

# INTERSTATE 35 ACTIVITIES HANDBOOK

FALL 2024



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## MISSION STATEMENTS

### Interstate 35 COMMUNITY SCHOOL DISTRICT

The Interstate 35 Community Schools exist to develop life-long learners and responsible, productive, and successful citizens in an ever-changing society.

### Interstate 35 ACTIVITIES

Through positive experiences in activities, students at Interstate 35 High School will be afforded life opportunities that serve to enhance the educational process and prepare them to become life-long learners and responsible, and successful citizens in an ever-changing society.

## EQUITY STATEMENT

It is the policy of the Interstate 35 Community School District not to discriminate on the basis of gender, race, national origin, creed, religion, parental status, age, marital status, sexual orientation, gender identity, or disability in its education programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, the Americans With Disabilities Act, and the Iowa Civil Rights Act.

## ORGANIZATION AND ADMINISTRATION

Iowa High School Athletic Association (IHSAA)

Iowa Girls' High School Athletic Union (IGHSAU)

Interstate 35 High School is a member of both the IHSAA and IGHSAU. The purpose of these organizations is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.

## WEST CENTRAL ACTIVITIES CONFERENCE

The purpose of this Conference shall be to set the dates and places of inter-school activities in general and to regulate and control the relationships of the schools' subject to the rules and regulations set forth by the membership.

The athletic and activity directors of the league manage the WCAC with final authority resting with the principals of the member schools.

### **Member Schools:**

Interstate 35

Des Moines Christian

Earlham

Pleasantville

Van Meter

Panorama

ACGC

Woodward Granger

West Central Valley

Ogden

Madrid

Schedules will be generated for each sport with the majority of competition involving other teams in the Conference. Rotations will be established in some sports to allow for interleague competition. Conference Champions will be determined in all sports.

## PHILOSOPHY

The role of interscholastic athletics in the development of our young men and women is immeasurable. It is also recognized that the athletic program at Interstate 35 provides a focal point toward which the interest and enthusiasm of the student body is directed. The success or failure of its athletic representatives frequently affects the life of the school. School spirit and loyalty on the part of nonparticipating students develop as a by-product of school sports and activities.

Teachers, coaches and administrators must strive to do what is best for the students' and we must strive for excellence in all endeavors.

The athletic program will provide an atmosphere in which all students and coaches strive for excellence in all school-related activities. Sportsmanship, citizenship, camaraderie, sharing and caring will be fostered within individual groups. The use of positive communication between students, teachers, coaches, parents and administration allows each student to represent himself/herself, Interstate 35 High School, Interstate 35 Middle School, and the community in a positive manner.

## SCOPE OF THIS HANDBOOK

The policies and procedures in this handbook apply to all school sponsored clubs, teams and organizations. We also recognize several community clubs that support Interstate 35 students. Guidance for these community clubs can be found on page 31.

## ACTIVITY PRINCIPLES

At Interstate 35 High School, the activities program will be governed by the following principles at all times:

1. **Student First Approach.** The physical, mental, and emotional well-being of our students must be at all times our primary concern.
2. **Sportsmanship.** Coaches, participants and fans will be held to a high standard in terms of the embodiment of sportsmanship. Coaches must set the example in displaying good sportsmanship and must demand good sportsmanship of their players.
3. **Academics First; Activities Second.** Activities can be an integral part of the educational process. Take the time to remind your participants of the importance of their education and the relevance that athletics has in terms of their development.
4. **Loyalty and Commitment.** The development and internalization of these two attributes will enhance our ability to succeed both inside and outside of the arena of athletics.
5. **Communication.** All members of the Activities Community must communicate on all levels.
6. **Conditioning.** Conditioning, both mental and physical, is a key element in the development of a successful athletic program. This begins with proper planning and execution and continues through repetition and hard work.

7. **The Total Program.** The individual components of the Interstate 35 Athletic Department serve to make up the entire program. Coaches, students, and parents need to be aware that the needs of the overall program will always be considered first. Win or lose, we will do so as Interstate 35 High School.

#### NON-DISCRIMINATION POLICY

The Board and the District will not discriminate in educational programs on the basis of: race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status.

