



# BROOKWOOD HIGH SCHOOL

## ATHLETIC DEPARTMENT

July 16, 2016

Dear Brookwood Athletes and Parents:

This year, we will again be allowing most of our student-athletes and their parents to complete our athletic handbook education requirements online rather than through attendance at handbook meetings. This has gone very well the past few years, and we are hoping that this will again prove to be more convenient and educational for everyone.

Completing the requirements will require that you access our school website through a computer, tablet, or smartphone. In the event that you do not have access to any of these devices, I can arrange for you to use a device here at school.

The procedure to complete this requirement is as follows:

1. Go to the district website at [www.now.k12.wi.us](http://www.now.k12.wi.us)
2. On the left side, click on "Athletics." This will take you to our athletic department page.
3. In the middle of the page click on "2016 – 2017 Brookwood Athletic Code" to read through our current handbook. You may also find it helpful to use the "2016–2017 Brookwood Athletic Code Powerpoint."
4. After you've looked through the handbook, return to the Athletic Department page, and scroll down to the section titled, "Handbook Survey Links." Parents should click on the link titled "Parents / Guardians." Student – athletes should click on the link that reflects their grade level in 2016 – 2017. ( Either High School or Grades 6-7-8 ). ***It's IMPORTANT to complete the correct survey as each one is different!***
5. When the link appears, please enter your FIRST and LAST NAME.
6. YOU WILL NOT need to enter a password this year.
7. Once you enter this info you will be directed to our handbook survey. The survey is approximately 35 - 40 questions, and should not take long to complete.
8. Once you complete the survey, YOU MUST click "**Submit.**" This will record that you took the survey and will satisfy your handbook meeting requirements.

A few notes about the survey:

- Only you and I will see the results. They will not be shared with anyone else.
- The survey will tell you any questions you answered incorrectly, and will give you the correct information.
- Each student – athlete must complete the handbook survey. A parent / guardian of more than one student – athlete only needs to complete the survey once.

While you're at our Athletics page, there are a number of useful publications that you can access and print at home, including:

- Extra paperwork packets
- Physical forms and alternate year cards
- Transportation waivers.
- "Concussion Education" pamphlet which is required by state law to be distributed to all parents and student – athletes.
- A video, titled "Concussion 101," which you may find very informative.
- All of our High School & Junior High athletic schedules for the 2015 – 2016 school year. ( Right side of page )

I sincerely hope that this process will make the necessity of reviewing our handbook rules an easy, less time – consuming experience. Should you have any questions, please contact me here at school at 337-4401, or via email at [kclinton@now.k12.wi.us](mailto:kclinton@now.k12.wi.us). Have a great 2016 – 2017 athletics experience!

Sincerely,

*Ken Clinton*

Ken Clinton, Athletic Director

Cc: Brad Pettit

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**"What a Great Day to be a Falcon!"**