

CWC Activity Handbook

Rules and Regulations 2020-2021

Table of Contents

	Page
Introduction	1
General Information about the Activities Program	2
Academic Eligibility	2
Attendance at Practices and Contests	2
Colors	2
Complaint Procedure	2
Dances	2-3
Equipment	3
Individual Training Rules and Rules of Conduct	3
Initiations	3
Injuries	3
Concussion Awareness	4
Insurance	4
Lettering Requirements	4-5
Locker Room Supervision	5
Mascot	5
Practices	5
CWC State Tournament Protocol	5-6
Student Managers, Helpers, or Activity Aides	6
Weekend and Wednesday Night Activities	6
Transportation	6-7
Available Activities	7
Athletic Teams	7
Nebraska State Activity Association Rules	7

Eligibility	8
NSAA Conduct Rules	8

Academic All-State Selection Process	9
--------------------------------------	---

Code of Conduct	10-11
Electronic Communication	12

Authorization and Acknowledgement	12-13
-----------------------------------	-------

Appendix	
Chain of Command	14
Coaching Salary Schedule	16
Shortened or Altered Season Compensation	19

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Chambers Public School provides students with the opportunity to participate in a comprehensive activities program, which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

Most athlete and parent concerns are efficiently resolved at the source of the concern. For this reason, student athletes and parents are encouraged to follow the Chain of Command when engaged in problem solving.

A schematic for the CWC Chain of Command is presented in the appendix section.

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility Grades 7-12

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 semester credit hours and be in regular attendance, and (3) have not less than a 70% grade in one or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Students will be notified on Thursday of their ineligibility and their parents will be mailed a letter on Friday. The ineligibility period lasts from Sunday-Saturday. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The CWC Handbook states, "If a student is down in one (1) class they will be ineligible."

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices, meetings, and contests scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to, and including, suspension of the participant from the activity for the remainder of the season or length of the activity.

Colors

The Chambers and **Wheeler Central** School colors are orange & black.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on **each district's respective** website: <http://chamberspublic.org> www.wbroncs.org.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High Dances

Junior high school (7-8) dances are restricted to students currently enrolled in Chambers and Wheeler Central junior high schools and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to Chambers and Wheeler Central High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times.

Homecoming and Prom

The Homecoming dance is open to students and guests of Chambers and Wheeler Central High Schools. The Junior/Senior Prom is open to students and guests of the Chambers and Wheeler Central High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Only school purchased uniforms and warmups may be worn on the playing field or court.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations

The school does not sponsor or condone initiation of any sort.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition.

Concussion Awareness

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

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

All CWC coaches and approved volunteers are required to complete a training course on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury. This section is taken from the Board Policy Book from each district and is not the complete policy.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies, which families may purchase, will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in twelve quarters of varsity play, complete the season, and/or have the recommendation of the head coach.

Volleyball: The athlete will need to have played in 15 sets during the season. Special exceptions can be made at the coach's discretion.

Basketball: The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

Track: The athlete must average 1.5 points per meet scheduled, participate in 50% of all the meets, or place in an individual event at the conference or district meets, or be a member of a relay team which places third or higher in the conference or district meets, or participate as a member of a relay team at the state meet, complete the season, and/or have the recommendation of the head coach.

Golf: Attend all practices, meetings, and competitions unless absence is excused. Finish the season in good standing athletically and academically. **MUST MEET ONE OF THE FOLLOWING GUIDELINES** - Place individually in a varsity 18-hole tournament of four or more teams. Be a playing member on a team that finishes in the Top 3 at a major meet. Be on Varsity (Top 5) for 75% of the season's competitions. Coaches can award a letter to a senior that they feel is deserving of a letter for contributions to the program.

Cross Country: Participants must earn a minimum of 20 points during the season by doing the following:

- Finish the season 3 pts
- Perfect attendance at practice 2 pts.
(Excused only for other school activities)
- Participate in a meet 1-2 pts.
- Missing a meet for other than non-school activity -5 pts.
(Exceptions may be granted depending on reason)
- Points for scoring in a major meet 4 pts/meet
(A major meet would consist of 4 or more teams)
- Points for improvement during season 1-4 pts.
- Exceptions to total points will be made if meet(s) are cancelled.