The Board and the District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact:

Mr. Adam Beckel, Secondary Principal  
Interstate 35 High School  
405 East North Street  
Truro, IA 50257  
641-765-4818

Email: [abeckel@i-35.k12.ia.us](mailto:abeckel@i-35.k12.ia.us)

This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

#### GENERAL RESPONSIBILITIES OF COACHES

- Provide proper instruction.
- Properly plan the activity.
- Provide adequate and proper equipment.
- Match your athletes by maturity, skill and experience.
- Evaluate and treat the injured athlete.
- Supervise your activity, both specific and general supervision.
- Check the facility daily to maintain a safe and proper playing environment.
- Ensure that health and injury information cards/forms are accessible at all times.
- Ensure that proper skills are being taught by documenting and keeping all practice plans and instructions.
- Inform all participants of the risk of participation, both in writing and verbally. Along with teaching the proper techniques, remind students daily of the risks of injury when they fail to follow proper techniques.

#### COACHES EXPECTATIONS

##### Pre-Season

- o Provide the activities office a list of all participants that must be checked and updated frequently
- o Ensure all participants have turned in current physical and concussion forms

- o Meet with the Activities Director to ensure practice and games schedules are finalized and bus times are submitted
- o Hand out health information forms and have them returned before the first practice
- o All coaches must complete rules meeting, concussion course, and any other mandated training
- o Pre-season check of all equipment and uniforms
- o Turn in individual activity rules/guidelines
- o Hold pre-season parent meetings

#### During Season

- o Report any unusual student behavior and/or issues with parents
- o Report any unexcused absences to parents
- o Follow guidelines from Associations for reporting scores and statistics
- o Continually update Roster
- o Check for expiring physicals
- o Continuous communication with families, students, and school staff

#### Post-Season

- o Have participants return all equipment and provide Activities Director with an updated inventory of equipment
- o Supply Activities Director with season recap, letter winners, and post season awards
- o Meet with AD to conduct and finish the evaluation process

#### FACILITY USE

- a. The Interstate 35 Activities Department encourages the use of all school facilities.
- b. Priority in scheduling and use goes to those in-season sports for competition and practice and those groups who have a unique need. School groups, including the Booster Club come next, followed by Community Groups follow in priority. Elementary and middle school groups will have preference in their own facilities.
- c. Those wishing to use the athletic facilities at Interstate 35 High School should contact the Activities Director for approval.
- d. Outside groups must formally schedule use through the Activities Director.
- e. Groups using the facilities assume the responsibility of normal care for the facilities. Damages resulting from misuse of equipment or facilities will be billed to the users of the facility.
- f. The use of Interstate 35's Athletic Facilities for non-school related activities is strictly prohibited without prior approval.
- g. Facilities may not be used unless scheduled on the district [Facility Schedule Request](#) website.

#### PRACTICE SESSIONS

- a. Students should have written practice schedules in their possession no less than two weeks in advance of the first practice to outline the season practice schedule as close as possible. If practices are adjusted the coach will advise the students of the change to the schedule.



- b. During holiday break periods, mandatory practices cannot be held on the day before, day of, and day after the holiday unless approved by the Activities Director.
- c. Scrimmages with other schools are to be listed on the practice schedule.
- d. Coaches are responsible for locking the facility at the conclusion of practice and arming the security system, if applicable. Coaches must stay with students in the school until all have left the building / practice facility.
- e. Students are not to use the facilities without supervision of a coach.

## PRACTICE MANAGEMENT

- a. Practice time, coupled with facility use should be valued at a premium. Practices should be planned and executed with a specific design that meets the needs of your athletes.
- b. A written practice plan will be prepared for each practice session and Head Coaches may be asked to submit these to the Activities Director at the end of the season, or on a routine basis.
- c. Included on all practice schedules should be specific safety related topics for each individual sport.
- d. Coaches are encouraged to “dress out” for practice and work right along with their athletes to improve the overall learning process.

## FACILITY SUPERVISION-COACHES

- a. The Head Coach is ultimately responsible for the supervision of all students within his/her program.
- b. Delegation of responsibility is expected at all levels to handle this task. However, the Head Coach is ultimately responsible for the actions of all individuals under his/her control.
- c. No students are to be unsupervised in any Interstate 35 facility.

## SUNDAY PRACTICES

- a. Sunday practices are prohibited unless special circumstances warrant them. All requests will be handled on a case-by-case basis.
- b. The Activities Director will consult with the Superintendent for approval.
- c. General guidelines for Sunday practice include times when State qualifying tournament games fall on Monday.
- d. No student will be punished for being unable to participate in any practice session on a Sunday.

