

## **SPECIAL POLICY WORKSHOP**

Thursday, January 28, 2016 7:00 PM

Morrill High School Multi-Purpose Room  
508 Jefferson Ave.  
Morrill, NE 69358

*Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world"*

### **I. CALL TO ORDER FOR REGULAR MEETING**

- I.1. Pledge to the Flag
- I.2. Roll Call

Motion to excuse Bill Zwiebel and Billy Stauffer Passed with a motion by Mr. Dick Burford and a second by Dave Sherrod.

Yea: 4, Nay: 0

### **I.3. Notification of Open Meetings Law Posting**

### **I.4. Recognition of Recording**

### **II. APPROVAL OF AGENDA**

### **III. CONSIDER/POSSIBLY APPROVE STAFF RESIGNATIONS**

Motion to accept resignation of Rebecca Cox with regrets and we thank her for her service. Passed with a motion by Dr. Cynthia Guerue and a second by Mr. Dick Burford.

Yea: 4, Nay: 0

Motion to approve resignation of Sandra Huckfeldt with regret and we thank her for her of service. Passed with a motion by Dave Sherrod and a second by Mr. Dick Burford.

Yea: 4, Nay: 0

Motion to approve resignation of Bill Edwards and thank him for his cooperation to the district for his help until the end of the school year. Passed with a motion by Dave Sherrod and a second by Dr. Cynthia Guerue.

Yea: 4, Nay: 0

### **IV. REVIEW THE POLICY SECTIONS RELATED TO ACTIVITIES & CURRENT COACHES HANDBOOK**

The Activity Related Policies, Coaches and Club Sponsor Handbook and Code of Conduct -Coaches handbooks had multiple policies reviewed. Activity Related policies regarding students transferring from other states was discussed. Eligibility and Progress Reports policy was discussed to amend eligibility. Coaches and Club sponsor policies were reviewed for updating.

V. NEXT REGULAR MEETING DATE: February 8, 2016

VI. ADJOURNMENT

Meeting Adjourned at 8:58 PM

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**Rebecca Cox**

5874 Rd 53  
Torrington, WY 82240  
(307)630-8479  
rebecca.cox@mpslions.org

December 1st, 2015

Dear Morrill School Board members and Administration,

This is my official resignation letter from my position as Morrill FFA Advisor and Ag instructor at the end of the school year. It is with a heavy heart that I turn this letter in. This was my first teaching position and I hold it very near to my heart. But several things have come into play that call me to a different path. I want to be able to focus more on raising my family, so I have decided to resign from my position. I have discovered over the last six years that being an Ag teacher and a Mom sometimes do not mix, and usually it's my daughter and husband that suffer. This is the biggest drive behind my decision to resign. It has not been an easy choice and I have rewritten this letter so many times, trying to find the right words.

I am so very thankful for the people in this community that have supported the ag department, and my start as an Ag teacher. I believe that this program can withstand anything that is thrown at it, because of our students and their families. Morrill High School has had a few rough years, but I believe because of student body anything is possible. I also believe that we have one of the most dedicated set of staff members and school board members that have the same vision when it comes to this school, and I am very honored to have been part of this family.

Please accept this letter of resignation. My hopes are that because of my early announcement you are able to find a suitable replacement to continue this program and its positive direction. Thank you again for your understanding and advice over the years.

Sincerely,

***Rebecca Cox***

*In partnership with the students, parents, and local communities, the mission of the Morrill Public Schools is to empower students with the knowledge and skills to achieve greatness in all aspects of life.*

# Morrill Public Schools

Sandra Huckfeldt  
P.O. Box 486  
505 Center Street  
Morrill, NE 69358



Phone High School: 308-247-2149  
Fax High School: 308-247-2094  
Phone Elementary: 308-247-2176

January 18, 2016

Morrill School Board,

I am electing to participate in the School Boards Early retirement Incentive Program. I meet all the requirements as a participant. I would like to choose payment Option A, and receive \$20,000 divided equally between three installments with the Bonus Option of an additional \$1,000.

I am on an extended contract where I work an additional 15 days. I worked ten days before school started and will work an additional five days past the resignation effective date of May 19th, 2016. During that time I will post student grades, print report cards, post grades to transcripts, and send final transcripts to colleges for the graduation seniors.

Sincerely yours,

A handwritten signature in blue ink that reads "Sandra Huckfeldt". The signature is fluid and cursive, with the first name being larger and more prominent than the last name.

Sandra Huckfeldt

Morrill High School Counselor

January 25, 2016

Morrill Public Schools

411 East Hamilton

Morrill, Nebraska

Mr. Sherwood and the Morrill Board of Education:

I formally resign my teaching position and all coaching positions at Morrill Jr./Sr. High School. My last day will be Friday, January 29, 2016. This decision was not made lightly and I received an offer that I cannot turn down as it is what is best for my family. I plan to continue to help make plans and collaborate with the substitute through the end of the year to ensure a quality education for Morrill students. Thank you for your time and support.

A handwritten signature in cursive script, appearing to read "Billy Edwards", with a long horizontal flourish extending to the right.

Billy Edwards

Morrill Public Schools  
**STUDENT ACTIVITY ELIGIBILITY**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

**Eligibility and Progress Reports**

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will be mailed, via their parents, a student progress report.
2. A failing list will be generated on Monday. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning with the fourth week, any students who appear on the weekly failing list in more than TWO or more classes (grades 7 – 12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to 70% or higher. The activities director must be notified by the teacher to verify the student's grades. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any non-curricular school activities.
3. Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

Legal Reference:                   20 U.S.C. Sect.1681-1683; 1685-1686 (1994).

34 C.F.R. Pt. 106.41 (1993)

Neb Statute 79-296 & 79-443

Cross Reference:           502       Student Attendance

504       Student Rights and Responsibilities

505       Student Discipline

Approved July 13, 2009; Reviewed Sept. 14, 2009; Revised Sept. 14, 2009; Revised **May 14, 2012**

### STUDENT PERFORMANCES

Students, as part of the education program, may participate in contests, performances or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

Public events involving student participation must be consistent with the following educational goals of the schools:

1. Programs should have both educational and inspirational value.
2. Programs should have interest variety.
3. Wide participation in the programs should be encouraged.
4. Good taste should be demonstrated in the kinds of programs and behavior shown.

It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).

Cross Reference: 504 Student Rights and Responsibilities

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

### STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the principal. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

The main emphasis of any fund-raising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises.

No contribution of money for any purposes will be collected from or by school children except as authorized by the Board.

Fund raising by non-school agencies or by students for events other than school- sponsored events is not allowed.

It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Cross Reference:           504    Student Rights and Responsibilities  
                                  505    Student Discipline

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

### STUDENT ACTIVITIES FUNDS

The Student Activities Funds of the school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible.

Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the school board.

The superintendent will have custody of these funds and a complete record of receipts and disbursements shall be maintained at all times. A separate account will be maintained for each fund. All funds will be maintained in one general account, the Activity Fund, and will be deposited in the bank. A complete record of all receipts and expenditures shall be maintained at all times and those records and the Activity Fund shall be audited once a year as part of the regular district audit. The superintendent of schools will submit to the board of education a report, on a monthly basis, of receipts, disbursements, and the balance of the Activity Fund and of the accounts comprising the Activity Fund.

Any class money in an inactive student activity account will be left for a period of one school year in order to make sure all expenses have been been paid. Any money left in the account at the end of the school year will be transferred to a special accent within the activity account. This money shall accumulate and be used for activities or material that benefits the student body. The activity or material purchased from this fund must be approved by the Board.

Cross Reference: 704.04 Audits

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

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Cross Reference:                    704.04 Audits

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

### STUDENT PHYSICALS FOR ATHLETICS

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by parents and the physician. Only proper forms are to be used in all cases.

Legal Reference:                   NSAA Athletic Bylaws sect. 3.4

Cross Reference:                 506.01 Student Activity Eligibility

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## ADMISSION OF STUDENTS WHO RESIDE OUT OF THE STATE OF NEBRASKA

Students who reside in a state other than Nebraska must submit an application to enroll in the district at least three weeks prior to the beginning of the semester in which they wish to begin attending the district. Out-of-state students may not enroll mid-semester.

The administration will review each application and will admit out-of-state students whose academic history, disciplinary records and prior school community involvement indicate that they will be successful in this school district. Those who have verified disabilities pursuant to the Individuals with Disabilities in Education Act or section 504 of the Rehabilitation Act will not be excluded from admission based solely on their disability. However, those who need specialized programming or whose enrollment would require the hiring of additional staff or specific training of existing staff will not be admitted. The administration’s approval or disapproval of an out-of-state student’s application is final.

Out-of-state students who are admitted pursuant to this policy must meet the requirements of the “Student Admissions” board policies and as well as comply with board policies, state statutes and regulations that apply to their situation. Once admitted, they will be subject to the same disciplinary rules and procedures as resident students. Students must reapply for admission prior to each semester. Re-admission may be denied for students who are not academically and/or behaviorally successful. Once admitted, out-of-state students’ grade level placement will be determined in accordance with district policy.

Out-of-state students are not entitled to transportation or reimbursement for transportation.

Out-of-state students will be charged tuition of \$0.00 per semester by the district. Payment in full is due to the central office of the district on or before the first day of classes each semester. The tuition fee may be changed by the board of education prior to any semester with or without notice to the out-of-state student’s family or resident school district.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

**MORRILL PUBLIC SCHOOLS**  
MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED  
IN EXTRACURRICULAR ACTIVITIES

**POLICY STATEMENT**

The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol; and
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

The drug testing policy is mandatory for any student participating in an activity that meets the guidelines of an extracurricular activity at Morrill Secondary School will be subject to this policy. The mandatory drug testing policy is not based on reasonable suspicion and is not part of the Student Discipline Act. In order to be constitutional, the policy does not involve student discipline, pursuant to Neb. Rev. Stat., §79-254 et seq. This policy is promoted as a deterrent to illegal drugs and alcohol use. Any attempt to subpoena the results of these drug tests, is prohibited for discovery or disclosure pursuant to the Public Health Service Act, 42 USC §290dd-2. (See 42 CFR §2.11 defining "program" for purposes of the Public Health Services Act.)

