommend granting a letter in case of injury or other extenuating circumstance.

TRACK: Must average 1 point per meet toward team score or place in the District Meet. Must also successfully complete the season but coach may grant letter in case of injury or other circumstance.

UNIFORMS / JERSEY WARM-UPS

Team uniforms/jerseys and warm-ups are to be worn only by the athlete it was issued to. The only exception to this is when the opposite color jersey wishes to be worn by another student to show school spirit at the competition. Uniforms/jerseys/warm-ups are NOT to be worn on any day other than game days.

INJURIES

In the event that an athlete becomes injured, the coach will administer emergency first aid as needed. The parents or guardians will be notified as soon as possible so they may transport the athlete for medical attention, or notified that the rescue squad was called to transport the athlete if a serious injury has occurred. Every coach should be aware of each athlete's necessary medical information.

If an athlete is under medical advice not to participate, he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice, he/she must have a written doctor's report to that effect.

CONCUSSIONS

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

- Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- a. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
- 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and

- 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements.

Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Once a student has been cleared to return to activity, the following protocol will be followed:

1. Symptom-Limited Activities

- Initial 24-48 hrs. of relative rest, including Physical & Cognitive (mental) rest.

- Thereafter, symptom-limited activity may be encouraged provided the activity does not bring-on or worsen symptoms.

2. Light, Aerobic Activity, 10-20 minutes (<70% max. heart rate)

- Must be symptom-free; Completion of Return to Learn protocol and back at school full-time without academic restrictions.
- Walking, Biking, Swimming
- No weight lifting or resistance training

3. Sport/Position/Event Specific Exercise & Drills

- Individualized, light - moderate conditioning/running drill, agility drills, light weight lifting; throwing, catching, kicking, shooting, passing, mat drills, conducted away from formal practices.
- Do not allow any head impacts or use of head.

4. Non-Contact practice

- Prior to advancing to this stage, athlete must have written authorization from an appropriate licensed healthcare provider (i.e. MD/DO, neuropsychologist, athletic trainer), and have written permission from a parent before resuming team practice participation.
- Athlete is able to participate in non-contact team practice once neurocognitive post-test composite scores are near or return to baseline, or where testing is otherwise considered acceptable by a licensed healthcare provider trained to interpret test scores.

5. Full-Contact practice

- The athlete is able to fully participate in practices without restrictions.

6. Competition

- The athlete is able to fully participate in competitions without restrictions.

OFF-SEASON PROGRAMS

All coaches should encourage athletes to participate in sports that are in season. All off-season practices/programs must be properly supervised at all times and abide by any and all NSAA rules and regulations.

Athletes should only attend off-season programs if they do not interfere with the current in-season sport/activity or if the athlete has no desire to compete in the current in-season sport/activity.

CHANGING SPORTS

No individual will be allowed to change sports during a season unless they do so within 10 days after the season starts. EXCEPTION: If both coaches involved meet with the AD and agree that changing sports is for the benefit of the student involved.

NSAA MORATORIUM

The NSAA has adopted a 5-day moratorium in December. During these 5 days, the following rules are to be followed by all levels of activities:

- All high school facilities will be locked down and no athletes will be allowed in for any reasons, including watching film, shooting around, or conditioning.
- There shall be no attempt, on or off school premises, by any member of the coaching staff or a volunteer/parent to hold a competition or practice involving any age-level of athlete.

REPRESENTING YOUR SCHOOL

With more and more unacceptable behavior being shown at sporting events around the nation, Sutton Public School would like to list the following examples as to what could be deemed as acceptable or unacceptable behavior while at sporting events.

Parents, athletes, and spectators are asked to use common sense when attending a sporting event at the school, at visiting facilities, and to respect the opponent as well as their own athletes and coaching staff. Students and parents should understand that their participation or attendance at a contest or event is a privilege and not a right. Wearing a uniform or buying a ticket is not a release to act inappropriately, those doing so will be asked and expected to leave.

Some things that can be done to help boost team spirit:

- Applaud the introduction of players, coaches, and officials for both teams
- Accept the decisions of the officials (no matter how hard you have to bite your lip!)
- Start a cheer or chant that is in good taste or join in when someone tries to get one started
- Showing good sportsmanship to the players by shaking their hand when they foul out or at the end of the game
- Show concern for an injured player regardless of the team
- Clap and sing along with the school song

Below are actions that depict poor sportsmanship and will not be tolerated at Sutton Public School:

- Derogatory cheers, chants, songs, or gestures
- Booming or verbal assault of an official, athlete, coach, or fan
- Yells that antagonize the opponent
- Refusing to shake hands with an opponent or official
- Taunting, profanity, or actions made to bring attention to yourself and away from the team.

DEFINITIONS:

- **Athlete:** An individual who strives to compete at his/her highest level to bring about the best possible results for the team in a positive manner.
- **Fan:** An individual who attends an event to show SUPPORT and CHEER for the athletes. A fan always looks to applaud the good play.

- **Unacceptable:** An individual who casts a dark light on what the athletes and fans are trying to achieve. Always focused on the negative things and finds it tougher to find people willing to sit by he/she as the season goes on.

PLEASE BE AN ATHLETE OR FAN!

PARENT / PLAYER / COACH RELATIONSHIP

The player-coach relationship is perhaps the most critical relationship in athletics. Unfortunately, a parent can have a pronounced effect on this very important and delicate relationship. While you may not agree with all decisions of a coach, how and when you express your feelings can have a decided effect upon your child.

