

## INTRODUCTION

### **To the Parents/Guardian:**

This material is presented to you because your son or daughter has indicated a desire to participate in the interscholastic athletics and/or extracurricular activities of Crawford Junior/Senior High School and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports/activities provides a wealth of opportunities and experiences that assist students in personal adjustments.

We who are concerned with the educational development of boys and girls through athletics/activities feel that a properly controlled, well-organized program meets with the students' needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics/activities/clubs and organizations is voluntarily making a choice of self-discipline. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in school athletics/activities/clubs and organizations for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes/students to compromise with mediocrity.

We feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics/activities/clubs and organizations. It is the role of the activities department to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support that is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic/activities/clubs and organizations publication for students and parents.

### **To the Student**

Being a member of a Crawford Junior/Senior High School athletic/activities team is the fulfillment of early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic/activities tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Crawford Junior/Senior High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our participants, our school and our community. Such a tradition is worthy of the best efforts of all concerned. It will be easy to contribute to such a great athletic/activities tradition. When you wear the colors of the Crawford Ram, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

### Responsibilities to Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your academic studies and your participation in other extracurricular activities as well as in sports prepare you for your life as an adult.

### Responsibilities to Your School

Another responsibility you assume as a squad member is to your school. Crawford Junior/Senior High School cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics/activities to the maximum of your ability, you are contributing to the reputation of your school.

### Responsibilities to Others

As a squad member, you also bear a heavy responsibility to your home. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game “all out”, you can keep your self-respect and your family can be justly proud of you. The younger students in the Crawford school system are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

You assume a leadership role when you are on the athletic/activities squads. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Crawford Junior/Senior High School proud of you and your community proud of your school by your faithful exemplification of these ideals.

### **Section 1: General Policies**

Extra-curricular activities at Crawford High School are considered an important part of the student’s total educational experience. Students are urged to participate in a variety of activities. Generally, students who participate in activities are more successful in their studies and realize more from their high school years. Most organizations are open to anyone who is interested in participating with the possible exception of those organizations, such as athletics, where membership is competitive.

However important extra-curricular activities are, students should realize that their first responsibility is to the academic achievement of the classroom. It is hoped that each student can determine the extracurricular load he/she is capable of maintaining without neglecting academic commitment.

### Warning for Student Participants and Parents

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

### **Section 2: Student Conduct**

The basis for a high school education is to prepare the student for the demands of the adult world, its challenges, and its problems. Foremost among these challenges is respect for the rights and property of every other individual. As a student at Crawford Public Schools, you are expected to have the self-discipline required to accept the rights of all other individuals with whom you will be dealing. All students will have the basic responsibility to see that their conduct will reflect credit to their school, the staff, and themselves.

All teachers have been requested to be alert for any student activities that are in violation of good student behavior. Students should also be fully aware that any of the school personnel at Crawford Junior/Senior High School has the authority to correct misconduct at any time.

All Crawford Junior/Senior High School activities are considered to be an extension of the school day, regardless of the location. Therefore, regular school policies should dictate your behavior. This means there will be a proper attitude of good sportsmanship shown to opposing teams, fans, and the officials. Booing and stamping of feet are examples of poor sportsmanship and students who persist in displaying this attitude may be subject to suspension from all activities.

### **Section 3: Student Organizations**

Most clubs are open to anyone who is interested in joining. However, a few will have standards that must be met and maintained in order for a participant to receive any value from the organization. **All organizations, groups, and clubs associated with Crawford Public Schools are bound by eligibility, disciplinary and attendance policies.** Special interest groups wishing to organize a student club must first have the permission of the administration. Under no circumstances will an organization be permitted to have any kind of initiation or “hazing” requirement.

Crawford Junior High & High School has several different types of organizations. Find the one that matches your interest, join it, and give it all your support. This is an excellent opportunity to meet friends who share your interests as well as a chance to be of service to your fellow students. An organization is as active as its membership.

The activity policy applies to the following activities and organizations:

- All Activities (high school and junior high)
- Band and chorus performances
- School plays
- Student Council
- National Honor Society
- All other clubs
- Field trips outside the regularly scheduled class period
- All school dances including Prom and Homecoming

### **Section 4: Student Council**

The Student Council is the student-governing organization. Its main objective is to increase the school effectiveness as a laboratory in which the ways of democracy may be learned and practiced. Members of STUCO will consist of 8 members elected from 9<sup>th</sup> – 12<sup>th</sup> grade. There will also be 2 members that will be appointed by recommendation of the counselor, teachers or principal. STUCO will be governed by a president, a vice-president, and a secretary/treasurer. A faculty advisor will be appointed for this organization. Meeting times will be announced in advance. The president or sponsor will call special meetings when needed.

Drink dispenser(s) with appropriate items will be provided for students in grades 7-12. The operation and maintenance of these machines will be the responsibility of STUCO, its membership, and sponsor. Proceeds and profits from these machines will be maintained in the STUCO account of the Activity Fund and be the property of the Student Council.

Your STUCO provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for all student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of STUCO are your representatives and have direct access to the school administration.

### **Section 5: Fundraisers**

Each class or organization is allowed to have money making projects during the year with approval of the principal and appropriately filled out form. There should be only one money making project per year that involves sales of products. To eliminate overburdening local patrons, only one group will be allowed to participate in a money making project at a time. Additional community service-oriented money making projects may be permitted.

All monies earned by any class or school organization must be put in that group's activity account and shared equally by all members. Such monies are school monies and may only be dispersed as such. Each account will be handled through the Principal's office.