PLUS: Must be in good standing with the coach at the end of the season (which includes being out for the whole season)

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

*** ALL COACHES AND SPONSORS HAVE THE RIGHT TO USE THEIR DISCRETION TO LETTER OTHER PARTICIPANTS THAT FALL OUTSIDE THESE REQUIRMENTS.**

Locker Room Supervision

The head or assistant coach is responsible for locker room supervision at home and away contests. This includes ensuring locker room is in adequate condition upon team departure.

In scenarios where a locker room is shared, it is the head or assistant coach's responsibility to communicate to team members when they should or should not be in the locker room. In addition, the head coach or their designee is responsible for ensuring that players on their respective team have privacy while changing or showering.

Mascot

The official emblem for boys' and girls' athletic teams is the Renegades.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code which verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

CWC State Tournament Protocol

The coach/sponsor of the activity has the option to take student managers with the team to the state tournament. Only Junior High or High School students will be allowed to be state managers at the state tournament. It is the responsibility of the coach of that activity to communicate to the student managers what the expectations/responsibilities are for the upcoming season and if they will be able to attend the state tournament with the team, should the team qualify. This communication between coach and student manager should occur before the start of the season. Guidelines will be provided for the team, student managers, and parents to sign at the beginning of the season so as to eliminate any confusion.

Cross Country and Track: The District will pay for hotel and meal expenses for qualifying athletes and coaches competing in the state championship.

Football: The District will pay for hotel and meal expenses for the team and coaches competing in the state championship.

Volleyball and Basketball: The District will pay for hotel and meal expenses for the qualifying team and coaches through Saturday if the team is competing in the Championship or 3rd place game. If the team loses in the first round, the District will pay for lodging that evening and will pay for meals until the team returns home the next day. In this scenario, students will receive an excused absence if school is scheduled for the next day and coaches will be provided substitute teachers for their classes. Coaches will be responsible for providing the players, parents and activity directors a detailed agenda outlining both scenarios.

These guidelines have been established by the CWC Joint Board to assist coaching in their preparation for state competition.

Student Manager, Helpers, or Activity Aides

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Weekend and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. High school practices will be organized so that all participants are back at their home site by 6:15 p.m. on Wednesday nights, 6:30, for all other

practices. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Weekend practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Weekend must have the prior approval of the activities directors or building principals at each site.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted (written note or face to face contact) the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Practice travel:

All students must travel to and from practice by school provided transportation. The bus/van will drop off students at the following drop off points on a daily basis when needed: Chambers Corner, Hoerle's Station and Miller's Corner. All Students that will be driving from the drop-off points must have a valid driving license or school permit. Parents or guardians are required to contact the school district office of the site where your student attends to verify transportation arrangements. **Under no circumstance is a student allowed to transport nonfamily members. Students may drive to a practice site, with parent permission under the following conditions:**

- 1. Such a trip allows the student to attend/support CWC activities, which they would otherwise be unable to attend or support.**
- 2. For the purpose of religious observation.**

Game travel:

All students must travel to and from games by school provided transportation. The bus/van will drop off students at the following drop off points on an as needed basis: Waldo's (northwest), Chambers Corner (north), Miller's Corner (east), Guggenmos drop-off (south) and Ericson sale barn (southwest). All students that will be driving from the drop-off points must have a valid driving license or school permit. Parents or guardians are required to contact the school district office of the site where your student attends to verify transportation arrangements. Students are required to have parents sign them off the bus after contests if riding home with parents or guardians.

AVAILABLE ACTIVITIES

Athletic Teams Football

JH Football
Volleyball
JH Volleyball
Cross Country

Basketball (boys and girls)
JH Basketball (boys and girls)
Track (boys and girls)
JH Track (boys and girls)
Golf (boys and girls)

NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours of credit per week and in regular attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
3. Student must be enrolled in some high school on or before the 11th school day of the current year.
4. Student is ineligible if 19 years of age before September 1 of current school year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year).
5. After a student's initial enrollment in ninth grade, he/she shall be ineligible after eight semesters of school attendance.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school under-graduate.