**DEFINITIONS:**

**DPA:** A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples.

**Drugs:** Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

**Drug Program Coordinator:** The Drug Program Coordinator shall be the Morrill secondary school principal or the designee.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised March 11, 2013

**MRO:** A Medical Review Officer will review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. In the event of a non-negative test, the parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

**School Year:** From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes in the following spring, including all days until the last day of competition after the last day of classes.

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill Public Schools, which shall include, but not be limited to, the following:

Basketball	Football	Gaming Club	Spanish Club
Cheerleading	Golf	Cooking Club	Speech Team
Computer Club	National Honor Society		STUCO
Cross Country	One-Act Play		Track
Dances	Pep/Marching/Honor Band		Volleyball
FBLA	Prom, Homecoming, Winter Royalty		Wrestling
FFA	Quiz Bowl	Show Choir	Yearbook

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant, and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Secondary School Principal. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the High School Principal. A participant may be subject to testing at any time during the school year. Any student who tests positive will continue to be tested through the summer months (Page 3, Procedure, 1. E). A student may request to be removed from the testing pool if he/she has quit or been cut from an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students. Requesting removal from testing pool would hinder eligibility for any other activity for the rest of the school year.

**Sample Collection:** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing. If the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

**Drug Program Administrator:** The Drug Program Administrator (DPA) will determine, through random selection, the student(s)/ participants) to be tested. This will be accomplished by the use of a "Student List" identifying the student by number only. The DPA, shall also process sample results and maintain privacy with respect to test results and related matters.

**Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Administrator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

**Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## **DRUG SCREENING PROCEDURES**

**General Policy:** Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

**Prohibitions:** All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

**Alcohol Use / Possession:** All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

**After-School-Hours Conduct:** After-school-hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

### **Procedure:**

#### **1. All Current Students Participating in Extracurricular Activities**

##### **A. Random Testing**

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities

contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

**B. Consent**

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

**C. Removal From the Random Testing List**

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, since the testing pool is for the entire 365 days, dropping out of the pool will prohibit participation in any activity for the remainder of the year; students may volunteer to remain in the pool even though he/she are not part of the activity.

**D. Morrill Secondary School Continued Testing: Students entering Morrill Secondary School will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete. (Drug testing during the school year only.)**

**E. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. A student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Administrator will contact the student to establish a location and time for the test to take place.**

**2. Testing Procedures**

**A. General Guidelines**

The Board and the DPA shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392, and 395.

**B. Substances**

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, methamphetamines, cannabinoids, cocaine, opiates, synthetic and psychoactive drugs, PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Administrator.

### **C. Testing Procedure**

The Board reserves the right to utilize breath, saliva, hair, or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

#### **3. Collection Sites**

The Drug Program Coordinator will designate a collection site(s) at Morrill Secondary School where individuals may provide specimens.

#### **4. Collection Procedures**

The Board and the DPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the DPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee.

#### **5. Return of Results**

The DPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal which students tested positive.

#### **6. Request for Retest**

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

**Positive Results:** Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Morrill Secondary Principal (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test:

- DPC meeting with parent/s and student;
- Student notified of a requirement to miss 5 days of practice for the extracurricular activity. The student will also be ineligible to publicly perform in any activity for 14 calendar days. If the end of the activity precedes the end of the 14 days the remaining days will carry over to the next activity so the student completes the required number of days;
- Written proof of alcohol/drug use assessment by a drug counselor is required. Follow through of the recommended drug assistance program sessions with the counselor is strongly encouraged; and
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Morrill High School.

Second Positive Test:

- DPC meeting with parent/s and the student;
- Suspension of the privilege to participate in practice and extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
- An additional five sessions of drug counseling must be completed before the student may petition to return to activities; and
- Follow up drug testing for the next 12 months will begin upon notification of the second positive test, or end upon graduation from Morrill High School.

Third Offense (within two consecutive years):

- DPC meeting with parent/s and student;
- Suspension of eligibility to participate in practice and extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from Morrill High School.
- Follow-up drug testing will continue for 12 months from the date of the meeting.

Fourth Positive Test (during high school career of a student):

- DPC meeting with the parent/s and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Morrill High School.

**Refusal to Submit to Drug Use Test:** A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

**Appeal:** A student participating in extracurricular activities who has been determined by the Principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s)

shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Administrator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Morrill High School, or one year after his/her class graduates from Morrill High School.

**Severability:** Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

**MANDATORY DRUG TESTING POLICY FOR STUDENTS IN**  
**EXTRACURRICULAR ACTIVITIES**  
**MORRILL PUBLIC SCHOOLS (Grades 7-12) EXHIBIT A**

**CERTIFICATION OF UNDERSTANDING**

I have read and understand the contents of the Morrill Public Schools' Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities. I understand by signing this document and also the General Authorization Form that I will abide by the terms and conditions of the Morrill Public Schools District's Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

**GENERAL AUTHORIZATION FORM**

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the Morrill Public Schools.

I also authorize the Morrill Public Schools District to conduct a breath or saliva test for drugs and/or alcohol use. I also authorize the Morrill Public Schools District to conduct random tests during the current school year. I also authorize the release of information concerning the results of such a test to the Morrill Public Schools District, Western Pathology Consultants, Inc., and to the parents or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill Jr/Sr High School, which shall include, but not be limited to, the following:

- |               |          |                         |               |                 |
|---------------|----------|-------------------------|---------------|-----------------|
| Basketball    | FBLA     | One-Act Play*           | Spanish Club* | Wrestling       |
| Cheerleading* | FFA      | Pep/Marching/Honor Band | Speech*       | Yearbook*       |
| Computer Club | Football | Prom* & Homecoming*     | STUCO         | Winter Royalty* |
| Cross Country | Golf*    | Quiz Bowl               | Track         | Gaming Club*    |
| Dances        | NHS*     | Show Choir*             | Volleyball    | Cooking Club    |

**Please circle the activities you plan to participate in during this school year.** ( \* High school Only)

Morrill Public Schools

Scotts Bluff County School District #79-0011

**Activities**  
**Coaches/Club Sponsor**  
**HANDBOOK**



Approved Second Reading by the Board of  
Education on July 9, 2012



# MISSION STATEMENT

In partnership with the students, parents and local communities, the mission of Morrill Public Schools is to empower students with the knowledge and skills to achieve greatness in all aspects of life.

# Contents

Mission Statement .....	1
Intent of Handbook.....	3
<b>Coach and Sponsor Guidelines .....</b>	<b>4</b>
Goals and Objectives .....	4
Responsibilities of Coaches / Sponsors .....	5
Duties of Coaches / Sponsors.....	5
Personal Conduct of Coaches / Sponsors.....	6
Guidelines for Utilization of Volunteer Coaches .....	6
Student Supervision .....	7
Transporting Students.....	7
Overnight and/or Out-of-District Trips.....	8
Travel Expenses .....	8
Scheduling Athletic Events .....	9
Holiday / Sunday Practice Sessions/ Games.....	9
Practices/Games Scheduled for Professional-Development Meeting Days .....	9
Facilities .....	10
Weight Room.....	10
Summer Events at Schools .....	10
Rules Violations .....	10
Injuries.....	11
Ambulance Arrangements.....	11
Concussion on Sports .....	11
Conflict of Interest / Use of Outside Athletic Facilities .....	11
Catastrophic Insurance Coverage.....	12
Student Conflicts in Extracurricular Activities .....	12
Student Participation.....	12
Squad Selections.....	13
Student Managers .....	13
Fundraising .....	13
Awards .....	14
Number of Coaches/Sponsors and Tenure .....	14
<b>Substitutes or Classified Staff as Coaches / Activity Sponsors.....</b>	<b>14</b>
<b>Guidelines for Activity Funds .....</b>	<b>15</b>
Statement of Purpose .....	15
Receipt and Deposit Procedures .....	16
Internal Control Over Receipts.....	16
Cash Disbursement and Checks .....	17
Cash Advances.....	17
Cash Per Diem for Students.....	18
Disposition of Cash Balance in Discontinued Activity Accounts.....	18
<b>Employee Policies.....</b>	<b>19</b>
<b>Student Policies.....</b>	<b>23</b>
<b>Appendix</b>	
Job Description.....	26
Signature Page .....	28

## Intent of Handbook

Welcome to Morrill Public Schools; aka, Scotts Bluff County School District #79-0011. This handbook is intended to be used by coaches, club and organization sponsors, and class sponsors to provide general information about Morrill Public Schools and to serve as a guide to policies, rules and regulations, travel, and performance expectations.

Each activity sponsor is responsible for becoming familiar with the handbook and knowing the information contained in it. Morrill Public Schools policies/procedures, rules/regulations, and all state/federal regulations apply to ALL individuals paid by Morrill Public Schools and acting in an official, contracted capacity with the District.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will have power over this handbook.

Administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interest of the District.

This handbook will be in effect for the 2012-2013 school year and subsequent school years unless replaced by a later edition.

**PLEASE NOTE:** This handbook was created using approved policies of the school district. The policies are indicated in brackets [ ]. Those policies with an \* indicates that the full policy is not included in the handbook. The full policy may be obtained by contacting the Superintendent's office or can be found on the server folder named "District#79-0011". Any policy or change in the policy for Morrill Public Schools – also known as, Scotts Bluff County School District #79-0011 – supersedes any items contained within this handbook. The handbook -- or any items within the handbook -- may be revised, deleted, or added at anytime without prior notice.

# Coach and Sponsor Guidelines

Morrill Public Schools (MPS) believes that all personnel affiliated with school activities should strive to teach the basic principles of leadership, competitiveness, fair play, self-discipline, and responsibility for adult living.

## Goals and Objectives

The goals of Morrill Public Schools are to help all students and school staff to:

- increase their knowledge of skills in a particular area by being an active participant of the school activity, contest, or program.
- require academic performance to the capability of the student. Academics and activities should combine to provide a total educational experience for the participants.
- develop a realistic, positive attitude toward themselves and the local school and a feeling of belonging and community. To instill a sense of sportsmanship, responsibility and fair play to all participants both at home and away.
- have a positive attitude toward the value of extracurricular activities. To establish a competitive atmosphere to get the participants to perform to his/her maximum ability. Nothing more or less should be expected or accepted.
- offer and make available the activities to as many students as possible with the maximum amount of success possible, since activities are an integral part of our educational process.
- maximize participation at the Junior high and freshman levels; since these levels are exploratory type activities and every child that has a desire to participate in any activity will be given an opportunity to do so. **All players play in all games at the junior high and freshman levels.**
- be aware of the rules and regulations that govern athletic programs.
- involve as many students in extracurricular activities as possible.