### **Section 6: General Athletic Information**

All interscholastic sports in grades 9-12 are divided into three seasons...fall, winter, and spring. The Junior High interscholastic athletics are divided into four seasons...fall, early winter, late winter, and spring. The Nebraska School Activities Association and/or conference affiliation shall set the date of the first organized practice and the closing date of the season the division of sports.

No organized practices may be held in any sport between the close of the previous season and the opening date of practice for the following season. An organized practice shall be defined as such:

**FOOTBALL** – An organized practice shall mean more than five players under the direct supervision of a sponsor.

**VOLLEYBALL** – An organized practice shall mean more than four players under the direct supervision of a sponsor.

**CROSS COUNTRY** – An organized practice shall mean more than three players under the direct supervision of a sponsor.

**BASKETBALL** – An organized practice shall mean more than four players under the direct supervision of a sponsor.

**WRESTLING** – An organized practice shall mean more than three players under the direct supervision of a sponsor.

**TRACK** – An organized practice shall mean more than three players under the direct supervision of a sponsor.

**GOLF** – An organized practice shall mean more than three players under the direct supervision of a sponsor.

### **Section 7: Extracurricular Rules**

The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities when such conduct is on school grounds, during an educational function or event off school grounds, or off school grounds **year round (365 days):**

- The use of violence, force, coercion, threat, intimidation, or similar action in a manner that constitutes a substantial interference with school purposes.

- Willfully causing or attempting to cause substantial damage to any property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft of school or private property of small value.
- Causing or attempting to cause physical injury to a school employee or to any student. Physical injury by accident, self-defense, or other action undertaken on the reasonable belief it was necessary to protect some other person shall not constitute a violation of this subdivision.
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- Knowingly possessing, handling, transporting, or using any object or material that is ordinarily or generally considered a weapon or used as a weapon.
- In association with or engaging in the possession, selling, dispensing, or use of alcoholic liquor or a controlled substance other than by reason of a lawful prescription.
- Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
- Students planning to participate in activities are expected to report for the activity at the beginning of each season. Reporting for one activity may be counted as reporting on time if there is a change in activity approved by the Activities Director.
- Participants are required to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach/sponsor.
- Abusive or profane language or gestures may result in dismissal from the team.
- Good sportsmanship shall be observed during practice sessions and contests.
- The use of drugs (other than those prescribed by a physician), or alcoholic beverages in any form.
- Possession, use or distribution of any tobacco. Tobacco means any tobacco product...**e-cigarettes, vaporizers, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, including non-medical vapor and vapor dispensers, regardless of whether such products contain nicotine.**
- All other reasonable rules or regulations adopted by the coach or supervisor of a co-curricular activity will be publicized through written handouts or posting on bulletin boards prior to the beginning of the season. Copies will be on file in the Office.

### **Section 8: Enforcement of Rules**

In the case of alleged infractions of the rules and regulations set forth in the above, the participant may be suspended from participation in interscholastic competition or other participation in co-curricular activities. In any case, the procedures outlined below will be followed:

If an alleged infraction occurs, the coach, supervisor, and athletic director shall make an investigation of the alleged conduct or violation and determine if a suspension is necessary to help any participant, to

further school purposes, or to prevent interference with school purposes. Should a conflict of interest arise during the course of an investigation, the principal shall be immediately appointed as the investigator.

Drug and alcohol violations:

Proof of violation shall be defined as follows:

1. Admission of a violation of rules to a coach or Crawford School Administrator.
2. Being observed in violation of Crawford rules by any certified employee.
3. Being observed or cited by a law enforcement officer.
4. Parent reporting.

FIRST OFFENSE: Suspension of all activities and events for 14 calendar days beginning with the 1<sup>st</sup> contest in which student is eligible to participate following the violation.

SECOND OFFENSE: Suspension of all activities and events for 60 calendar days beginning with the 1<sup>st</sup> contest in which student is eligible to participate following the violation.

THIRD OFFENSE: Suspension for all activities and events for 365 days following first activity in which student is eligible to participate following the violation.

Other notes on offenses:

- These time periods are the minimum requirements for loss of eligibility to participate in contests. Individual sponsors may assess additional consequences, as they deem appropriate.
- For activities with one time performances, the student will forfeit that event.
- All school-sponsored activities, dances, clubs, and athletics count toward the suspension.
- Conduct rules leading to activities restriction apply both on and off school grounds.
- Conduct rules leading to activities restriction apply during the 365 calendar year.
- Conduct rules leading to activities not completed in a given sport season will be carried over to the next season, and if necessary, to the next year. A student could be reinstated after going through counseling, or rehabilitation, and meeting with the principal/athletic director, coach, and parents.

Following the investigation, but before the suspension shall take effect, a participant shall meet with the investigating school official and be given oral and written notice of the charges against the participant and an explanation of the evidence the authorities have and an opportunity to present the participant's version. If, after the preceding has occurred, a determination is made to suspend the participant, the suspension shall take immediate effect and the Athletic Director shall send a written notice of the action taken to the participant, the parent/guardian, and the principal.

If the participant or the participant's parent/guardian is not satisfied with the determination by athletic director, the parent/guardian may request a meeting with the building principal. Should that meeting not bring the desired result, a hearing may be requested before the superintendent of schools. The request for a hearing must be delivered to the superintendent within five days of notification of suspension.

If a hearing is requested, it shall be held within ten days of the request and a notice of the time and place of the hearing will be given to the participant and parent/guardian within five days of receiving the request. The notice shall contain an outline of the alleged infraction.