11. A student entering ninth grade for the first time after being promoted from eighth grade of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

12. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their residence. Check with the school administrator for an interpretation of this rule if the school district where parents reside has no high school or if there are two or more high schools in the district.
13. Student eligibility related to domicile could be attained in the following manners:
 - a. If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
 - b. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - c. If a student has been attending the same high school since initial enrollment in ninth grade, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
 - d. If the parents moved during the summer months and the student is in twelfth grade, the student may remain at the high school he/she has been attending and retain eligibility.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.
16. Band, chorus, physical education, teacher aide, or other “activity” type credits do not apply toward the twenty semester hours referred to in Item 7 above.

Academic All-State Selection Procedure

1) Cooperative Activities Selection:

Counselors will provide A.D.s and Activity Coaches with the list of all students meeting the minimum academic requirement.

2) Activity Head Coach and Counselors from both schools will meet, in-person or via an in-person media platform, to discuss the strength of each candidate in the areas of activity specific leadership, overall leadership, and academic performance including rigor of program of study. Selection will be based on a consensus of the aforementioned three committee members.

3) Lack of consensus:

If a consensus is not reached in the Academic All State candidate selection process the following procedure will take place: The individual that is able to assume the A.D. role from each respective school, will become part of the selection committee. Upon further review of candidate merit the majority decision, between the five committee members, i.e. A.D.s, Counselors and Coach, will be final.

- 4) Conflict of interest: In the event that a conflict of interest exists with a Selection Committee member and their duties, the committee member is obligated to remove themselves from the selection process and an appropriate alternate committee member will be selected by the respective school's Principal to temporarily fill that role.

NSAA Conduct Rules

Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts which may endanger the personal safety of individuals involved or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

CODE OF CONDUCT

Participation in school sponsored activities and events is a privilege, not a right. Participants must follow board policy, this code, all the training rules and rules of conduct of the coaches and/or activity sponsors.

Participants in the activity program must conduct themselves at all times in a manner that brings credit to the school district.

Participants who violate Board policy, this code, any training rules or rules of conduct of the coaches and/or activity sponsors may be subject to disciplinary action up to, and including, expulsion from the activity program.

A. Definitions. As used in this code, unless the context otherwise requires:

1. Tobacco shall mean cigarettes, snuff, cigars, chewing tobacco, or other similar products.
2. Alcohol shall mean any alcoholic beverage as defined by law.
3. Illicit drugs shall mean any illicit drug or controlled substance as defined by law.
4. Extracurricular activities shall mean any school sponsored performance or competitive opportunity or any other school sponsored activity or event.
5. School sponsored activity or event shall mean any activity occurring outside the normal classroom in which students participate as representatives of the school district while under the supervision

of any certified or non-certified employee, volunteer, sponsor, chaperone, or coach for or on behalf of Chambers Public School or CWC.

6. School term shall mean that period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.
7. Activity sponsor shall mean any paid or volunteer sponsor, chaperone, or coach used by or on behalf of the school district to offer its co-curricular activity or school sponsored activity or event programs.

B. Drug/Alcohol/Tobacco Policy Relating to Extracurricular Activities

Students are absolutely prohibited from possessing, using or distributing alcohol, tobacco or any drug not prescribed to the student by a medical doctor. Tobacco means any tobacco/nicotine product (including, but not limited to cigarettes, cigars, and chewing tobacco); vapor products (e-cigarettes and Juuls), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Any student convicted of alcohol, tobacco, and/or drug involvement, or if seen by certified personnel, or if it can be proven, or if a student admits guilt when questioned, he or she will be suspended from participating in four school activities from the date of completion of the investigation of the offense. Students who are engaged in extracurricular activities will face the following consequences if they are found to have violated this prohibition, regardless of where the offense occurred:

First Offense: Student will be suspended from participating in *four* school activities from the date of completion of the investigation of the offense. In cases where the student *self-reports in writing* the incident to the coach, sponsor, or administration within two school days of the violation, the activity suspension shall be mitigated to *three* school activities.