Our objectives are to encourage and promote friendly relationships and good sportsmanship throughout all MPS. These objectives will be accomplished by requiring courtesy and proper decorum at all times. Through acquainting coaches/sponsors with ideals of good sportsmanship and by so publicizing these concepts and attitudes, all members of the school and community will understand their meaning.

**Sportsmanship** is not inherent. It should be stressed that each coach/sponsor has a role in encouraging and promoting friendly relationships and good sportsmanship in our school community. The coach/sponsor shall work with the school administrators, athletic directors, and teachers to ensure that each participant is fully aware of the academic standards approved by MPS and the local school. He or she shall encourage team members to achieve academic success.

- The coach/sponsor shall serve as an example of fair play and sportsmanship toward all players, spectators, game officials and other coaches. He or she must exemplify the highest moral character, behavior, and leadership on and off the field. The coach/sponsor shall promote ethical relationships among and between his or her constituents. He or she shall persevere to eliminate negative behavior that surfaces when left unchecked during competition. The coach/sponsor shall follow the Nebraska Schools Athletic Association (NSAA) Code of Ethics (<http://www.nsaahome.org> ).
- The coach/sponsor shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize its use.
- The coach/sponsor shall be thoroughly acquainted with all contest rules and interpret them properly to team members, parents, etc.
- The coach/sponsor shall respect and support contest officials.
- The coach/sponsor shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach/sponsor shall not exert pressure on faculty members to give student athletes special consideration such as grades.
- The coach/sponsor shall never leave any students unattended without appropriate adult supervision.
- MPS coaches/sponsors should always keep the common good of the District in mind when making decisions and dealing with opposing coaches.

## Responsibilities of Coaches / Sponsors

The Coach will be responsible for providing services in accordance with the directions of supervisory coaches and the Athletic Director and adhering to the following expectations:

- a. **Working with Students:** Coach and supervise students participating in the activity during practice, travel, and competitions. Assure that students engage in good sportsmanship and follow team and school rules. Place the emotional and physical well-being of the players ahead of any personal desire to win. Implement due process disciplinary procedures consistent with school policy. Explain eligibility requirements and participation rules to students and follow rules. Treat students fairly and without discrimination and provide them with a positive activity experience. Maintain student confidentiality.
- b. **Planning:** Plan and implement practice and competition objectives and strategies. Assist with scheduling of interscholastic contests or activities.
- c. **Equipment and Safety:** Assist with the general upkeep and inventory of equipment, supplies and uniforms and assure safety conditions of facilities and equipment. Equipment and uniforms must be collected and stored immediately upon the close of the season. Inventories of all equipment and uniforms will be done prior to the season beginning and after the season ends. Inventories will be kept on file with the Activities Director. Coaches/Sponsors are responsible for maintaining school property including uniforms and equipment.
- d. **Communication and Records:** Perform assigned communication and record-keeping duties, which may include reporting or turning in accurate equipment records, practice and competition scores/times, etc., rosters, student award or recognition records, communications to students and parents about scheduling and expectations, etc.
- e. **Positive Relations:** Develop positive relations with students, parents, school staff, the community and other schools and serve as an appropriate role model for the students. Coaches/sponsors must be available to parents to discuss team issues although parents should recognize that it is within the coach's/sponsor's authority to determine the amount of a student-athlete's playing time.
- f. **Development:** Attend meetings and in-services to be familiar with rules, expectations and innovative ideas or techniques. Adhere to rules as promulgated by the Nebraska State Athletic Association (NSAA) for your activity(ies).
- g. **Attendance:** Regular, dependable and punctual attendance is an essential function of this service. The Coach must have the physical and mental ability to effectively perform the above expectations. Coaches/sponsors shall never leave supervision of practices and or games with anyone not employed and under contract with Morrill Public Schools. All coaches/sponsors are to be responsible for their participants and their equipment and are to be present at all practices/events unless excused by the Principal.

## Duties of Coaches / Sponsors

The duties of the Coach/Sponsor shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent and by the Athletic Director. The Coach/Sponsor agrees to perform the duties faithfully and to the best of the Coach's ability. Duties include but limited to the following:

1. Checking all clearance forms are in order (physicals, insurance, consent forms, guidelines).
2. Scheduling of transportation with Transportation Director.
3. Submitting purchase orders to the Athletic Director. **Any purchases, samples, or equipment received without a signed purchase order is the financial responsibility of the individual coach/sponsor.** Any materials or supplies to be purchased by student participants must have a signed purchase order before ordering. The students are to pay for the items in the office before receiving them. Shipping and handling charges will be added to the purchase price. Items will be transferred through the individual staff members activity account.
4. Maintenance and proper care of equipment.
5. Submitting a list of students to be released from classes to the school office and staff at least two days in advance of the trip.
6. To make arrangements for substitutes through the Principal or School Secretary and to leave meaningful work for classes (no study halls or movies) when away on approved activities.
7. Reporting game results to media in a timely manner. The local media should be contacted after every event at any level. This is important to those kids who participate. Give the score and any other information you feel will

be positive for your program. Media includes: Star Herald Sports, Lincoln Journal Star, Omaha World Herald Sports, KNEB Radio, KOLT Radio, KPNY Radio, KSTF-TV Sports, KDUH-TV Sports, The Mitchell Index.

8. Pre-game preparation.
9. Arranging pre-season orientations for parents.
10. Scheduling "Off-Season" training and improvement opportunities.
11. Fundraising.
12. Coaches and sponsors are responsible for the safety, welfare, and the supervision of students on the bus, in the motels, before, during, and after practices, contests/activities, both in town and out of town. The person in charge of the extracurricular activity must stay with their people until the building is empty. Make sure that all lights are out and doors are locked if the activity occurs before or after school. If the showers or locker rooms are used, the coach is in charge and responsible for making sure they are cleaned before leaving the area.
13. Coaches and sponsors need to organize out-of-town trips in advance, so all involved parties receive timely, practical information regarding the activity (i.e., bus drivers, students, parents, administration). This information should be current and reflect any changes in student travel status up to the time of departure.
14. Coaches and sponsors will provide an accurate list of students traveling to both the attendance or activities office and the bus driver prior to departure.
15. Coaches and sponsors will develop and follow a budget in line with district guidelines and expectations. Coaches and sponsors are responsible for seeing that all financial obligations resulting from the participation in an activity (meals, lodging, fees, etc.) have been budgeted and appropriate steps have been taken to assure payment.
16. The Coach/Sponsor shall comply with the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The Coach should be aware that the policies of the Board of Education and rules and regulations of the district may be changed at any time, with or without notice to the Coach. The Coach will adhere to the NSAA rules, by-laws, and the Coaches Code of Conduct for the respective activity.
17. The days and hours of employment shall be as assigned by the Superintendent or Athletic Director. Regular, dependable and punctual attendance is an essential function of the Coach's position.
18. The Coach/Sponsor may be assigned to different positions and duties. In such event the Board shall retain the discretion to adjust the salary commensurate with such changed position or duties.
19. The Coach/Sponsor represents that the Coach meets all qualifications and has all credentials to be employed to the position assigned. If employed as a head or assistant coach for NSAA sanctioned activities, the Coach possesses a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate or a Provisional Trades Certificate and/or Special Services Certificate endorsed in coaching.
20. Other duties as assigned by the Principal or Athletic Director.

### **Personal Conduct of Coaches/Sponsors**

- The Board of Education adopted a district-wide NO SMOKING POLICY. Since all extracurricular activities are considered an extension of the school day, it is understood there will be NO SMOKING during the sponsorship or supervision of school activities at home or away.
- The Board of Education adopted a district wide DRUG FREE ZONE. Since all extracurricular activities are considered an extension of the school day, it is understood there will be absolutely no drugs or alcohol usage during the sponsorship or supervision of school activities at home or away, including out-of-town trips when students are in for the night. This includes use, possession, or under the influence.
- There is no situation in athletics or clubs that requires profanity.
- Be part of a unified effort. Abstain from negative comments when in the presence of those you are coaching with and for. Be positive and constructive.

### **Guidelines for Utilization of Volunteer Coaches**

- Volunteer coaches are to be assigned to help coaches provide better instructional services to student athletes.
- Volunteer coaches are not assigned to relieve coaches of their responsibilities or to change the overall athlete-to-coach ratio.

- Written assignments shall be established for all volunteer coaches defining their function and responsibilities. These assignments shall be established by the head coach with a copy provided to the Athletic Director and building principal.
- Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
  - Prescribing disciplinary action relating to a student or students.
  - Excusing students from attendance or participation in any classroom or school-related activity.
  - Assuming the responsibility for a student or group of students.
  - Treating any injuries sustained by a student, though appropriate first aide may be applied.
- Volunteer coaches shall receive all applicable handouts and information provided to paid coaches.
- Volunteer coaches shall refer concerns regarding their position, responsibilities, student safety, etc., to the head coach, Athletic Director, or building principal.

## Student Supervision

From a safety and legal standpoint, participants involved in an activities' program must be constantly supervised.

- Dressing and shower areas should be appropriately supervised.
- When visiting other schools for contests, the coach/sponsor should take strict precautionary measures against theft and vandalism. This includes, but is not limited to, picking up trash and towels in dressing rooms, motel rooms, bleachers, etc.
- Supervision of students being transported is required. Nothing is to be extended or thrown from the windows of the vehicle. On overnight trips, rules of expected student behavior will be outlined and presented to the students and parents and properly enforced.
- Students are NOT to use the gymnasium, weight room or other school facilities without a coach/sponsor present. It is the coach/sponsor's responsibility to be certain lights are turned off and doors are locked when vacating the facility. Facilities should be left in the same or better condition than which they were found.
- Upon returning to the school after an out-of-town event, the coach/sponsor will remain with students until all have been picked up by parents or authorized persons, or under the supervision of an adult. **AT NO TIME ARE STUDENTS TO BE LEFT UNSUPERVISED AT THE SCHOOL.**
- Coaches/Sponsors (both the head and assistants) must ride the bus to and from their out-of-town events. At no times may the bus be left under the supervision of an uncertified employee. Any exceptions to this rule must be cleared by the Activities Director or Superintendent.
- Students are not to be left unsupervised when the team is out of town. If a group or team is on an overnight trip, the coaches are not to leave the students unsupervised at any time. Coaches/Sponsors should not leave the motel once the students are in for the night.