At the hearing, as provided above, should witnesses testify, the participant will be given opportunity to confront and cross-examine such witnesses. The participant will be allowed counsel at his/her own expense if desired. The participant will be allowed to call witnesses and present evidence and will have the right to have a decision based solely on the evidence presented at the hearing.

Upon conclusion of the hearing, the Superintendent shall compile a written statement of findings of facts from the hearing and render a decision. The statement of findings of facts and the decision will be mailed to the participant, parent/guardian, and principal/athletic director. The school shall keep a record of the hearing.

Nothing in this policy shall prevent the participant, parent/guardian, or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

### **Section 9: Athletic Practice Regulations**

In order that we may always have a well-rounded athletic program at Crawford Junior/Senior High School and because of limited facilities for some sport seasons, the following guidelines are followed concerning off-season organized practices:

- During the time between the close of the school term and organized fall practices, there will be no restrictions on unorganized practices.
- No athlete will ever work out using school facilities unless he/she is under the direct supervision of a coach.
- Nothing will ever be done by any coach or athlete to take away from the sport in season.

### **Section 10: Activities Lettering Requirements**

Each time an individual letters, he/she will be awarded a letter certificate by the coach of that sport at the conclusion of the school year. The first time, and only the first time, that an individual letters in any sport at the Senior High level, he/she will be awarded, by the coach of that sport, the standard letter award representative of athletics. Lettering eligibility requirements are as follows:

**FOOTBALL:** athlete must have a total of  $\frac{1}{2}$  of the total number of quarters. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team or the achievement of a state championship.

**VOLLEYBALL:** athlete must play in  $\frac{1}{2}$  of the games in all matches played during the regular season (all tournaments included except district and state.) The above requirement can be waived in the case of an athlete who has contributed a great deal to the team or the achievement of a state championship.

**BASKETBALL:** athlete must have played in  $\frac{1}{2}$  of the total number of quarters. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team or the achievement of a state championship.

**WRESTLING:** athlete shall have earned 20 varsity team points or place in the top four in one of the following meets – conference, sub-district, district, or state. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

**TRACK:** athlete must place at a varsity meet. .

CROSS COUNTRY: athlete must 1) place in a varsity meet, or 2) place 1<sup>st</sup> once or 2<sup>nd</sup> twice in a dual or triangular.

GOLF: athlete shall have been awarded a medal in a meet or participated in ½ of the meets.

BAND: student will earn a “Superior” rating at the District Contest and participate in at least ¾ of the activities the band plays.

SPEECH: student will place a minimum of three times during the course of the year.

At the Senior High level, all requirements are based on varsity competition only. When an athlete accepts his/her letter, they agree to accept all the responsibilities which go along with the letter and to continue to be active in the athletic program.

The lettering committee including the Principal, Activities Director, and Coach may determine special letters to give in specific situations to students not meeting the requirements.

### **Section 10.5: Student/Athlete of the Year Award Criteria**

1. Vote of all Coaches/Teachers in our High School
2. 60%Character (School Projects, School Organizations, Hard Work, Great Attitude)
3. 20 % Academics (must have a 3.5 GPA)
4. 20% Athletics (must varsity letter in 2 sports)
5. Final Decision comes down to Athletic Director

2007 – 2008	Aubrey Soester – Philip Martin
2008 – 2009	Kassidy Thompson – Cody Serres
2009 – 2010	Nicole Osmotherly – Myles Maginnis
2010 – 2011	Katy Stewart – Dustin Bell
2011 – 2012	Levi Allen – Matthew Goff
2012 – 2013	Taylor Osmotherly – Sharla Magginis
2013 – 2014	No qualifiers
2014 – 2015	Blaine Flack – Lacie Lietka
2015 – 2016	Blain Flack/Trevor Nelson – Joclyn Staman

### **Section 11: Athletic Activities Equipment**

The athletic department tries to furnish the participants with as much of the equipment needed as is feasible. We are confident that we have good equipment and, in the case of contact sports, our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The participant will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. All school equipment shall remain the property of the school. Any Crawford Junior/Senior High School equipment observed being worn outside of an activity would be confiscated.

It is the responsibility of the participant to return the equipment at the end of the season or promptly when discontinuing that activity. If a participant fails to check in their equipment at the designated time or immediately should he/she quit an activity or sport, he/she will be expected to pay the replacement cost for the equipment.

All collections for lost equipment will be handled in the high school office. Student purchased equipment through the school must be paid for in full through the principal's office before receipt of such equipment. At no time shall participants wear equipment checked out to him/her except for practices and contests.

### **Section 12: Cutting Athletic Squads**

As a rule, we aim to carry athletic squads as large as possible in order to give everyone an opportunity. The only times a squad may be cut include the following:

- When a senior does not stand a chance of playing and he/she will be so advised.
- As an individual when he/she does not wish to follow the athletic guidelines.
- When the number of students exceeds NSAA participation rules or coaching supervision.

Coaches who anticipate the need to cut squad size will submit to the athletic director a written copy of criteria to be used. The coach will apprise the participants of the criteria to be used in squad selections.

### **Section 13: Attendance by Members of Athletic/Activities Teams**

An athletic/activities participant is not allowed to practice or participate unless he/she attends school for the full school day unless pre-excused. The participant may attend the practice, but may not participate unless the principal, for extenuating circumstances, waives this rule. In the case that the contest is on Saturday and the participant was absent on Friday, the participant may participate with administration's approval.