Players need to adhere to the policies and instruction given by their coach in order to be successful. Receiving technical or strategic instruction at home may interfere and conflict with the instructional process at practice sessions and games. This may ultimately impede the progress of the athlete and affect his/her playing time or hinder the success of the team as a unit.

In your role as a parent, you obviously love and are concerned about your child's welfare. You want the best for him/her but a teen-age athlete can only have **1 coach** and the school-hired coach has the ultimate say. DO NOT approach a coach immediately before or after a contest and refrain from trying to coach from the stands. These kinds of actions not only irritate the coach but they may also have a negative impact on your child as well.

CHAIN OF COMMAND

When dealing with players and parents or other issues, the following chain of command will be followed:

- Level 1 = Player to Assistant Coach
- Level 2 = Player to Head Coach
- Level 3 = Player & Parent to Coach
- Level 4 = Activities Director
- Level 5 = Building Principal
- Level 6 = Superintendent
- Level 7 = Board of Education

Coaches are instructed to have an open door when it comes to talking with their players and maintain professional conduct with their communication. If an athlete feels the need to discuss an issue, they should first go to the Assistant Coach unless the Head Coach has instructed his/her players to come and talk to them directly. At NO TIME should a parent talk directly to the Head Coach about any topics related to their child's playing time or opinions about a coaching philosophy.

If you as a parent feel something is wrong, talk with your son/daughter first. If you both agree that you should meet with the coaches, both parent and athlete should meet with the assistant coach together. If the problem is still unresolved, a meeting with the head coach should be made; and if further assistance is needed, the AD will then intervene.

Remember, coaches start the day as teachers before 8AM. They put in a full day with hundreds of teenagers and then try their best as a coach to get those teenagers to perform at their highest level the night of a contest. Many of these teachers/coaches then go home and become a husband/wife or mom/dad for the limited time they have left in the day. Students are also exhausted at the end of a day from a full day of studies and practice so please be respectful of everyone and the work they are trying to do.

LOCKER ROOM SUPERVISION

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations

under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Title IX Policy

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. **Discrimination Not Involving Sexual Harassment.**

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. **Notice of Allegations.**
- 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
- 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. **Determination Regarding Responsibility**

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.7.2.3. Findings of fact supporting the determination;
 - 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
 - 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
 - 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
- 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
- 5.8.3.6. Provide the written decision simultaneously to both parties.

5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

- 5.9.1.1. The allegations;
- 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. **Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
- 5.10.1.2. Any appeal and the result therefrom;

- 5.10.1.3. Any informal resolution and the result therefrom; and
- 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

SUTTON PUBLIC SCHOOLS

Sutton Public Schools and You - Teaming up to Educate our Youth for Future Success.

Dana Wiseman
Superintendent

Jay Vance
Secondary Principal

Michael Shively
Elementary Principal

Steve Ramer
Activities Director

Sharon Zoucha
School Counselor



June 21, 2021

Re: **Notice of Title IX Policy**

Dear SPS student and employee:

The Sutton Public School Board of Education has adopted policy 3057 regarding Title IX, the prohibition against discrimination on the basis of sex, and grievance procedures for complaints. This policy may be found in our handbooks.

Pursuant to this policy, the district does not discriminate on the basis of sex in any education programs, which extends to admission and employment. Inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the assistant Secretary for Civil Rights of the United States Department of Education, or both.

The Title IX Coordinator is Steve Ramer or Sharon Zoucha, who may be contacted in person, by mail, by telephone, or by electronic mail at 1107 N. Saunders Ave., 402-773-4303, sramer@spsne.org, szoucha@spsne.org.

The assistant Secretary for Civil Rights of the United States Department of Education may be contacted at: U.S. Department of Education, Office for Civil Rights, Washington, D.C. 20202-1100.

Sincerely,

Dana Wiseman

INTERSCHOLASTIC ACTIVITY HANDBOOK FORM

I hereby give Sutton Public Schools Coaches and Officials permission to obtain emergency medical treatment, if necessary, for _____ in my absence for a period of time between August to May of the current school year. This authorization is executed pursuant to Section 30-2604 of the Revised Statutes of the State of Nebraska.

I hereby give the medical facility selected by Sutton Public Schools' official's permission to administer emergency medical treatment for the above named minor.

Parent/Guardian Signature

INSURANCE: **Please complete either A or B.**

A). Our son/daughter is covered by _____ Insurance Company. Policy Number _____.

Please make a copy of your insurance card for emergency purposes.

B). We are purchasing student accident insurance through the carrier that was arranged by the school. Policy Number 2004 W3 D98 YES _____ NO _____

Parent/Guardian:

I have read and understand the Athletic Activity guidelines of the Sutton Jr. Sr. High School Interscholastic Handbook. I agree that my son/daughter will abide by them while he/she is out for activities and that the school and its coaches will enforce these guidelines.

I further understand that should there ever be a time whereby my son/daughter is not, or the school is not, in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel (Activities Director and/or Coaches) to discuss the matter further.

Parent Signature

Date

Student Athlete:

I have read and understand the Athletic Activity Guidelines of the Sutton Jr. Sr. High School Interscholastic Handbook. I agree that I will abide by the guidelines that the school and its coaches will enforce these guidelines.

I further understand that should there ever be a time whereby I am not, or the school is not, in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel (Activities Director and/or coaches) to discuss the matter further.

Student Signature

Date

***** **MAKE SURE TO ATTACH A COPY OF YOUR INSURANCE CARD** *****