Second Offense: Student will be dismissed from all team(s) and participation from school activities for the remainder of the school year.

If four school activities do not remain in the school year, an alternative punishment will be determined. The suspension will commence immediately upon a finding by the administration that the student violated this policy.

Activities to be suspended from include the following: sporting games and/or events, FCCLA or FFA contests, scholastic contests, industrial art competitions, band and music competitions, speech and one act competitions, school dances, and other school-sponsored events.

This policy will be in effect from the first day of practice for fall activities through the last day in the spring of any NSAA activity participated in by Chambers and Wheeler Central Schools.

C. Student Conduct at Events Outside the School District

While at competitions where students are representatives of Chambers Public Schools, students are expected to be positive representatives of the Chambers Public School District and adhere to guidelines set forth by the sponsor and student handbook. In the event that a student violates sponsor or student

handbook guidelines, they may be sent home by the sponsor. The following protocol will be followed if a student needs to be sent home:

1. The parent or guardian of the student will be contracted by the sponsor. An explanation will be given to the parent or guardian on the reasoning behind the student being sent home. It is the responsibility of the parent or guardian to make arrangements to pick up the student immediately.
2. If a parent or guardian is unable or unwilling to pick up their student, the administration will make arrangements for the student to be transported back to Chambers via school district transportation.
3. If the school district transportation is needed to bring the student to Chambers, the parent or guardian will be responsible for reimbursing the district for the following:
 - a. Mileage – Paid at the state rate for the distance to and from state competition.
 - b. District Employee Pay – Paid at the hourly rate of employee for the duration of the trip to and from state competition.

D. Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or the interpretation or application shall consult with the Superintendent.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication with students shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education (“Rule 27”). Please see the Social Media Policy for School District Employees for further explanation.

AUTHORIZATION AND ACKNOWLEDGEMENT WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risks exist. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

The Chain of Command and How to Effectively Communicate with School Officials

at

Wheeler Central School District #45

As in any system, it is important that all parts function together to make the system run efficiently. As a school system, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system. It is equally important that this process is communicated to parents, students, patrons and the broader community. For example, the transportation department needs to communicate with the buildings, the cafeteria needs to communicate with parents, the staff needs to communicate with administration, etc. There are many more examples of how inter-related we are and because of that there are many ways that the system can break down. Here at Wheeler Central District #45, we pride ourselves in being a system that communicates with all of our departments and stakeholders to ensure efficiency and transparency. Therefore, we take seriously any breakdowns in communications.

The School Board or Board of Education is primarily a policymaking body that oversees the Superintendent of Schools. It is the Superintendent who is responsible for the operation of the school district and its employees while the administrative team implements

Board policies. In order to do this effectively a “Chain of Command” must exist. The fundamental basis of a “Chain of Command” is to address concerns at the most fundamental level in which they occur. In short it is important that concerns be addressed by the person closest to the source before going to the Superintendent or School Board. Parents unfamiliar with the “Chain of Command” may become discouraged when they attempt to communicate with Central Office Administrators and School Board Members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command,” or where to begin the communication sequence regarding their problem or concern.

One of the most important parts of a system is to know where to go to get your questions answered or your complaint heard. In either situation, always go to the source first. That might be the **bus driver or the teacher**. If you are not satisfied with the response at this level, or if you do not receive a response, you need to go to the **supervisor** for that person. For the transportation department that would be the **transportation director**. If the issue is with a building staff member, your next level to access would be the **building principal**. If you have communicated with the supervisor and you are still not satisfied, it is time to move up the communication chain. The next person you would contact would be me, the **Superintendent of Schools**. If you are still not satisfied with the answer you receive or if your complaint has not been resolved, you would then contact the District Office to contact **the Board of Education**. Wheeler Central School District #45 does have a process in place that allows all community members to have access to the Board, either in a public session or an executive session.