Athletic/activities participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant not be able to attend a practice, he/she must contact the coach/sponsor in advance.

Exception: When the participant is absent from school, he/she does not need to notify the coach/sponsor; however, most coaches/sponsors appreciate knowing the reason why the participant is absent from school.

Participants are expected to attend 80% of team practices before being allowed to compete. Participants are expected to be on time for all practices, contests, and departures for contests.

### **Section 14: Dressing Room Policies**

You are expected to take care of the facility and keep it clean. Clothing and equipment are to be stored in the lockers checked out to you. If you put a lock on the locker, a second key or combination must be submitted to the coach's office.

All athletes will be under the direct supervision of the coach in charge while dressing. An athlete must not linger in the dressing room, be rowdy, or endanger the safety of others. The coach in charge and/or athletic director will deal with all cases of misconduct while dressing.

Athletes are always to respect equipment and supplies. Coaches' offices and equipment rooms are off-limits to all athletes unless the athlete is asked to enter by the coach for a conference.

### **Section 15: Eligibility for All School Activities**

The school follows the eligibility requirements established by the Nebraska School Activities Association and the Crawford Public Schools Board of Education. These eligibility requirements include:

- A participant shall have credit on the school records for 20 semester hours of schoolwork for the preceding semester. Also, a participant must be enrolled in 20 semester hours for the current semester (seniors must be enrolled in 20 semester hours.)

- Coaches/sponsors may incorporate stricter academic rules and training rules as they see fit during their respective season.
- All transfer students new to the school system must have their eligibility approved by the administration of Crawford Junior/Senior High School prior to any competition or practice. This approval should be initiated through the principal's office.

Although the safety and welfare of athletes has always been of prime importance, it is the intent of the school district to re-emphasize the responsibility of coaches/sponsors to provide for the physical safety and effective instruction of participants. To this end, coaches/sponsors will be expected to conform to the following general guidelines and to apply their own knowledge and skills in implementing them:

- Participants will be informed of the more serious types of injuries that can result from participation, the causes and practices that can lead to such injuries and the way that such injuries can be minimized and avoided.
- Instruct all participants of the rules of the sport with an emphasis on those rules that have safety implications and the reason for rules.
- Require that participants report injuries to the coach/sponsor or designated person.
- Utilize a variety of techniques and drills to condition participants to perform in a manner which will be both effective and safe.
- Provide immediate corrective action when participants perform incorrectly as it relates to safety.
- Inspect the facilities and equipment before every use for condition of equipment or apparatus that may be unsafe.
- Utilize visual aids, demonstrations, verbal instruction, and drills to reinforce the learning of safe and effective skills.
- Maintain a daily record of all injuries that cause a participant to miss one or more days of practice or games.
- Fill out an *Accident/Athletic Injury Report Form* for serious injuries (i.e. head, neck, internal, knee, fractures, and dislocations) and all injuries, which require a referral to a physician or hospital.

## **Bylaws of NSAA and Board of Education Policies Participation Requirements**

### Participants

Students who are enrolled in a member high school and have not graduated from any high school or its equivalent and students of a junior high school which is a part of a member high school's system who compete or practice with a member high school's team may be permitted to participate in activities of the Nebraska School Activities Association. Once a student participates in an activity under aforementioned arrangements, the student shall be governed by all rules of the NSAA.

### 1. Semester Limitations

A student shall become ineligible after eight (8) semesters of school membership beginning with his/her initial enrollment in grade nine. Membership in any school or schools for thirty or more school

days during a semester is considered as a semester of school membership. The records of the school or schools in which the student was a member shall be used to determine the total number of days of school membership. Semesters are not charged consecutively. If a student is not enrolled in school, the student is not charged with a semester of membership. When he or she re-enrolls in school, however, it takes one semester, for which the student is charged, to regain eligibility.

## 2. Season Limitations

No student shall be permitted to participate in more than four (4) seasons of any one activity at the high school level. Competing in any part of an interscholastic contest shall count as a season of participation in that activity.

## 3. High School Graduates

A graduate from a four-year school or its equivalent is no longer considered a student for interscholastic activity purposes even though the student enters another high school and is classed there as a fourth or even a third year pupil and is a candidate for graduation.

## 4. Second Semester Eligibility

A student who becomes eligible the second semester shall be eligible the first day of the second semester, provided his/her name has been included on an eligibility list sent to the NSAA office before the contests. Students who will become eligible the second semester may be included on an eligibility list sent during the first semester, provided a note indicates the date on which they will become eligible.

## 5. Age Limitations

A student is ineligible if 19 years of age before August 1 of the current school year.

## **Attendance Requirements**

A student must have enrolled in some high school on or before the 11<sup>th</sup> day of school of the semester in which the contest takes place to be eligible for varsity interscholastic competition. After initial enrollment at a school, a student must be regular in attendance in accordance with the officially adopted attendance policy of that school. The above requirement may be waived if a student is prevented from enrolling or being regular in attendance because of personal illness or quarantine and satisfactory cause of such late registration is presented to the executive director.

## **NSAA Board of Education Scholastic Requirements**

Each individual school may determine its own current semester scholastic requirement for eligibility to compete in inter-school activities. The requirements may be more stringent than the State Association's but in no case shall the requirements be less restrictive.

### Current Semester

To be eligible, the student must be taking at least twenty (20) semester hours of instruction per week at the school the student represents in interscholastic competition.