## Transporting Students (see also Student Transportation for Extracurricular Activities Policy 801.06 on page 21)

Morrill Public Schools will provide transportation to and from activities where students are participating. Only those students who are participants or sponsors of the activity will be allowed to ride in the school-provided transportation. Student will be required to ride to and from the activity in the transportation provided by the school, unless proper written request is obtained in advance from the student's parents/guardian and approved by the Principal. Travel to and from school related activities should be done in the most expeditious manner possible.

If busing is required, the Transportation Department must be notified at least two weeks prior to the trip by filling out a Transportation Request Form. These trips must be approved by the Principal. Late requests can only be approved by the Superintendent or designee. All personnel assigned to drive the **activity bus** shall be certified by the MPS Transportation Office and State of Nebraska. Wages of drivers, if necessary, will be paid by District funds. State Law prohibits transporting students in vans which carry more than fifteen (15) passengers including the driver. It is the coach/sponsor responsibility to make certain that vehicles are cleaned at the conclusion of the trip. The Coach/Sponsor should also inspect the vehicle for any damage that might have occurred on the trip. If a sponsor/coach drives a van or other school vehicle, he/she must follow the following rules:

- Driver must be authorized by the Principal or Superintendent.
- Must be at least 21 years of age.

- The van/vehicle must be picked up at departure time – not before – and is to be returned to the parking lot immediately after the trip.
- Gas and oil must be checked at fuel stops.
- Upon completion of the trip, fill out the van/vehicle request form completely. Be sure to list any problems observed during the trip and return this form to the Activities Office.
- All vehicles must be returned with a full tank of gas.

With the approval of the Principal, private **automobiles** may be used for transporting students taking part in athletic events. Schools must ensure that any parent transporting students has completed all requirements of the District. With proper parental authorization, a student may transport himself or herself, but **under no circumstances, may a student transport another student to or from athletic events.**

### Overnight and/or Out-of-District Trips

Overnight and/or out-of-district trips for any activity must be planned in advance and approved by the Principal and the Activities Director. No school time may be lost for travel to, or participation in, athletic events, cheer or dance competitions except for NSAA state contests. All out-of-state tournaments and other events must be NSAA-sanctioned events. Any travel must be limited to only the amount of time absolutely necessary to cover competition at the event.

Any trip requiring students to be gone overnight **outside of the state** of Nebraska will require an expressed approval by the Board of Education. It shall be the sponsor's responsibility to see that such request is in the hands of the Superintendent in time to be placed on the Board agenda prior to the trip being taken.

### Travel Expenses

It is the responsibility of the coach/sponsor to assure that all travel charged to Morrill Public Schools, regardless of the source of funds, is accomplished for the benefit of the District, is necessary, and that such travel utilizes the most cost effect arrangements and the least amount of time out of school. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, spouse/family accommodations, and delays or services unnecessary or unjustified in the performance of official business are not reimbursable under the District guidelines. Employees are responsible for all excess costs and for additional expenses incurred for personal preference or convenience, such as phone calls, room movie rentals, tips, room service, etc. **All travel arrangement must be pre-approved by the Activities Director or Superintendent. All travel arrangements such as lodging will be made through the Activities Director.**

- **Sales Tax:** All receipts/invoices must show that Morrill Public Schools is tax exempt. Any sales tax incurred that cannot be recouped from the vendor will be the responsibility of the coach/sponsor to reimbursement the school district.
- **Meals:** The district will pay for meals for out-of-town activities based on the type of activity, the purpose, the distance from Morrill, and the length of the activity.
  - The District will provide a meal allowance for those participating students who attend **District or State activities only**. These meals will be paid with a school district credit card, voucher, or reimbursement to coaches/sponsors with detailed, **original receipts**. Cash may given to students based on the type of activity and will be limited. Meals or meal allowances will not be provided for non-district or non-state activities. Meals will be limited to the amount of time the team is out of town and only for the minimum amount of time. Meals will be limited to three per day for a full-day gone, and one-meal per day for a half day. Meals will also be limited to an average of \$6.50 per meal per participant and/or coach(s)/sponsor(s). Meals in excess of this amount should be paid by the coach, sponsor, students, or booster organization.
  - In some instance, the activity organization, parents, or booster club may elect to provide or assist in the cost of meals for participants who are traveling to certain activities that are not covered by the District. Students may be required to pay for their own meals or bring a sack lunch on certain occasions.

- **Registration Costs and/or Entry Fees:** Costs for registrations and entry fees for students to participate in any school-sponsored and/or sanctioned event, shall be paid by the Activities Fund. These revenues are generated from Morrill's gate and entry fees.
- **Lodging:** The District **or activity organization** will provide for the costs of lodging in the event of an overnight stay being required related to an activity or event being attend by Morrill students. In certain instances students may be required to participate in lodging expenses. Lodging will only be paid by the District for the minimum number of nights needed for the activity. The District will not pay for spouses or any other family for coaches/activity sponsors. The District maintains that the minimum number of rooms and nights will be paid for by the District.
- **Other:** The District will pay incidentals such as toll fees with an original, detailed receipt.
- **National Events:** The Board of Education acknowledges the accomplishments of high school students who qualify for attendance at national conferences, workshops or competitions. Those students, including supervisors, who place first on state level competitions, will be eligible to receive \$100 to be applied towards their travel expenses.
- **Pep Band, Cheer leaders, Flag/Drill Teams:** When determined by the activities director and/or principal that one of the above named groups shall participate in a non-overnight athletic activity, the school shall provide transportation to and from the event according to the above stipulations. The district will not provide transportation/lodging/meals for the Pep Band to travel to overnight athletic events such as the State Tournament. The district will provide for the cost of admissions that may be required for events where the Pep Band will play. Cheerleaders shall be considered under the same policy guidelines as the participating athletes.

### **Scheduling Athletic Events**

The Athletic Director and Principal should schedule all athletic events. Coaches/sponsors should never schedule events without consulting with school administration (including, but not limited to: scrimmages, off-season clinics, weight lifting, and workouts). All events must have contracts from both schools which describe all conditions and exceptions for the event. All schools must abide by the Morrill Public School's Master Schedule. No exceptions. Every attempt will be made to insure a balance home/away schedule. Sometimes it will be impossible to accomplish a balance, but a concerted effort will be made. Contracting of officials will be handled through the Activities Director. Coaches will be consulted for input concerning which officials to contract.

### **Holiday / Sunday Practice Sessions / Games**

No practice sessions or games are permitted in any school on Sundays or legal holidays without prior approval from the Superintendent. No player will be penalized for missing practice during family vacation (one week), if he or she has a valid reason and has cleared his or her absence in advance with the coach.

### **School Postponement and Game Cancellation**

- If school is closed all day, all extracurricular and intramural events are cancelled. This includes all practices and home or away games/activities for all Morrill Public Schools regardless of opponent. Game cancellation must be made by 2:00 p.m.
- If school is closed all day on a Friday due to inclement weather, all extracurricular and intramural events can be conducted on Saturday of that week at the Superintendent's discretion. It is also at the Superintendent's discretion on whether to utilize activity buses. Schools should exercise extreme caution in decisions regarding poor weather conditions.
- If the Superintendent/designee directs the cancellation of all events due to weather, no exceptions shall be made.

### **Practices/Games Scheduled for Professional-Development Meeting Days**

- On flexible Professional Development days, practices/games may be conducted.
- On parent-teacher conference days, practices/games may be conducted; however, the principal will determine the starting times of practices and games.
- Games may be played on election days as long as traffic flow at election sites is not impeded or affected.

## Facilities

- The practice and contest facilities of the Morrill Public Schools are generally adequate. Some facilities, of necessity, will be shared. The coach/sponsor involved will be charged with developing a suitable practice schedule in coordination with the Activities Director. In case of conflict, the Activities Director will try to determine an acceptable facility use schedule.
- Our facilities may at times be used by outside groups and organizations. The needs of our school system will be met before renting our facilities to outside groups.
- All coaches/sponsors are encouraged to direct their participants to treat the facilities in such a manner that would promote cleanliness and that would simplify maintenance procedures. The development of pride in our school and facilities is just one step toward total program success. All locker rooms are to be kept cleaned and picked up. Coaches are responsible to see that this is done during each season they coach.
- Keys are to be checked out from the Superintendent's Office. All keys are to be checked in or rechecked out at the end of the school year.
- To insure appropriate security of our facilities, coaches/sponsors are instructed **NOT TO GIVE KEYS TO** student managers, other students, non-school employees, or other unauthorized persons.
- Coaches/Sponsors ARE NOT TO OPEN the school facilities to outside groups without the written approval of the Activities Director and/or Superintendent.

## Weight Room

- **The weight room must be supervised at all times during the lifting sessions of student athletes.**
- Non-school personnel will not be allowed in the weight room during the school day when classes are in session (7:00 a.m. to 3:45 p.m.). When using the facility, it must be understood that Morrill students and Morrill Public Schools program have priority.
- Non-school individuals allowed to use the weight room must live in the Morrill School District or its affiliates. Individuals whose school-age children opt-out of Morrill School District may not use the weight room.
- If at any time non-school individuals abuse the facility or interfere with Morrill students or Morrill Public Schools programs, they will forfeit their privileges in using the facility.
- **Each person must file a weight room disclaimer of liability and have a copy on file in the Superintendent's Office.**
- All keys disbursed for the weight room will be checked out through the Superintendent's Office.

## Summer Events at Schools (Camps, Leagues)

In order to permit outside organizations to conduct any camp, league, clinic, etc., the following guidelines must be followed:

1. The organization must complete a facility and grounds use application prior to the league or camp.
2. This application must be approved by the building principal and forwarded to the Athletic Director and Superintendent for final approval.
3. All money must be run through the Business Office.
4. If a camp, league, clinic, etc. is school-sponsored, it must be approved by the Principal and all money must be turned in to the School Secretary and accounted for by the Business Office.