## SCHEDULING

- a. The Activities Director schedules all school athletic events.
- b. As a member of the WCAC, Interstate 35 High School is obligated to schedule according to league guidelines. The Activities Director will communicate with each Head Coach when scheduling to gain input relative to the respective program.
- c. Factors governing scheduling shall include academic concerns, time, finances, travel and facility availability.
- d. No coach may schedule or cancel/postpone an athletic contest without prior approval of the Activities Director.

## POSTPONEMENT OF GAMES/EVENTS

If a game or event must be postponed, the Activities Director will confer with the principal and coach. Factors considered in the decisions are:

1. Safety of participants;
2. Safety of officials, fans, spectators, etc.;
3. Playing conditions;
4. Factors involving gate receipts;
5. Availability of facilities;
6. Road and weather conditions.

The Activities Director will make the decision relative to postponement. In his/her absence, the Principal will make the decision. If neither is available, it is the responsibility of the Head Coach.

Coaches will be responsible for notifying their players and families of the cancellation.

When school is canceled or there is an early dismissal because of inclement weather, all events will be postponed or canceled. In the event that school is canceled all practices will be canceled. If the weather clears and road conditions improve, practice may be held with administrative approval.

Saturday contests will not be postponed or canceled strictly as a result of a Friday school cancellation or early dismissal.

## COMMUNICATION

- a. Communication between the Activities Office and all coaches is vital. In-season coaches are encouraged to communicate on a daily basis.
- b. Head Coaches that are not in the building are encouraged during their respective season (during the school year) to communicate with the Activities Office either by e-mail or phone daily before 12:00pm. This is intended to keep the Activities Office abreast of any issues relative to practice, competition, students or parents.
- c. Out-of-season Head Coaches should communicate with the Activities Office on a routine basis, either by e-mail, phone, or visit the office in person.
- d. It is expected that head coaches have a clear way to communicate with members of the team AND a way to communicate to their families.

## PROFESSIONAL ORGANIZATIONS AND CLINIC ATTENDANCE

- a. Coaches are encouraged to join their respective coaching organizations and to attend coaching schools/clinics.
- b. Dues for membership in one coaching organization will be included as a budget item; membership in the State Coaching Organization will have priority in terms of membership reimbursement.
- c. Head Coaches are allotted one professional day per year to attend clinics. Coaches that coach multiple sports may use one day per sport. Prior approval of the Activities Director is required.

- d. Assistant Coaches are allotted one professional day per year to attend clinics, provided that the Head Coach attends the same clinic. Assistant coaches that coach multiple sports are only allotted one day for the entire year, regardless of the number of sports coached. Prior approval of the Activities Director is required.

## TRANSPORTATION

The Activities Director will coordinate all transportation.

### School Transportation Guidelines

1. Travel will be conducted by school bus/van when appropriate.
2. The decision on whether to take a Charter Bus or a School Bus rests with the Activities Director.

### Non-School Transportation

1. Coaches may request to use non-school transportation with the approval of the Activities Director.
2. With the approval of the Activities Director, Coaches will follow the procedures listed herein.
  - a. The Head Coach will coordinate who drives. No student will be permitted to drive.
  - b. The Head Coach will prepare a manifest that lists who is riding in which vehicle.
  - c. The Head Coach will coordinate a departure time and all vehicles will leave from the same location at the same time.
  - d. Members of the coaching staff may transport students.
  - e. Coaches will require that any individual riding home from the contest with someone other than they rode with, present the individual and check out with the Head Coach prior to leaving.
  - f. If students are allowed to drive themselves and others to an off-campus practice site they will have written authorization from their parent or legal guardian and will be handed in to the office prior to first practice.

It is the responsibility of the Coach to have the squad members ready to board the bus at the designated time. The coach must exercise control and maintain proper supervision of his/her students during the entire trip. Cheerleaders will ride team busses to out of town events provided there is adequate space and their sponsor or designated chaperone is present for supervision. Students are expected to ride to and from events on the bus. In the event that a coach allows students to ride to or from an event other than on a bus, the coach will develop and implement a plan that accounts for the student and requires written parental permission.

Coaches returning to the building after hours are required to stay with students until they are picked up from the school or leave using their own means of transportation. The Cheerleading sponsor or designee is required to do the same for all Cheerleaders.

Coaches are encouraged to consider the schedule of the student in relation to their academic schedule when traveling and returning back to Interstate 35 School District.

## STUDENT DRIVERS

Student drivers are not permitted to drive teams or selves to or from competitions.