As stated earlier many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the “Chain of Command.” The easiest way to communicate is in person, via e-mail, or a phone conversation. Contact information such as e-mail addresses and phone numbers can be obtained by contacting the school. The following is a typical “Chain of Command” process given various educational scenarios.

1. On Matters Involving Instruction/Curriculum

- a. Classroom Teacher/Para
- b. Principal
- c. Curriculum Instructor
- d. Superintendent
- e. Board of Education

2. On Matters Involving Athletics

- a. Coach
- b. Athletic Director
- c. Building Principal
- d. Superintendent
- e. Board of Education

3. On Matters Involving Student Discipline

- a. Classroom Teacher
- b. Counselor
- c. Principal
- d. Superintendent
- e. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings

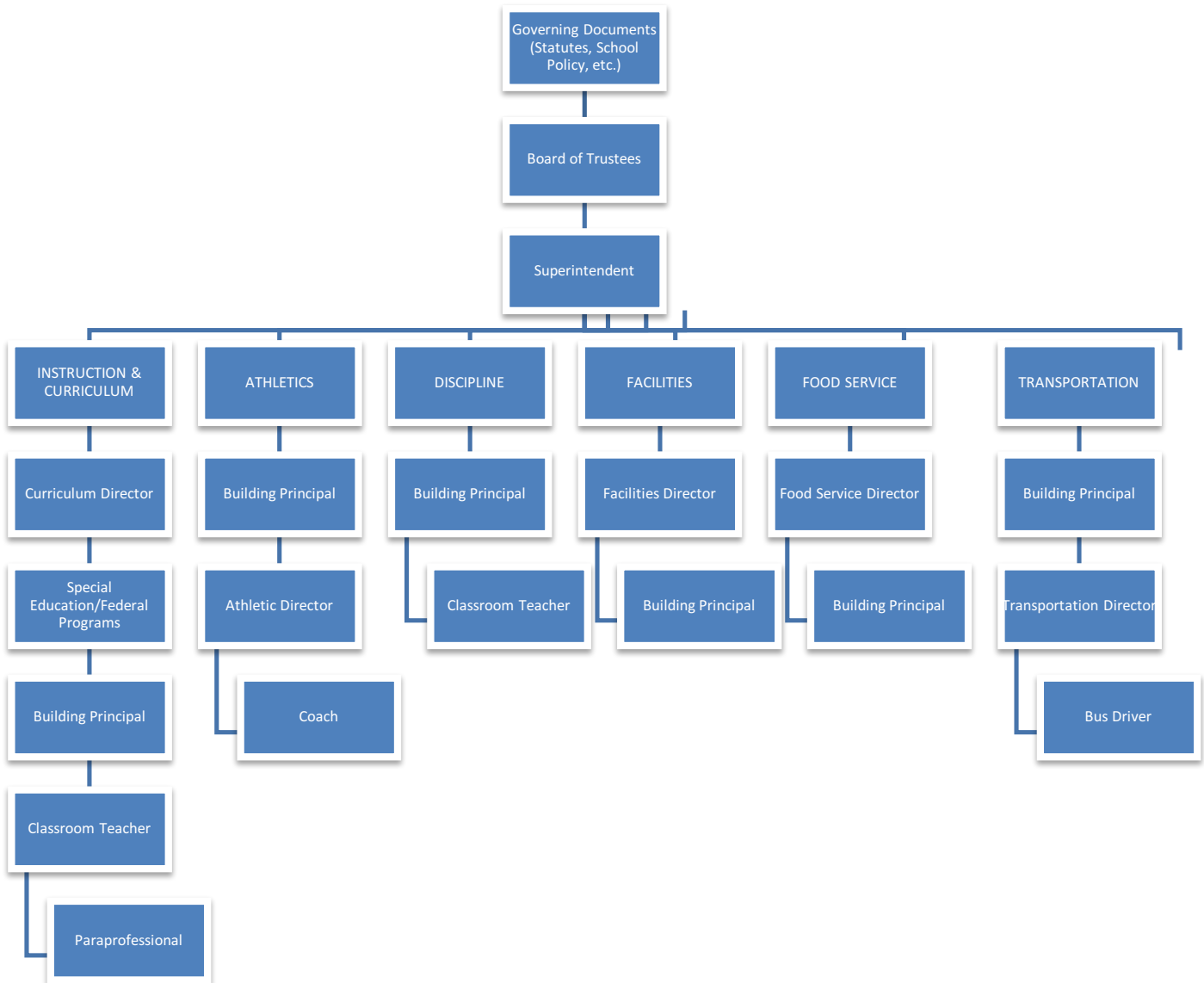
- a. Classroom Teacher
- b. Principal
- c. Supervisor of Facilities
- d. Superintendent
- e. Board of Education