## Rules Violations

Any coach, sponsor, or athletic director who violates any MPS and/or Nebraska rules or regulations (NSAA) will be subject to the following disciplinary process:

- Notification of all violations must be submitted in writing to the Athletic Director and signed by the person submitting it.
- The local school principal and Superintendent will be notified and will be provided a copy of the complaint. The Athletic Director will notify the NSAA or NDE, when appropriate.
- The Athletic Director and the school principal shall recommend penalties to the NSAA.

- A local school conference will be held with the coach/sponsor, the Principal, and the Athletic Director. Coaches/sponsors have the right to hear or read any allegation, as well as ask questions or present evidence pertinent to the allegations or charges.

## **Injuries**

In case of an injury with one of the students, administer whatever first aid you can.

- Play it safe, and if the injury appears to be serious, call a doctor or ambulance service immediately.
- A doctor or medical EMT should be on the bench or at the game for all home varsity football games.
- Head coaches/sponsors should have a file with names and telephone number of all parents/contacts and the names of family doctors.
- If a participant is injured in practice, call his or her parents at once and proceed to their wishes.
- If it is necessary to take a participant to the hospital or to a doctor, a coach/sponsor should accompany the athlete if a parent/guardian is unavailable. This pertains to both home and away contests. NEVER SEND A MANAGER alone with the injured party.
- Assist a visiting squad with an injury.
- When playing away from home, check to see if a doctor or EMT is on the bench or on call.
- Coaches/sponsors must file an accident report on every injury within 24 hours which should include time and date of injury, type of injury, first aid administered, etc. Prior to return to practice and play, a permission slip from a doctor must be on file in the Principal's Office.
- Common practice would dictate when there is an injury, the head coach/sponsor would make a call to the parent to check on the condition of the students.

## **Ambulance Arrangements**

- An ambulance will be on the premises for varsity football contest.
- For all other contests, the ambulance hot line will bring an ambulance to the scene within a few minutes.
- Patients will be responsible for payment of ambulance claims.
- In the event that extra services are required en route to the hospital, the services may be charged to the patient.

## **Concussion in Sports**

Coaches are mandated to complete concussion training each year. Certificates of completion are to be kept on file in the Superintendent's Office. Parents, players, and officials are encouraged to complete the same on-line training, "Concussion In Sports – What you Need to Know."

- Education course available at [www.nfhslearn.com](http://www.nfhslearn.com)
- Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion, such as loss of consciousness, headaches, dizziness, confusion or balance problems, shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

## **Conflict of Interest/Use of Outside Athletic Facilities**

Schools may use outside athletic facilities for practice once the following conditions are met:

- No school may make payments exceeding \$25.00 per year for the use of an outside practice facility, studio, gym, etc., if any employee of the school district has a direct or indirect financial interest in the facility, studio or gym. Also, see Conflict of Interest -- Board Policy 402.03.
- Students cannot be required to pay additional fees to outside facilities as part of team membership.
- Facility-use fees may be paid from the local school activity funds.
- All practice sessions must be under the direct supervision of the coach/sponsor who is employed by the district.
- Students must be transported to these facilities in accordance with the established district transportation policies.
- Athletic insurance will cover only those injuries that occur during established, school-designated practice times.
- Uniforms, equipment, etc., must follow the Purchasing Manual as set forth by Morrill Public Schools.

## Catastrophic Insurance Coverage

Morrill Public Schools provides excess catastrophic insurance coverage for all student athletes. Details can be obtained by contacting the Principal's office. This plan has a \$25,000 deductible. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from all activities under the jurisdiction of the MPS and the direct supervision of a school employee, and has many other provisions and benefits. Parents should present the MPS physical form to their child's physician for his or her signature following his or her examination of the child. The examination is valid for participation in athletics for one year from the date signed. Parents should return the completed form to their child's high school principal to be maintained by the school.

## Student Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities may encounter conflicts from time to time.

- The activities program recognizes that each student should have the opportunity for a broad range of experience in the area of extracurricular activities and should attempt to schedule events in a manner to minimize conflicts.
- Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cognizant about becoming a member of too many activities during the same seasons.
- When conflicts do arise, the sponsors/coaches will get together and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the Activities Director or Principal will have to make the decision based on the following information:
  - The relative importance of each event;
  - The importance of each event to the student;
  - The relative contribution the student can make;
  - How long each event has been scheduled;
  - Feeling of the students involved;
  - Talk with parents.
- Under no condition will a coach or activity sponsor put pressure on a student to become involved in one activity in lieu of another activity.
- Once the decision has been made and the student has followed that decision/ he/she will not be penalized in any way by the coach/sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

## Student Participation

Coaches/Sponsors should identify students for participation in the sport or activity and encourage students to participate. The recommended participation **guidelines** to have an effective program and to also be cost effective for the District to provide with the current number of coaches are listed in the table below:

Football : 22 or more	Honor Band/Pep Band: 10 or more
Volleyball: 12 or more	Vocal/Show Choir: 10 or more
Boys Basketball: 10 or more	Speech: 7 or more
Girls Basketball: 10 or more	One Act Plays: 7 or more
Wrestling: 7 or more	All-School Play: 20 or more
Golf: 5 or more	Quiz Bowl: 7 or more
Track: 22 or more	All clubs including, but not limited to, FFA, FBLA, Spanish Club, Student Council, NHS, etc: 7 or more
Cross Country: 5 or more	
Cheerleading: 5 or more	

Activities with less than the minimum number of students participating will be reviewed and may be cancelled or the number of coaches reduced (see page 14) at the discretion of the Board of Education with the pay for the activity sponsor/coach prorated accordingly.

## Squad Selections

- Squads will NOT be cut on the junior high level.
- Whenever squads are reduced, use tact and good judgment.
- Coaches who anticipate the need to cut squad size will submit to the Activities Director a written copy of criteria to be used. It is advisable that coaches to apprise their participants of the criteria to be used in squad selection.

## Student Managers

- Elementary students may NOT be a student manager for any sport.
- Student managers will be of the same gender as the team they are managing.
- Students managers will be of the same grade level as the sport being managed; i.e., high school student for high school activity; junior high school student for junior high activity.
- One student manager will be allowed for teams with more than 15 student participants. A total of two student managers may be allowed for teams with more than 30 student participants.
- Student managers must be approved by the Activities Director

## Fundraising

Coaches, Club Sponsors, Organization Sponsors, and Class Sponsors are required to provide for fund-raising projects to finance the normal, legitimate, co-curricular activities of the team; i.e., parent night; special uniforms, t-shirts, or warm-ups; etc. Monies should be expended to benefit those pupils who have contributed to the accumulation of such money.

1. Snacks, medications, drinks, etc. will NOT be paid by the district. Parent night expenditures will not be paid by the district. These items may be paid for through the booster club, parents, or money generated by the activities fund-raising projects.
2. The District will provide base uniforms for football, basketball, track, wrestling, volleyball, and cross country. Any special uniforms, t-shirts, warm-ups, etc. will need to be purchased through fund raising, donations, or other resources.

Student activity fundraising must adhere to the school district fundraising policy (506.08). Fundraising projects encompass a wide range of activity from the sale of food items to the sponsorship of dances and entertainment to out-of-school sales of advertisement, gift items, candy, fruit, raffles, magazines, programs, and car washes. The district and school personnel must make several decisions including:

- the extent to which the community will be inundated with sales;
- what sales are appropriate for which clubs and organizations;
- if projects must be established in advance of approvals for fundraisers (what are they raising money for?);
- what limits, if any, should be set for accumulation of funds;
- what purposes are appropriate for use of funds; and,
- what happens if a trip or other fundraising objective is canceled.

All school sponsored fundraising activities should contribute to the educational experience of the students enrolled in school. These activities and projects should never be in conflict with the instructional program. School activity fundraising must have the approval of the Activities Director and/or Superintendent, either directly or through policy and procedures. If a fundraiser is a form of donation to a scholarship fund, then the money should be accounted for in the Activities Fund.

Administration may option to have all fundraisers documented for review by the Superintendent and Activities Director at the beginning of each year. The review document would include: name of activity, description of fundraising activity, explanation of why funds are needed and amount needed, approximate date of fundraiser, whether or not the fundraiser involves sales tax, whether or not the fundraiser involves a contract that needs Board approval. A review document of this type permits administration to make comprehensive decisions affecting fundraising as a whole.

## Awards

Awards presented to students must follow the NSAA rules/regulations. The school shall have the control and supervision of the giving and receiving of awards to students. Awards shall be kept within reasonable bounds.

- For each activity season sponsored by the NSAA in which a student participates, he/she may accept a symbolic or merchandise award which does not exceed the full retail value as set by the Board of Education.
- Awards to individuals for activity participation in the form of cash, merchandise certificates, or any negotiable instrument are not allowed.

No school shall accept a cash or merchandise award for participation in any interscholastic contest in activities sponsored by the NSAA except that organizations sponsoring such contest may underwrite the cost of the participants not to exceed their total expenses, and provided that all contesting schools are subsidized on an equal basis.

## Number of Coaches/Sponsors and Tenure

The following table shows the number of coaches that will be assigned to each activity. It also shows the number of students needed for a head coach to request an additional assistant coach. Any Club or Activity not listed will only be allowed one paid sponsor.

Activity/Sport	Number of Paid Coaches	Number of Students needed to request an additional Assistant Coach
Football	1 Head Coach, 2 Assistants	33
Volleyball	1 Head Coach, 1 Assistant	24
Boys Basketball	1 Head Coach, 1 Assistant	20
Girls Basketball	1 Head Coach, 1 Assistant	20
Wrestling	1 Head Coach, 1 Assistant	25
Golf	1 Head Coach	15
Track	1 Head Coach & 3 Assistants	60
Cross Country	1 Head Coach	20
Speech	1 Head Coach	25
One Act Plays	1 Head Coach	25
Cheerleaders	1 Head Coach	20

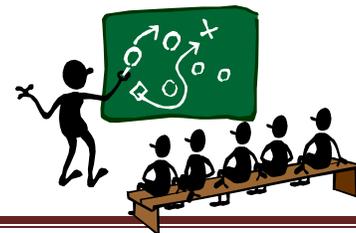
All coaching and sponsorships are considered a one-year assignment and **no tenure** will be granted.