## CARE OF EQUIPMENT

- a. Squad members must be held accountable for any loss or abuse of equipment. The student must pay for any lost equipment. Any loss of equipment should be reported to the coach immediately. Students are not to exchange equipment. If necessary, any changes should be taken care of through the Activities Director or the Head Coach.
- b. Coaches are responsible for all equipment used by their athletes.
- c. Coaches must maintain accurate records relative to the distribution and return of equipment. If possible, identification marks or numbers are to be attached to all equipment to facilitate record keeping.
- d. Practice/game uniforms and warm-ups that are purchased by the school are to be worn only at practice or at games.
- e. School equipment may only be used off site for non-routine events with the approval of the Activities Director.

## EQUIPMENT RETURN POLICY

Equipment should be collected the last day of practice or at the completion of the last contest. In the event that a student quits the team, all equipment must be collected immediately. Equipment not returned at the end of the season will be handled in the following way:

1. If the equipment has not been returned after one week, the head coach will personally contact the athlete and the parent, and be responsible for collecting the equipment or reimbursement for said equipment. In addition, the Activities Director will be notified.
2. The Activities Director will instruct the Registrar to place a hold on the report card and/or transcript of students who fail to return their equipment or remit payment.

## INVENTORY AND BUDGET

Head coaches are required to complete an inventory of all equipment and practice/game uniforms at the end of the season. This inventory along with the needs list for the next season should be turned into the Activities Director with the end of Season Report. A meeting should be arranged with the Activities Director to discuss program needs and review the budget for current and future years.

## KEY CONTROL

The Activities Director will issue keys to coaches. Coaches will be required to sign for the keys that they receive and will be responsible for returning said keys upon departure. Keys should not be given to students to use, including student-managers.

## INDIVIDUAL SPORT GUIDELINES

All coaches are required to write, update and publish Individual Team Guidelines relative to their specific sport to distribute to all Students and Parents. These Team Guidelines must be on file with the Activities Office no later than three weeks prior to the start of each season. Any additions or changes should be reviewed with the Activities Director for content and intent.

Coaches should go over the expectations outlined in this document with their students prior to the start of each season and again with parents at the parent meeting. In general, training guidelines should include:

1. Expectations and goals for the season.
2. Expectations of Athletes.
3. Academic Expectations.
4. Disciplinary Procedures.
5. Athletic Award Requirements.
6. Participation of students above his/her grade level.
7. Practice Schedules – all levels.
8. Practice Expectations to include missed practices.
9. Game Schedules – all levels.
10. Game Expectations to include missed games.
11. Transportation Information / Schedule.
12. Contact Information – Coaching Staff and School.
13. Equipment Management.
14. Off-season Program / Conditioning / Weight Room.

Any disciplinary measures that coaches wish to instill that exceed, for example, the Good Conduct Policy, should be included in these guidelines.

#### STAFF EXPECTATIONS

All Head Coaches will develop a set of guidelines that serve as expectations for the program. This should address every aspect of the program from the specific expectations of that sport to non-sport related issues. Head coaches should be conducting evaluation of their staff following the season and be prepared to discuss these with the Athletic Director.

#### CONDUCT OF SQUAD MEMBERS

Coaches are responsible for the conduct of their squad members during practice, games, on trips, and any other time when they represent the school. The coach will be expected to utilize fair and proper discipline within the guidelines set by the school administration and the athletic policies. An authorized coach must be present in close proximity of the locker rooms and remain in the building after games or practices until all squad members have departed. This job may not be delegated to volunteer coaches, custodians, trainers, student managers or squad members.

#### PRE-SEASON/POST-SEASON MEETINGS-COACHES AND STUDENTS

Coaches may conduct one pre-season and one post-season meeting with athletes in accordance with the rules of the IHSA and IGHSAU. These meetings will be coordinated to eliminate in-season sport conflicts. Additional meetings to discuss off-season camps and clinics may be held with the approval of the Activities Director.

#### PRE-SEASON PARENT MEETING

Coaches are required to hold a pre-season parents' meeting. All coaches on staff should be present at these meeting. Items to discuss include:

1. Team expectations.
2. Phone lists.

3. Team rules, Good Conduct Policy, other policies and procedures.
4. Player Evaluation / Playing Time.
5. Participation of students above his/her grade level.
6. Schedules
7. Philosophy.
8. Replacement Costs for uniforms not returned

All coaches should have an alternative means of communicating with those that cannot attend the meeting.

### PRE-SEASON REQUIREMENTS

A valid physical exam form from each athlete must be on file in the Activities Office prior to the beginning of his/her sports season.