### Preceding Semester

To be eligible, a student shall have credit on the school records for twenty (20) semester hours of schoolwork for the immediate preceding semester. The term "preceding semester" means the semester immediately preceding the semester in which the student wishes to participate in activities. The

preceding semester rule is not to apply to students who are entering high school for the first time and have not competed or participated with a high school team.

#### Opportunity to Fulfill Scholastic Deficiency

A student who fails to make the required credit hours during the spring semester may make-up not to exceed ten hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1, or the opening day of school, whichever comes first, in order that the student be eligible for varsity interscholastic participation the fall semester.

#### Incomplete Grades

If incomplete grades are the determining factor in whether a student has the required number of credits the preceding semester, the student remains ineligible until the incomplete grades are replaced by passing grades and the credits are on the records of the school.

## **DOMICILE REQUIREMENTS AND TRANSFERS**

#### Definitions

a) Domicile shall be defined as the place where the parents have established their home. This means that the family regularly eats and sleeps in a specific place of lodging. It is the place where the student and his/her parents are habitually present and to which, when departing, they intend to return.

It shall not be considered a change of domicile if the parents have moved to a new home, but do not intend to make it their permanent home, have not given up their former home, or have not sold their personal property or moved it to a new domicile, unless complete information is present at a hearing before the Board of Control and a ruling has been given that a bona fide change of domicile has been made.

b) Parents (the term) shall mean the student's natural parents or adoptive parents, or foster parents if the student is placed in a foster home after becoming a ward of the state courts or welfare agency, or legal guardian if parental rights of custody of both parents have been terminated by death, incompetence, or unsuitability. Properly certified documentation from a court of competent jurisdiction, indicating the date of appointment, powers conferred, and whether the guardian was appointed due to death, incompetence, or unsuitability of the natural parents, shall be a condition precedent to the recognition of the guardian as a parent for purposes of this definition. If parents are divorced, the parent who has been awarded custody of the child is the legal parent.

#### Selection of School for Activity Eligibility

When a student enters a high school for the first time after promotion from grade eight of a two-year junior high school, he/she may enter the high school of his/her choice and be eligible immediately if eligible in all other respects. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, or the student returns to his/her legal parents, or the student returns to his/her home school district shall render the student ineligible for varsity competition for ninety (90) school days.

#### Change of Domicile by Parents

Any student whose parents reside in a school district which has a high school shall become ineligible to represent that high school for varsity interscholastic competition for ninety (90) school days upon the change of domicile by the parent(s) from that school to another school district which has a high school except:

- If this domicile is changed during the school year, the student is eligible for the remainder of that school year in the school district from which the parents moved.
- If this domicile is changed during the summer months which immediately precede the school year and the student is in grade twelve and has attended the high school for two or more years, the student may be eligible for that school year in the school district from which the parents moved.

Change of Domicile Due to a Student Becoming a Ward of the State Courts or Welfare Agency

A student who is required to change domicile because of placement by the state courts or welfare agency in a home, special school, or institution is eligible immediately if eligible in all other respects.

Change of School for Academic Advantage

A change of school for academic advantage does not create eligibility even though the school may be non-accredited and the school to which the student transfers is accredited.

Undue Influence

- a) The use of undue influence by anyone causing a student in one school to transfer to another school for athletic purposes shall render that student ineligible. The Board of Control shall determine the length of ineligibility.
- b) The Board of Control shall determine what shall constitute undue influence. Undue influence shall always include but not be limited to the following:
  - Offer or acceptance of money, room, board, clothing, or other valuable considerations to a student.
  - Offer or acceptance of a home or living quarters with any person affiliated with the school. (Extenuating circumstances will be considered if presented to the Board of Control for review.)
    - Offer or acceptance of any school privilege not available to other pupils.
    - Free or reduced rent for parents.
    - Payment of the moving expenses of the parents.
  - Offer or acceptance of employment for the parents in order to entice the family to a certain community so as to gain the services of a child in the school's activity program.
  - Any attempt by a representative of a school or any individual or group outside the school to recruit a student in order to gain his/her services in the school's activity program shall be considered undue influence.

**CONDUCT DURING INTERSCHOLASTIC COMPETITION**

1. Students, participants, and staff members representing a member school in interscholastic competition are expected to conduct themselves in a sportsmanlike manner;
2. If a student, participant, and/or staff member representing a member school in inter-school competition acts in a manner constituting unsportsmanlike behavior during such competition, the member school shall be subject to penalties as set out in Section F below;

3. If any participant or staff member while representing a member school in an association-sponsored district tournament, play-off, or state contest acts in a manner constituting unsportsmanlike conduct, the individual is subject to penalties as set out below. 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.

#### PENALTIES

1. For violation by a member school of the provisions of the Constitution or of rules adopted by the Representative Assembly, or approved by the member schools, the Board of Control may, at its discretion, impose one or more of the following penalties:
  - a) Issue a private or public reprimand to the school.
  - b) Recommend that the responsible school official receive a private or public reprimand.
  - c) Enforce the forfeiture of one or more contests in teams or individual sports.
  - d) Enforce the forfeiture of points scored by a student in individual competition.
  - e) A student or staff member may be reprimanded, placed on probation, or suspended from participation for one or more contests.
  - f) Recommend that the school declare the guilty student ineligible for up to ninety (90) school days or the remainder of the school year.
  - g) Place the school on probation for a period not to exceed one calendar year.
  - h) Suspend a school for part or all of the season of an activity.
  - i) Expel the school from Association membership for a period not to exceed one calendar year.
2. If a student violates any of the provisions of the Constitution, Bylaws, or Approved Rulings during the course of the Association-sponsored district tournament, play-off, or state contest, the Board of Control or Executive Director may suspend the student from further competition in the district tournament, play-off, or state contest.
3. Prior to assessment of any penalty, the Executive Director will gather data in order to establish intent, fault, and the effect an ineligible participant had on any inter-school contest. These factors shall be weighed in determining the severity of the penalty assessed. The Executive Director's decision may be appealed to the Board of Control.