## Substitute of Classified Staff as Coaches/Activity Sponsors

**Substitutes:** Certified substitute teachers are considered “exempt” as they qualify for the professional exemption since their primary duty is teaching and imparting knowledge in an educational establishment; and therefore, may be paid a regular stipend to coach or sponsor activities. **However, substitute custodians, substitute office workers, substitute para-educators (para’s), and other hourly substitutes and/or temporary employees will fall under the non-exempt status for coaching/activity/club sponsorship duties.**

**Non-exempt/Classified Employee and an Exempt Position:** When a non-exempt employee works in more than one capacity and the second position is typically held by an exempt employee (for example: teacher assistant as athletic coach), the employee will be subject to overtime/compensatory time rules as outlined in the Classified Staff Wage and Overtime Compensation Policy [413.02] and this type of overtime will be calculated according to Appendix C – Overtime Calculation for Multiple Positions. Persons recruited to coach who are not regular employees of Morrill Public Schools, may be paid hourly or may voluntarily coach with no compensation. Reasonable reimbursement of expenses may be paid to volunteers.

**Due to the complexities of this issue, Morrill Public Schools discourages the use of non-exempt/classified employees and non-employees as coaches and club sponsors.**



## Guidelines for Activity Funds

These guidelines have been established in an effort to comply with the generally accepted guidelines for student activity and scholarship funds. Student activity funds shall not be used for any purpose that represents an accommodation, loan or credit to members of the Board of Education/general fund, District employees, or other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone. Board of Education members, employees, or others may NOT make purchases through a student body, club or organization in order to take personal advantage of student body purchasing privileges or the tax exempt status of the school. No organization shall be obligated for purchases made unless supported by a District purchase order. Minimum requirements for such funds include:

- Receipts should be detailed showing date, source and purpose, and amount received. Deposits should be made in a timely manner
- Disbursements should also show date, vendor, check number, purpose, and amount.
- Checks should have two or more original authorized signatures, and appropriate supporting documentation.
- Book balances must be reconciled with bank balances. Monthly reports must include a statement of receipts and disbursements and current balances. These should be made available to the activity advisor, principal and athletic director monthly and at least quarterly to the student group as a whole. These same statements should be available to the Board for its periodic review as requested.

Several actions must be taken before the actual establishment of an activity fund.

- There is assurance that the fund is not under the control of the Board.
- There is assurance that the fund is not an adult or staff-related (convenience) account nor an external account (e.g. booster club or PTA) which cannot be included with student activity accounts or accounted for by the school district.
- An adult is designated as custodian of the fund. If it is a building-level fund, the site leader and the supervisor of the activity (if different) have a copy of this manual.
- After leadership is assured that foundations are in place, including all appropriate district-wide policies and centralized procedures, there is a need to develop or review the purpose of a particular activity and its related accounting.
  - **Statement of Purpose:** A statement of purpose must exist for each activity within the fund. An *Activity Purpose Form* must be completed, signed by the advisor, Principal, and Athletic Director. This form will be placed on file at the district office. The form needs to include the name of the designated advisor and acknowledgment of responsibility for assuring that proper procedures are followed.

Prohibited expenditures include, but are not limited to:

- equipment, supplies, textbooks, etc., for curricular or classroom use;
- repairs or maintenance of district equipment;
- salaries or supplies which are the responsibility of the district, including employee comp, gifts, or awards;
- any type of cash rewards or cash meal stipends;
- gifts, loans or purchase of accommodations for district employees;
- items of clothing that will be retained by the user;
- flowers for a funeral, retirement or any other personal or personnel event;
- donations; except as a club/organization project.

All expenses should directly benefit the students/student organization who raised the money. If the trip encompasses unusual and/or irregular trip experiences, they should be subject to the following approval process:

1. The Board should approve the trip if district owned property is being used and/or if a district employee is supervising or chaperoning the trip and whose salary is being paid by the district while on the trip. The approval should encompass the expenditure of district monies and the use of district property that is being absorbed by the district.
2. Administrative approval is used in other cases when the trip involves students being absent from scheduled classes, but no district subsidy is involved or when there is no overnight. The expenditures subsidized by the district are recorded in the appropriate district fund. The other expenditures financed by the group are recorded

in the student activity fund, e.g., the annual band trip is Board approved to the extent that the district is paying the employee's salary who is supervising the trip. The salary is recorded in the general fund and the other travel expenses financed by fundraisers or other non-district monies are recorded in the student activity fund. Care must be taken, even in this example. If the band trip and its outcomes are typically viewed as part of a graduation requirement, the trip is under Board control as a co-curricular activity and, therefore, must be recorded in the District accounting system.

**A final distinction must be made regarding the funding of activities. Whether an extracurricular activity is under Board control or not, the nature of the funds is critical. Taxpayer money (taxes or public funds as it is referred to), cannot be used for personal gain as in a gift. Therefore, as long as public funds are not involved in the category above—appropriate expenditures for student activities, the expenditures are appropriate.**

Earnings from Investment: These earnings will be maintained in a separate activity account called the "general account" with activity in this account to include cost of checks, deposit slip printing, cost of other bank charges, cost of activity account bookkeeping software, and the allocation of school district costs (phone, copying, accounting expense, and audit costs).

## Receipt and Deposit Procedures

Several procedures should be utilized by schools to properly receipt and deposit funds including:

- All money collected should be given a pre-numbered receipt.
- Upon receipt, all checks should be endorsed "For Deposit Only to the Morrill Public Schools Activity Account."
- Two different people should count the deposit, e.g., activity advisor, school district accounting secretary and/or bank teller.
- Material discrepancies in the counting of receipts should be reported immediately to Superintendent.
- Bank deposit slips should contain the issuer name and the amount of each check. For large collections, a separate spreadsheet or adding-machine tape may be used to record all checks and amounts and summarized on the deposit slip.
- Receipts should be deposited daily. Student activity money should not be left in a school over a weekend. Money collected after regular banking hours or on weekends, will be placed in a bank bag and placed in the "night depository" at the bank for safekeeping. The bank will return the bag on the next business day for proper depositing.
- Returned checks must be re-deposited on a separate deposit slip indicating "not entered as a receipt." If checks are deemed uncollectible, the amount of the check is entered as a negative receipt and the activity account that originated the revenue will have its revenue reduced by that entry. The returned check is filed with the bank statements for an audit trail. Bank fees for the returned check will be charged to the activity account that originated the revenue.

The integrity of dollars must be maintained. That is:

- at no time must payments be made from these monies prior to their deposit.
- at no time are checks to be cashed for individuals, nor any form of labor paid in cash.
- receipted dollars must be deposited in the manner and form in which they were received and contain only those dollars from the particular activity or event.

## Internal Control Over Receipts

Common sources of receipts are listed below. A Board issuance of funds is a separate transaction from an internal transfer and must have the appropriate paper trail (see page 19). Precautions must be taken to protect all activity money from loss and to limit the liability of persons handling the money. Common sources of receipts and related controls include:

### Admissions/Ticket Sales

- Use pre-numbered tickets.
- Change ticket colors at consecutive events.
- Store tickets in a safe or locked cabinet.
- Require the ticket taker to destroy each ticket by tearing it and returning half to customer and retaining the other half.

- report ticket sales on a Report of Ticket Sales Document.

### **Membership Dues and Student Fees**

- The advisor will supervise membership campaigns, turn in receipts daily, and complete an accurate report at the close of the campaign.
- A record of memberships issued should be maintained. If membership cards are issued, maintain a record of the number of membership cards given to each solicitor of membership.
- Solicitors will return unused membership cards along with money collected. Money should be turned in daily.
- Free or credit memberships must be approved by the advisor.
- Student fees for items such as wood for a woodworking project or special art supplies in a ceramics class shall be turned in daily and charged for in accordance with appropriate district policy and state statutes.

### **Fund Raising**

- Follow prescribed procedures stated previously.
- Students who collect money shall issue pre-numbered receipts in duplicate when it is practical. The purchaser is given the original and the copy is turned in to the administrative office (or advisor) along with the money collected.
- Cash from sales are turned in daily to the administrative office and **NOT CONVERTED TO A CHECK FROM THE ADVISOR**.
- A record of reconciling items taken, sold, returned, and money turned in are maintained with the advisor and duplicated for the building or central office.

### **Donations**

- Donations to a club or activity should be turned in to the administrative office where receipts will be issued
- Board of Education action for acceptance of the donation must be enacted.
- Restricted gifts, such as a scholarship fund, shall be accounted for as a separate activity in the activity accounts with the restrictions noted.

### **Cash Disbursement and Checks**

Disbursements must be made from original vendor invoices. If the original invoice is unavailable, the reason shall be noted on the document supporting the payment (affidavit). Check requests or requisitions for purchases must be signed by the person requesting the check/payment and approved by the Athletic Director. A disbursement request form should contain the following information: name of organization, explanation of disbursement, name of vendor(s), date requested, date needed, account code, appropriate documentation such as an original invoice or sales slip.

Disbursements must be made **by check only**. Checks made out to service entities or officials will require a W-9 form prior to a check being cut for the service. The Principal or Athletic Director must authorize all payments. In addition to having proper approval for the payment, each payment must be made only after an affirmation on the availability of cash in the individual student activity account. Deficit spending is the drawing of checks against student activity accounts that have cash balances insufficient to cover the checks. That practice is not acceptable. Items submitted for payment are subject to review for the purpose of confirming their propriety and their conformance with policy and statutory authority. Items must also have appropriate support such as invoices, check requests, approval signatures, evidence of receipt, or purchase order copies.

### **Cash Advances**

When it is necessary to advance cash to persons in charge of school groups making class trips or outings, a form must be completed with supporting documents attached to the form. The request for cash must be signed by the sponsor and the Activity Director. Unused cash is returned **immediately** after the trip and deposited into the activity fund account. Documentation supporting the use of the advance must address the return of unused cash. A pre-numbered receipt will be given for the cash received. **The unused cash and the receipts returned must equal the total amount of cash initially disbursed.** The sponsor/coach is responsible for obtaining the backup receipts. If receipts are not obtained, the sponsor/coach will be responsible for making up the cash difference.

## Cash Per Diem for Students

Cash may be given to students for meals for out-of-town trips sponsored by their activity with funds raised by the students for this purpose. (Cash is never given out of the General Fund operated by Morrill Public Schools.) The cash given to students will be documented on a signature sheet as proof that the student received the cash from the sponsor. This signature sheet(s) will be returned to the Business Office as backup documentation for the expenditure.