- Concussion Form
- Student Good Conduct Rule.....signed High School Student handbook
- A completed Health and Injury Form

The Activities Office will issue a listing of those individuals that are eligible to practice on a routine basis prior to the start of each season. Coaches will ensure that all new students to their program are cleared to participate prior to beginning any activity. **NO STUDENT WILL BE PERMITTED TO PRACTICE OR COMPETE IF THIS INFORMATION IS NOT ON FILE WITH THE ACTIVITIES OFFICE.**

### TEAM ROSTER

A complete roster shall be submitted to the Activities Director at the start of each season at which time an initial check of student eligibility will be completed. The roster should include complete names, year in school of each athlete, and all other pertinent information that could be used for game programs such as uniform numbers, height, weight, position, etc.

### OPEN GYM

The intent of Open Gym is to give all Interstate 35 High students the opportunity to utilize the gymnasium for recreation. Non-students of I-35 High School are not permitted to attend Open Gym sessions.

When in season sports are not using the gym for practices or games, the Activities Director may designate it as an Open Gym. Open Gym time must be scheduled in advance, announced to all, and supervised by a coach. The supervisor shall not engage in any type of coaching nor participate during supervision if said supervisor is the coach of an out of season sport.

Open Gym periods are not limited to specialization. As an example, if there is an Open Gym, basketball players may be using a portion of the facility while a few softball players work on their sport in another area of the gym. In such instances, safety must be a consideration.

Open Gym periods are voluntary.

There will be no Open Weight Room. Coaches will directly supervise and manage the Weight Room when they wish to use the facility.

Students from other schools may not participate in open gym sessions at Interstate 35.

## WEIGHT ROOM USE AND SUPERVISION

The Activities Director will coordinate supervision throughout the school year. No one is allowed to use the weight room without a qualified adult supervisor. Priority after 4:30 pm will be given to teams in season. Those coaches that are in-season that wish to utilize the weight room must coordinate use with the Activities Office.

Upon completion of a training session in the weight room, the adult supervisor will ensure the room is clean and weights are stored appropriately.

## FUNDRAISING

### Definition.

Any activity that generates revenue (profit or not) through the use of Interstate students and/or facilities for any school sponsored team, club, organization or activity (examples would include robotics, drama, sports teams, booster club, PTO etc.). This does not include community clubs and/or organizations such as the Quarterback Club, Net Club, After Prom, youth football or youth soccer

Activities that occur under the direction of Interstate 35 High School where revenue and expenses are covered out of the general fund are not in this classification.

### Approval.

1. All fundraising activities must be submitted prior to the start of the event and must be approved by the Activities Director.
2. All requests must be submitted in writing via the fundraising approval form.
3. Events are subject to approval based upon timeline, budget, profitability, current and future needs and appropriateness of the event.

### Guidelines.

1. An Interstate 35 High School representative must sponsor all fundraising activities. There will be no student-led fundraising activities. Teams can fundraise for the sport or activity they are participating, for example, the football team can sell discount cards to local businesses to support the football program. These fundraising activities must be approved and follow all fundraising guidelines.
2. All fundraising revenue must be deposited in a school district account. Sponsors must account for all money generated and spent.
3. Activities that incorporate the sale of food or beverage will not be conducted during school hours. Such activities must be conducted before or after school.
4. No products that endorse inappropriate items such as alcohol, tobacco, and drugs among other items will be promoted or sold.
5. All fundraising revenue must be spent on students or activities that enhance student life. Students may not receive personal reimbursement for their efforts.
6. Prizes may be given to students for their efforts in fundraising, however the total amount of prize money will not exceed 10% of the gross amount raised and all prizes will be pre-approved by the Activities Director.

7. Games of chance such and raffles are subject to the guidelines established by the State of Iowa.
8. Facilities and equipment that are used for fundraising activities are subject to a rental fee.
9. This policy applies to parent groups leading fundraising efforts for programs.

#### Contracts.

1. Only the President of the Board of Directors Interstate 35 Community School District may sign contracts involving outside agencies.
2. Employees that sign contracts with outside agencies will be held accountable for all aspects of the event.

#### Event Completion.

1. At the end of any fundraising activity, the sponsor is required to submit information pertaining to the accounting of the event.
2. In the event that an activity will exceed the projected timeline, the sponsor must notify the Activities Director.