5. On Matters Involving Transportation

- a. Bus Driver
- b. Transportation Director
- c. Building Principal
- d. Superintendent
- e. Board of Education

This document is an amalgamation of numerous chain of command documents currently in practice.

Wheeler Central Chain of Command:



CWC (Chambers-Wheeler Central Sports Co-op Extra Duty Salary Schedule)

Coaches entering the CWC may be granted up to 7 years of previous experience if that experience is at a comparable level or above and was a paid position.

Base Pay

The Higher of Chambers or Wheeler Central

No Post Season Play Bonus

Experience	1-2 Years	3-4 Years	5-6 Years	7-8 Years	9-10 Years	11 Years Plus
Football Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base
Volleyball Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base
C.C. Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base

C.C. Varsity Head Coach is responsible for all C.C. athletes grades 7-12 up to 15 athletes. With the addition of a 16 athlete an assistant coach will be hired.

Boys Basketball Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base
Girls Basketball Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base
Track Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base

Track Varsity Head Coach is responsible for athletes grades 9-12 up to 10 athletes. With the addition of an 11 athlete an assistant coach will be hired. Additional assistants may be hired as deemed necessary by the CWC Activity Directors and Administration.

Golf Varsity Head	9.5% of Base	10.5% of Base	11.5% of Base	12.5% of Base	13.5% of Base	14.5% of Base
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Golf Varsity Head Coach is responsible for all Golf athletes grades 7-12 up to 15 athletes. With the addition of a 16 athlete an assistant coach will be hired.

Experience	1-2 Years	3-4 Years	5-6 Years	7-8 Years	9 Years Plus
Football Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base

Volleyball Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
C.C. Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
Boys Basketball Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
Girls Basketball Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
Track Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
Golf Varsity Assistant	6.5% of Base	7.25% of Base	8% of Base	8.75% of Base	9.5% of Base
Experience	1-2 Years	3-4 Years	5-6 Years	7 Years Plus	
Jr. High Football Head	5% of Base	5.5% of Base	6% of Base	6.5% of Base	
Jr. High Volleyball Head	5% of Base	5.5% of Base	6% of Base	6.5% of Base	
Jr. High Boys Basketball Head	5% of Base	5.5% of Base	6% of Base	6.5% of Base	
Jr. High Girls Basketball Head	5% of Base	5.5% of Base	6% of Base	6.5% of Base	
Jr. High Track Head	5% of Base	5.5% of Base	6% of Base	6.5% of Base	
Jr. High Football Assistant	3% of Base	3.5% of Base	4% of Base	4.5% of Base	
Jr. High Volleyball Assistant	3% of Base	3.5% of Base	4% of Base	4.5% of Base	
Jr. High Boys Basketball Assistant	3% of Base	3.5% of Base	4% of Base	4.5% of Base	
Jr. High Girls Basketball Assistant	3% of Base	3.5% of Base	4% of Base	4.5% of Base	
Jr. High Track Assistant	3% of Base	3.5% of Base	4% of Base	4.5% of Base	

Coaching compensation in the event of a shortened or canceled season.

Coaches will receive a minimum of 50% of their extra duty compensation in the event of a canceled or shortened season with the compensation prorated from the midpoint of the season forward. Example: if the season lasts 68% of the scheduled season, at the point of program termination, then the coach will be compensated 68% of their extra duty for the activity.