If said violation is brought to the attention of the Board of Control as a result of self-policing by the offending school, the Board of Control shall issue the highest of commendations to the administration of the school for efforts in enforcing the Constitution.

#### **Section 16: Activities on Church Nights (Wednesdays and Sundays)**

According to the Nebraska School Activities Association and the Crawford Public Schools Board of Education, **no school activities or athletic contests may be scheduled on Sunday**. There will be **no practices or activities or students in the building** past 6:00 P.M. on Wednesday evenings and **no practices** on Sunday without special permission of the athletic director. The exception to this rule will be activities scheduled by the Nebraska School Activities Association and/or the athletic conference.

#### **Section 17: Starting, Dismissal, and Length of Athletic Practices**

The individual coach will designate all starting times of practices. All athletes are expected to be on the court or field at the time set by the coach. Practices should begin as quickly as possible.

In order that athletes and their parents may plan accordingly and for the welfare of the athlete, the following are guidelines concerning the length of practices:

- ◆ Senior High Athletes: 2 ½ hour practices after the school day ends. No practice may begin before 4:00 pm on school days without the approval of the administration. Before school practices, when approved by administration, may not begin before 6:00 a.m. and must conclude by 7:30 a.m. Students enrolled in 7:00 am classes will be excused from these practices.
- ◆ Junior High Athletes: 1½-hour practices. Any early morning practices before school must be voluntary and afternoon practices must be concluded by 4:30 p.m. on school days.

**Section 18: Transportation To and From Activities**

Students are required to ride in school transportation when participating in any school-sponsored activity. Students may be granted permission to ride home from an activity with their parents (not friends, or friends of the family, or other relatives), provided that the parent **makes this request to the sponsor or administrator prior to the activity. This must be a request made in writing by the parent,** accompanied by a completed release form signed at the activity. Any exceptions to this policy shall require prior administrative approval.

**Section 19: Eligibility for Sub-District, District and State Competition**

In order to participate in a sub-district, district, or state contest in a particular activity, a participant is required to have been a member of a school team or group in that particular activity for at least twenty (20) school days prior to the first day of the sub-district, district, or state competition. An exception to this requirement would be if a student were unable to be a member of a school team or group due to injury, illness, or transfers from another school.

**Section 20: Requirements for Participation**

1. PHYSICAL EXAMINATION – A yearly physical examination is required. The physical form must be completed by the physician/physician’s assistant and submitted to the school prior to participation. The physical covers all sports and activities for the entire school year. The form will be kept on file in the principal’s office.
2. EMERGENCY MEDICAL AUTHORIZATION – Each participant’s parents shall complete an Emergency Medical Authorization Form giving permission for treatment by a physician or hospital when the parent is not available. The form will be kept in the medical kit for availability at all practices and contests.
3. PARENTAL ACKNOWLEDGEMENT OF ATHLETIC POLICIES – Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics/activities.
4. INSURANCE – The school district **does not** carry insurance to cover student athletic injuries. Parents will need to sign off stating they have a family insurance plan.
5. SCHOLASTIC/ACADEMIC ELIGIBILITY – In order to participate on a Crawford Junior/Senior High School athletic/activity team, each participant must have satisfied all of the scholastic/academic eligibility requirements prior to participation. If a student receives a failing grade in any class any time during the quarter he/she will receive one grace week per class. If he/she does not improve that grade to a D or higher by the following Monday or subsequent Monday he/she will be ineligible for that week or following weeks. Any other failing grade in

any class during that quarter when the eligibility list comes out will result in the student being ineligible for that week. The ineligibility list will be printed on Sunday Night starting the 2<sup>nd</sup> week of each semester. The eligibility list is in force from Monday through Sunday.

6. **CITIZENSHIP POLICY** – In order to participate on a Crawford Junior/Senior High School athletic/activity team, each student be eligible per the Citizenship Policy (Article 5, Section 10 of the Student Handbook). If a student is failing citizenship in any two classes/categories, he/she is ineligible for that week.

#### **RISK OF PARTICIPATION**

All participants and parents must realize the risk of serious injury that may be a result of athletic/activities participation. The Crawford School District will use the following safeguards to make every effort to eliminate injury. (Also refer to Athletic Safety Guidelines.)

- Conduct a mandatory parent/participant meeting prior to the start of the season to fully explain the policies and to advise, caution, and warn parents/participants of the potential for injury.
- Maintain a continuing education program for coaches/sponsors to learn the most up-to-date techniques and skills to be taught in their activity.
- Instruct all participants about the dangers of participation in a particular activity.

#### **Section 21: Codes of Conduct**

High standards of conduct and citizenship are essential in maintaining a sound program of extracurricular activities. The welfare of the student is our major consideration. All participants shall abide by a code of ethics that earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the participant, team, or the school will not be tolerated. Acts of unacceptable conduct such as but not limited to theft, vandalism, disrespect, immorality, abusive language or violation of law will not be tolerated.