## Disposition of Cash Balance in Discontinued Activity Accounts

An inactive activity account may be closed at any time after one year with no activity. This termination may be made by the Activity Director upon written request to the Superintendent. This written request should also state the planned disposition of any money or materials that remain in an account (as per the *Activity Purpose Form*). Graduating class accounts cease to exist at graduation since the graduated students are no longer part of the student body and, therefore, cannot have an account in the student activity fund. Well in advance of graduation, plans should be submitted in writing by the class advisor and a student representative to utilize the balance of funds or transfer the balance to another activity account or class. This should be approved by the Principal, Activities Director, and Superintendent with adequate documentation maintained. Whereby monies left unused or uncommitted for a maximum of one year shall be deemed to be inactive and transferred to the Student Activity Fund for any proper school-related purpose. Further, for the disposition of accounts include the following items:

- All liabilities and obligations made by the participants in the activity account must be paid.
- Any money that was received subject to special limitations should be returned to the donor. If any money was donated for a specific purpose, which could be fulfilled by donating the funds to another activity account, then that should be noted to the donor.
- At no time may any student activity dollars be used for any purpose that represents an accommodation, loan or credit to any individual.



# Employee Policies

## Employee Travel Compensation [402.08]

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the Superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Guidelines for travel logistics and reimbursement:

1. All travel and attendance logistics will be coordinated through the office of the Superintendent of schools.
2. For all reimbursed travel, an accounting of expenses will be submitted to the office of the Superintendent of schools, including receipts and vouchers, immediately upon return and placed on file for audit purposes. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt may make the expense non-reimbursable.
3. When practical and available, school vehicles will be used for transportation.
4. Where possible registration and conference-related expenses will be prepaid by district warrant. For those expenses that cannot be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.
5. If circumstances of distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually by the Board of Education at the regular July meeting of the Board of Education. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for airfare.



Allowable travel expenses include:

1. Registration fees.
2. Necessary lodging (when travel time is more than two hours, to be determined by the need of attending early a.m. and/or late p.m. sessions).
3. Transportation to and from and at the conference. This includes rental car and/or cab fare.
4. Meals.
5. Ancillary costs to include luggage handling and business-related telephone calls.

Expenses not allowed include: cost of spouse (or significant other) attendance, alcoholic beverages, personal items, entertainment. If a staff member wishes to attend a conference at his or her own expense, the Superintendent will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individuals' absence from assigned task. For any national conference, the attendee will prepare and submit a summary for the next regular meeting of the Board of Education and may be requested to present a report to staff members.

## Purchasing Procedures [706.01\*]

General procedures to be followed in purchasing shall include a research of potential suppliers, invitations for bids or proposals, issuance of purchase orders, verification of receipt of goods or completion of services, and submission of claims for formal approval by the Board of Education. Ordinarily, bills must be submitted by the first of the month to be approved at the next regular Board meeting. The Board of Education is to be informed of any circumstance wherein intended purchases are not within budgetary limitations. **No school employee is to obligate district funds without prior authorization from the Superintendent of schools.**

## Payment for Goods and Services [706.06\*]

The Board will give final approval to all payments of bills. Payment of bills shall be submitted by the Superintendent for the Board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The Superintendent shall audit all claims, and shall submit the same to the Board of Education for approval and authorization for payment. School district monies shall be disbursed only upon final Board approval of the monthly list of bills.

## Credit Cards [402.11]

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties, which include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored



events, payment of claims related to professional development of the Board and employees, and other expenses required by employees and the Board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt may make the employee responsible for expenses incurred. In exceptional circumstances, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The Superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the Superintendent's duties. The Superintendent shall be responsible for checking them out to school personnel.

It shall be the responsibility of the Superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the Board to determine through the audit and approval process of the Board whether the school district credit card use by the Superintendent and the Board is for appropriate school business. The Superintendent shall be responsible for implementing policies regarding actual and necessary expenses and use of a school district credit card.

### **Smoke-Free Environment [404.07]**



School district facilities, including school vehicles, shall be off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

### **Substance-Free Workplace [404.07]**

The Board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction. The Superintendent will make the determination whether to require the employee to undergo substance-abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the Board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The Superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the Superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the Superintendent to develop administrative regulations to implement this policy. This policy and related administrative regulations shall have a biennial review to determine its effectiveness, implement needed changes and ensure that the sanctions are consistently enforced.

### **Communication with Employees by Board [402.13]**

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the Superintendent. The Superintendent will develop and recommend to the Board processes for communications between the Board and district employees. Communications or reports to the Board or Board committee from any staff member or members should be submitted through the Superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

### **Staff Conduct with Students [402.15\*]**

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret.

### **Student Transportation in Private Vehicles [801.12]**

Standing authorization for student transportation in private vehicles shall be granted by the Board to school administrators, school nurses and other student services personnel designated by the superintendent. No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance providing as follows:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The employee, parent or other adult driving the vehicle is properly licensed to drive; and
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use.
5. Rules of conduct regarding passengers and drivers will be established in advance.

### **Student Transportation for Extracurricular Activities [801.06]**

The Board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events. Transportation arrangements must be made through the appropriate supervisor. If the trip is organized by a student organization, the organization may be asked to assume all or part of the cost of the transportation. Athletic program transportation shall be provided by the school buses or other vehicles owned by the District and such costs shall be considered part of the athletic budget.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the Superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students who are provided transportation in school district transportation vehicles for extracurricular events shall ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It shall be the responsibility of the Superintendent to make a recommendation to the Board annually as to whether the school district shall provide the transportation authorized in this policy. In making the recommendation to the Board, the Superintendent shall

consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

**Procedures:** The following procedures will be followed by staff requesting transportation or vehicles. **Only employees of Morrill Public Schools may request and/or drive school district vehicles.**

**Requisitions:** Bus and Vehicle requisitions must be turned in two weeks prior to departure. The request must first be approved by the Building Principal, then the Business Office, and finally by the Transportation Director. After approvals, the request must be in the Transportation Office 48 hours PRIOR to the trip. No vehicle will leave on an extra-curricular trip without a completed bus requisition. All requisitions must be completely filled out with signatures/approvals, etc. -- when indicating departure and return times, make sure to specify A.M. or P.M. Field trip request forms submitted with incomplete or illegible information will delay processing.

**Destinations:** All destinations should be made known to the bus driver in advance. The sponsor is responsible for assisting bus driver in locating a destination. An itinerary should be provided for overnight trips.

**Arrangements for Bus Drivers:** Sponsors are responsible for ticket and lodging arrangements for the drivers in cooperation with the Activities Director or Principal. Transportation personnel should have a separate room from the students and sponsors and should be paid for by the Club unless it is a District sponsored trip. Meal money will also be paid to the driver through the Club according to the District reimbursement policy unless it is a District sponsored trip.

**Speed Limit:** All speed limits will be strictly adhered to by the driver. The driver should not be expected to make up time lost due to late departure or poor trip planning.

**Drivers other than Bus Drivers:** Staff driving district vehicles, including cars and vans, will strictly adhere to the following requirements:

- Prior to driving District vehicles, a current (not expired) copy of the driver's official drivers license will be on file in the Business Office and a new copy of drivers license upon expiration.
- Prior to driving a District vehicle, the driver must provide an original Motor Vehicle Report to the Business Office. Motor vehicle reports will be required every three years. If a driver has over three moving violations in less than three years, the Superintendent may deny this person driving privileges.
- Drivers are not allowed to use cell phones in any way while driving district vehicles.
- Drivers need to leave the vehicles in the same way they found them, clean and filled with fuel.
- Only CDL and NE permitted Bus Drivers are allowed to drive school district buses.

**Responsibilities:**

**Sponsor:** It is the sponsor's responsibility to take care of all students and their property; to see that students follow bus rider rules, and to see that the bus is left clean and orderly at the end of the trip. Sponsor must call 24 hours in advance to verify the trip.

**Bus Driver:** It is the driver's responsibility to drive safely and to take care of the bus. If the sponsor is incapable of handling discipline problems, it may become necessary for the driver to take charge. The driver should first discuss the problem with the sponsor and give the sponsor the opportunity to resolve the problem. If the sponsor cannot or will not do so, the driver is then to take appropriate action to correct the situation and notify school officials upon completion of the trip.

**Students:** Activity trips are a privilege. We believe all students can behave appropriately and safely while riding on a school bus or in a school-district vehicle. We will not tolerate any students interfering with drivers. Students using District transportation must understand that they are under the jurisdiction of the school district from the time they board the bus until they exit the bus. All students who are members of a team, squad, and/or a school sponsored group shall ride to out-of-district school events in a vehicle provided by the school district. Parents may pick-up their child after an out-of-district event by signing the student out with the event's sponsor. Only the parent will be able to sign their child out, unless arrangements are made prior to the event.



# Student Policies

## **STUDENT ACTIVITIES FUNDS [506.09]**

The Student Activities Funds of the school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible. Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the School Board.

The superintendent will have custody of these funds and a complete record of receipts and disbursements shall be maintained at all times. A separate account will be maintained for each fund. All funds will be maintained in one general account, the Activity Fund, and will be deposited in the bank. A complete record of all receipts and expenditures shall be maintained at all times and those records and the Activity Fund shall be audited once a year as part of the regular district audit. The superintendent of schools will submit to the Board of Education a report, on a monthly basis, of receipts, disbursements, and the balance of the Activity Fund and of the accounts comprising the Activity Fund.

Any class money in an inactive student activity account will be left for a period of one school year in order to make sure all expenses have been paid. Any money left in the account at the end of the school year will be transferred to a special account within the activity account. This money shall accumulate and be used for activities or material that benefits the student body. The activity or material purchased from this fund must be approved by the Board.

## **STUDENT FUND RAISING [506.08]**



Students may raise funds for school sponsored events with the permission of the Principal. Collection boxes for school fund raising must have prior approval from the Principal before being placed on school property. The main emphasis of any fund-raising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises. No contribution of money for any purposes will be collected from or by school children except as authorized by the Board. Fund raising by non-school agencies or by students for events other than school sponsored events is not allowed. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

## **STUDENT ACTIVITY ELIGIBILITY [506.01]**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

### **Eligibility and Progress Reports**

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will be mailed, via their parents, a student progress report.
2. A failing list will be generated on Monday. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning with the fourth week, any students who appear on the weekly failing list in more than TWO or more classes (grades 7 – 12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to 70% or higher. The activities director must be notified by the teacher to verify the student's grades. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any non-curricular school activities.
3. Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

### **STUDENT PERFORMANCES [506.07]**

Students, as part of the education program, may participate in contests, performances or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the Board must approve of the performance. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

Public events involving student participation must be consistent with the following educational goals of the schools:

1. Programs should have both educational and inspirational value.
2. Programs should have interest variety.
3. Wide participation in the programs should be encouraged.
4. Good taste should be demonstrated in the kinds of programs and behavior shown.