#### **Section 22: Procedure for Addressing Parent/Participant Concerns**

In order to resolve any conflicts or potential problems, it is imperative that anyone connected to the Crawford Junior/Senior High School activities program follows the following chain of command:

1. coach
2. activities director
3. principal
4. superintendent
5. school board

#### **DEFINITION OF THE CHAIN OF COMMAND**

##### Coach

- Represents the school in interscholastic activities.
- Conducts his/her work within the framework of the goals of the school system, the policies and procedures of the activities department, the regulations and policies of the NSAA, and the Crawford Public Schools Board of Education.
- Strictly enforces eligibility rules.
- Determines team selections fairly.
- Considers athletics/activities as a part of the total educational program, encouraging participants to work to their maximum ability in academics as well as in athletics/activities.
- Exhibits proper and exemplary behavior at all times.

- Implements the Code of Conduct for student participants.
- Is entirely responsible for the guidance of participants in their charge.

#### Activities Director

- Directs the operation of the athletic program.
- Selects and supervises all coaches/sponsors.
- Evaluates the athletic program and the athletic staff.
- Participates in budget preparation of the athletic program.
- Is responsible for all athletics-affecting students.
- Coordinates the athletic schedule and programs.

#### Principal

- Responsible for final disciplinary action including suspensions.
- Reports to the superintendent

#### Superintendent

- Is ultimately responsible for all phases of the public school program.
- Delegates his power of administration of the interscholastic athletic/activities program through the principal/athletic director.

#### School Board

- Develops policies in accordance with state statutes.
- Approves means by which professional staff may make these policies effective.

As parents and/or participants in the Crawford Junior/Senior High School system, we must believe in the system. In turn the administration and coaches/sponsors of the system will be professional in their demeanor in order to resolve any conflicts or potential problems.

### **Section 23: Athletics/Activities Scheduling**

The master calendar for all activities scheduled during the school year will be kept in the High School Office and coordinated by the principal and/or activities director.

Every effort will be made to avoid conflicts of scheduled events. Sponsors need to bring the dates, times, and location of any activities to the office as soon as they are determined. They will be entered on the calendar at that time. Those events first scheduled will have a higher priority over any later scheduled events. If, a conflict does arise, because of postponements, or other unforeseen circumstances the following will be used to determine which event students will attend:

Attempts will be made to change dates or times so that both events can be attended.

- State level competition has first priority.
- District, or state qualifying events have second priority.
- Conference events have third priority.
- Senior high events have priority over junior high events.
- Single performance events have priority over multiple performance events.

Whenever a conflict of schedules occurs, the sponsors of the events involved will meet with the appropriate administrators and a determination will be made by using the criteria listed above, to determine which events students will attend. All students with a conflict will abide by the decision made by the sponsors and administration.

Once such a determination has been made, those students who do not have a conflict may be allowed to attend the other activity subject to the availability of appropriate sponsorship, transportation, and other such necessary requirements.

### **Section 24: Athletic Safety Guidelines**

The school strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety procedures, and well-fitting equipment and proper rest and recovery are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach/sponsor. Travel to and from off-campus facilities shall be by school transportation only. **NO PARTICIPANT IS TO DRIVE PERSONAL VEHICLES.** (Refer to Section 18) When practice areas are constructed with extremely hard surfaces, participants who fall during participation risk potentially dangerous injury—especially to knees, elbows, or the head. Injury may include damage to joints, broken bones, or serious head and eye injury.

Guidelines are as follows:

Make certain that you wear all equipment that is issued by the coach/sponsor. Advise the coach/sponsor of any poorly fitted or defective equipment.

- Provide coach/sponsor any necessary medications for personal well-being (ex: epipens, inhalers, heart medications.)
- Any prescribed prosthetics or braces are the responsibility of participating athlete.
- Advise the coach/sponsor if you are ill or have any prolonged symptoms of illness.
- Advise the coach/sponsor if you have been injured.
- Engage in warm-up activities prior to strenuous participation.
- Be alert for any physical hazards in the locker room or in/around the participation areas. Advise the coach/sponsor of any hazards.

### FOOTBALL

1. Tackling and blocking techniques are basically the same. Contact is to be made above the belt, but not initially with the helmet. The player should always be in a position of balance and the target area as near to the body as possible with the main contact being made with the shoulder. When properly blocking or tackling an opponent, contact with your helmet will naturally result. Therefore, technique is most important in order to prevent or reduce the likelihood of injury.
2. Blocking and tackling and not keeping the helmet as close to the body as possible may result in a shoulder injury and a separation or a pinched nerve in the neck area. Injuries as a result of improper techniques can range from minor to disabling or even death. Improper body alignment can put the spinal column in a vulnerable position for injury. The development of strength in the neck muscles through isometric-type exercises will enable the participant to hold his head up even after getting tired during a workout or contest.

3. Basic hitting (contact) position and fundamental technique – strained muscle injuries can range from ankle injuries to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a 2 yard-by-4 yard area next to the football) illegal.
4. Cleats are restricted to no more than 3/4 inch in length to further help prevent knee injuries. A runner with the ball, however, may be tackled around the legs.
5. In tackling, the rules prohibit initial contact with the helmet or grabbing the facemask on the edge of the helmet. Initial helmet contact may result in a bruise, dislocation, broken bone, head injury, or internal injury such as kidneys, spleen, bladder, etc. Grabbing the facemask or helmet edge may result in a neck injury that could result in injuries ranging from a muscle strain to a dislocation, nerve injury, or spinal column damage that may cause paralysis or death.
6. Equipment – an athlete is required to wear all issued equipment. If equipment is damaged or does not fit correctly, the athlete must inform his coach immediately before use. Shoulder pads, helmet, hip pads, and pant (including thigh and kneepads) must have proper fitting and use.
7. A shoulder pad that is too small will leave the shoulder point vulnerable to bruises or separations. A shoulder pad that is too tight in the neck area may result in a possible pinched nerve. A shoulder pad that is too large will leave the neck area poorly protected and will slide on the shoulder making them vulnerable to bruises or separations. Helmets must fit snugly at the “contact points” (front, back, and top of head.) The helmet must be safety “NOCSAE” branded, the chinstraps must be fastened, and the cheek pads must be of the proper thickness. A fit which is too loose could result in headaches, a concussion, a face injury such as a broken nose or cheekbone, or a blow to the back of the neck, causing a neck injury possibly quite serious such as paralysis or even death.
8. Maintain a year-round conditioning program. This will prevent many of the early season injuries.
9. Crawford High Football will follow the following Heat Acclimating guidelines set by the NSAA.