It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

### **STUDENT PHYSICALS FOR ATHLETICS [506.10]**

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by parents and the physician. Only proper forms are to be used in all cases.

### **STUDENT MEMBER OF SCHOOL BOARD [506.05]**

1. The Board will include one (1) student Board member beginning in September 2002.
2. The student Board member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the Board.
3. The term of office shall begin on September of each year and shall be for a term of one year.
4. The student Board members shall have the privilege of attending all open meetings of the Board, but shall be excluded from executive sessions.

The student Board member shall be a non-voting member of the Board



### **MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Junior High School (Grades 7 & 8) [506.51\*]**

**MISSION STATEMENT:** The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill Junior High School, which shall include the following:

All School	Play	FBLA	Track	Basketball	FCCLA	Volleyball
Computer Club	Football	Wrestling	Drug Free Clowns	STUCO		

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. \*Partial policy, see Morrill Public Schools Policy Book for complete policy.

**MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Senior High School [506.50\*]**

**MISSION STATEMENT:** The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill High School, which shall include the following:

All School Play	Football	Spanish Club	Basketball	SADD
Golf	Speech Team	Cheerleading	Math Day	FBLA
STUCO	Computer Club	One Act Play	Track	FCCLA
Cross Country	Power Lifting Club	Volleyball	Drug Free Clowns	FFA
Quiz Bowl	Wrestling	Show Choir	NHS	Quiz Bowl

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant, and his/her name shall be included in the participant pool. \*Partial policy, see Morrill Public Schools Policy Book for complete policy.



**Morrill Public Schools****Coach****Job Description**

It is the policy of Morrill Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Coach
- B. Department:** Activities
- C. Education Level and Certification:** High school degree or GED required. Nebraska Teaching or Administrative and Supervisory Certificate, with a Special Services Certificate in coaching, preferred (required for Head Coaches). First Aid and CPR training required (may be obtained on the job and must be kept current). Must possess a motor vehicle operator's license with a certificate to operate a school van. On-staff certificated employee preferred. Coaching experience preferred.
- D. Reports To:** Activities Director
- E. Performance Responsibilities and Job Tasks:** The Coach is to educate students through participation in extracurricular activities. Competitive success is desirable. The primary objectives, however, are to: (1) enhance the student participants' academic achievement, (2) promote the physical, mental, moral, social and emotional well-being of the student participants, (3) promote appreciation of discipline and good sportsmanship; and (4) promote an extracurricular activity program that represents the school in a positive manner.
1. Maintaining Rule Compliance
    - a. Adhere to all district policies, rules, regulations, and supervisor directives.
    - b. Adhere to the Coach's Code of Ethics.
    - c. Ensure that students meet and maintain eligibility to participate as determined by the rules of the NSAA as applicable and of the school. The coach's level of responsibility in this regard is to be arranged between the coach and the Athletic Director; provided that the coach is required to respond to any known or suspected ineligibility situations.
    - d. Set or recommend conduct rules, standards and goals for the sport or activity consistent with the mission and goals and policies of the school district, and recommend and implement policies and procedures to carry them out.
  3. Coaching and Developing the Team
    - a. Identify students for participation in the sport or activity and encourage students to participate.
    - b. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team try-out procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
    - c. Conduct try-outs and make fair and consistent decisions regarding team selection, level of participation (varsity), and playing time. Students will not be cut on the junior high, freshman, or JV levels.
    - d. Head coaches and other coaches with supervisory responsibility will: assign specific duties to team staff (assistant coaches, equipment managers, volunteers, etc.); provide guidance and direction to the team staff; motivate the team staff to achieve the objectives of the activity; monitor their performance; and report on their performance to the Athletic Director for purposes of evaluations.
    - e. Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
    - f. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
    - g. Instruct individuals or groups in sport or activity rules, strategies, and performance principles, such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
    - h. Provide training direction, positive encouragement, and motivation in order to prepare students for games or competitive events.
    - i. Encourage and build mutual trust, respect and cooperation among team members.
    - j. Adjust coaching techniques based on the strengths and weaknesses of participants.
    - k. Analyze the strengths and weaknesses of opposing teams in order to develop game strategies.
    - l. Coach games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.
    - m. Select students for recognition (letters) and attend end of season or activity event to present the recognition awards.
  4. Student Safety
    - a. Provide for the reasonable care and safety of students under the coach's supervision.

- b. Supervise or ensure the supervision of student participants during activities, including in the locker room, the playing/practice area, and during team travel.
  - c. Explain and enforce safety rules and regulations.
  - d. Monitor students' use of equipment in order to ensure safe and proper use.
  - e. Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
  - f. Report damaged equipment to the Athletic Director and do not allow use of equipment that is in a condition that may cause injury.
  - g. Exercise care in dealing with injuries and particularly those that are of a serious nature. Provide emergency response within the area of the coach's level of competency. Secure medical assistance in emergency situations.
  - h. Evaluate students' skills and condition in order to determine their fitness to participate or the level in which they may participate.
  - i. Maintain a record of injuries and submit accident reports to the trainer or Athletic Director.
  - j. Communicate to students and parents that use of performance enhancing drugs are not permitted and report any suspected use to the Athletic Director.
  - k. Report suspected child abuse or neglect to the Athletic Director or Principal.
5. Student Safety
- a. Establish and distribute to students and parents written coach rules for behavior that are consistent with the rules of the school.
  - b. Be consistent in requiring students to follow rules and standards of the school, the coach, and the sport or activity.
  - c. Encourage good sportsmanship, fair play, and high academic achievement.
  - d. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
6. Record Keeping
- a. Maintain accurate individual and team statistics, records, and results of the season.
  - b. Maintain an accurate and current team roster and submits copies to the Athletic Director.
  - c. Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.
7. School Property
- a. Provide for proper care, maintenance, and reasonable security of all District property in the coach's control.
  - b. Select, acquire, store, and issue equipment and other materials as necessary.
  - c. Make recommendations to the Athletic Director in matters of scheduling and budgeting.
  - d. Responsibly maintain funds within the coach's control, use such funds for the purposes intended and in the manner directed, and submit financial reports as directed by the Athletic Director.
  - e. Ensure that all windows, doors, and gates are locked in any area that has been used when the area is not going to be immediately used by others and custodians or others are not on site or not responsible for lock-up at that time.
  - f. Submit an accurate inventory of equipment and supplies for the coach's activity at the end of the season.
8. Coaching Development
- a. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport or activity.
  - b. Participate in coaching skill development to maintain competence and to perform duties.
  - c. Attend NSAA Rules Meeting (head coach).
  - d. Attend annual Concussion training.
9. General
- a. Develop and maintain a positive rapport with students and parents and with others outside the school community, such as coaches from other schools and media. Seek out assistance of the Athletic Director for parent conflict resolution.
  - b. Develop and maintain a positive and professional working relationship with other staff and administration.
  - c. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
  - d. Adhere to the code of ethics of the District for non-certificated positions. Coaches are to be an exemplary role model and maintain the highest standard of conduct at all times.
  - e. Provide for fund-raising projects to finance the normal, legitimate, co-curricular activities of the team; i.e., parent night; special uniforms, t-shirts, or warm-ups; etc. Monies should be expended to benefit those pupils who have contributed to the accumulation of such money.
  - f. Perform other tasks as assigned by administration; and in the case of assistant coaches, by the head coach.

**Morrill Public Schools**

**Coach and Sponsor  
Commitment Page**

I, \_\_\_\_\_ (print name) have read and understand the Morrill Public Schools' Coach and Club Sponsorship Handbook as well as the Nebraska School Activities Association's (NSAA) current Student Eligibility Booklet/Rules/Bylaws (located online at [www.nsaahome.org/nsaaforms/pdf/elbook.pdf](http://www.nsaahome.org/nsaaforms/pdf/elbook.pdf) ) and Coaches Code of Conduct. I further agree to provide for needed fundraising for my activities/clubs.

By signing this page, I agree to fully abide by all of these requirements in fulfilling my coaching/sponsor duties. I understand that failure to abide by all requirements will lead to disciplinary action which could include termination as a coach/sponsor.

**Please list all Extra-Duty Contracts for the current school year -- \_\_\_\_\_ :**

Type of Duty(ies): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Coach/Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Morrill High School Athletics

## Code of Conduct for Coaches and Sponsors

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principals established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties.

The expectations of persons designated as “sponsors” of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also include “guardians.”

### TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Do not lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student’s likely level of participation, of getting an athletic scholarship or playing professionally.

### RESPECT

Treat all people with respect and require the same of students.

- *Class* —Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don’t engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents*— Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Do not engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the

extracurricular activity program, or your position as a role model.

- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.

### RESPONSIBILITY

- *Life Skills* —Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.
- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don’t gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don’t retaliate.

- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.

**CARING**

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

**CITIZENSHIP**

- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

**Commitment to the School**

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach’s responsibilities, the coach:

- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.

**Commitment to the Student**

Mindful that the coach’s position exists for the purpose of serving the best interests of the school district’s students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

- Shall make reasonable effort to protect the student from conditions which interfere with the academics or are harmful to health or safety.

**Commitment to the Public**

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall, with reasonable diligence, attend to the duties of the coach’s position.

**Commitment to Employment Agreement**

The coach shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The coach shall believe that sound personnel relationships with administration and the board of education are built upon personal integrity, dignity, and mutual respect. In fulfillment of these obligations, the coach:

- Shall give prompt notice to the school of any change in availability of service.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

**Commitment to Competent Performance**

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Create an atmosphere which fosters interest and enthusiasm.
- Resolve discipline problems in accordance with law and school policies.
- Develop and maintain positive standards of conduct.

I have read and understand the requirements of this Code of Conduct and agree to follow it.

---

Coach Signature

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Date