### VOLLEYBALL

1. Be aware of the court surrounding, i.e. obstacles, projections, bleachers, standards, etc. Also, be aware of other teams that are practicing in the same gym.
2. Maintain a year-round conditioning program. This will prevent many of the early season strains and injuries.

### BASKETBALL

Recognize the possible danger from such actions as “undercutting” a player, hanging on a basket, or throwing a “wild” pass.

### WRESTLING

1. Recognize illegal holds as defined in the rulebook.
2. Wear approved proper fitting apparel when wrestling with an opponent either in practice or in a match.
3. Wrestle a safe distance from all walls and other obstructions. All wrestling will be done on the mats provided for wrestling.
4. When wrestling, participants will wear headgear at all times.
5. Conduct a weight control program as recommended by the NSAA; which includes but is not limited to body fat testing.

### TRACK/CROSS COUNTRY

1. Recognize the safety rules for restricted areas such as the discus and shot put. These areas must be supervised.
2. Stay on the designated running courses.
3. Check equipment, apparatus, field, and pits thoroughly before each use.
4. Run in pairs in unfamiliar territory or in areas where there are few people.
5. Watch for objects being thrown from passing cars.
6. Approach dogs with caution.
7. Be familiar with basic first aid treatment for heat exhaustion, heat stroke, sprained ankle, or other runner-related injuries.
8. Face the oncoming traffic when running on roads. Be cautious at intersections and be acutely aware of erratic drivers.

### GOLF

1. Before swinging a club, make certain that the area around you is clear. Be careful after hitting not to throw the club as you could injure someone.
2. Be aware of the danger of standing in front of or at the side of a person who is attempting to hit the ball as one may be injured by the ball or the rebounding of the ball from trees, signs, markers, etc.
3. Be aware at all times of other players' positions on the course when you are hitting or when they are hitting. You are vulnerable at all times.
4. Do not hit the ball until proper distance is available between golfing groups.
5. Keep hands and grips dry to minimize the danger of clubs being released.

Concussion awareness: Crawford High School Policy

Crawford High School will use Nebraska's Concussion Management Plan Best Practices called RETURN TO LEARN.

View at: <http://nsaahome.org/wp-content/uploads/2014/07/Return-to-Learn-NDE.pdf>

## **Crawford Public Schools Parent/Guardian Release For Students in Activities/Sports 2015-2016**

I (We) have read and understand the warnings and cautions as outlined in the Crawford Public Schools' Student Handbook and Student Activity Sports Handbook including the NSAA eligibility rules. I (We) understand that the rules and forms apply to all students involved in the activities program in both the junior and senior high schools. I (We) have signed all sections pertaining to our student. I (We) understand that I (we) must sign a form for each child attending Crawford Public Schools.

Football Safety Guidelines

Tackle Football Warning

Volleyball Safety Guidelines

Basketball Safety Guidelines

Wrestling Safety Guidelines

Wrestling Warning

Track/Cross Country Safety Guidelines

Golf Safety Guidelines

Flag/Dance Squad

Band

Chorus

Speech

**Please be sure to sign each activity your student will be participating in for the entire year.**

\_\_\_\_\_ Parent \_\_\_\_\_ Guardian      Signature \_\_\_\_\_

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

Date \_\_\_\_\_

***YOUR CHILD IS NOT BE ABLE TO PARTICIPATE IN THEIR CHOSEN ACTIVITY  
UNTIL THIS FORM IS RETURNED TO THE SCHOOL!!***

Approved 6/21/11

## RECEIPT OF 2015-2016 ACTIVITIES/SPORTS HANDBOOK

*(May be accessed On-line at [www.cpsrams.org](http://www.cpsrams.org))*

This signed receipt acknowledges receipt of the 2015-2016 Activities/Sports Handbook of Crawford High School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT **YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING CRAWFORD HIGH SCHOOL** HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE.

YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: \_\_\_\_\_ Accessed Online: \_\_\_\_\_ Need Paper Copy: \_\_\_\_\_

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Student's Signature

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Parent or Legal Guardian's Signature

Return to:

Chris Geary/Principal

Crawford High School, 908 5th Street, Crawford, NE 69339

Approved 6/21/11

**CRAWFORD PUBLIC SCHOOLS  
COMPLAINT FORM  
2015-2016**

**Name(s) and Address(es) of Complainant(s):**

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**Specific Complaint: (Use back of page if necessary)**

**Action or Solution Complainant(s) is/are Seeking or Would Recommend:**

**Complaint Submitted To:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Complainant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(other complainant(s) must sign and date on the back of page)*

*A written response will be returned to complainant(s) within five (5) working days*

Approved 6/21/11