Sales of Advertising will be limited to the booster club and Activities Office. Individual coaches will not be permitted to sell advertisements for their individual sports. Coaches can be in contact with any sponsors and encourage them to support I-35 Activities and Athletics by donating to the school or Booster Club. The school may reject any donation if it does not support the vision or mission of the school activities and/or athletic program.

## PURCHASING

All purchases must be pre-approved by the Activities Director and must be accompanied by a Purchase Order. Items that are purchased that are not pre-approved will be returned or subject to payment by the respective coach. All Vendors will be notified of the Activities Director prior to an item being purchased requires that pre-approval.

No item will be paid for prior to delivery. In all cases, we will attempt to order early, in most cases immediately after a season, and will request seasonal billing (i.e. Fall billing for a football order placed in December).

Individuals may make purchases and turn receipts in for reimbursement. However, in the event the item could have been purchased with the use of a purchase order or existing account, the Activities Director reserves the right to deny reimbursement claims.

## STUDENT PURCHASES

When purchasing items through the school for students, the following policy will be followed:

1. Collect the money from the student and issue him/her a receipt.
2. Once all money is collected, deliver this money to the Activities Director who will deposit the money in your respective sport's account.
3. The order can be filled for the exact amount that you have deposited to cover the cost of your students' purchase.

Coaches are not to overcharge students to cover the cost of their own purchases.



Coaches must provide students and parents with proper lead-time in requirements for purchasing equipment and uniforms.

It is recommended that notification be received no less than one month prior to payment so that people have time to plan and budget the amount required.

### I-35 APPAREL

Interstate 35 Booster Club sells I-35 Apparel. Individual school teams and clubs can sell team specific related apparel. No community clubs or organizations should sell I-35 apparel.

### CONFLICTS WITH CO-CURRICULAR ACTIVITIES

Every effort will be made in scheduling to avoid major conflicts for all activities in the school. Whenever possible, Coaches/Sponsors of activities should allow students some flexibility in participation to eliminate time conflicts between activities. At no time should the student be put in an either/or situation. He/she should never get an ultimatum (i.e. removal from team, excessive punishment, etc.). Expectations regarding the resolution of conflict must be included in the Training Guidelines published by each coach. Priority will be given in a conflict in this order:

1. Academic interests;
2. State level or state qualifying;
3. Conference level;
4. Below this level it must be worked out by direct communication among the activity sponsors involved. Remember, the best interest of the student is our number one priority.

### SPECIALIZATION/CONCURRENT SEASON PARTICIPATION

The general position of the Interstate 35 High School Activities Department relative to specialization lies in what is best for the individual student. However, coaches are encouraged to support cross-sport participation and work with other coaches to avoid conflicts relative to this issue.

In considering participation in more than one sport, coaches must stress to athletes the value of competition and discipline, along with those specific training factors relative to both sports. To better cope with the challenge of specialization, the following rules will be enforced:

1. There will be no deviation from practice starting dates as stated by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union.
2. The sport in season takes precedence when there is overlap.
3. No coach is to discourage any athlete from participating in another sport or activity.
4. All other situations will be handled on an individual basis. The final decision rests with the Activities Director/Principal.

### STATISTICS/REPORTING OF SCORES

Coaches are required to maintain the appropriate statistics relative to their sport for all students. All coaches are required to submit scores to the Activities Office immediately after events so that updates may be made to the activity's website. Head Coaches are to report all scores and relevant game information for all home games/contests to the Des Moines Register as soon as

possible after all contests. The Activities Office will coordinate with the Head Coach for larger events (track) to ensure the necessary information is reported.

All pertinent Conference and Season statistics will be reported as requested by all Head Coaches to the appropriate agency in a timely manner.

### END OF SEASON REPORT

All Head Coaches are required to submit an End of Season Report to the Activities Director no less than three weeks after the conclusion of their respective season. This report will serve as a season review for all teams in their respective program. Only Head Coaches are required to submit this report but the information for all levels must be included. The following is a guideline for what should be included in this document:

1. Season Record for each Level.
2. Conference Standings and Records.
3. Rosters for those finishing the season at each level, including awards.
4. Relevant Statistics.
5. Updated School Records.
6. Conference, District and State Awards.
7. Equipment Inventory.
8. Statement of Needs.
9. Off-Season Plan.

### COACHING EVALUATIONS

All head coaches will receive a formal evaluation from the Athletic Director following the official season. This will include documentation and a sit-down conversation with the head coach.

The Activities Director will conduct 4 walkthroughs per sport and complete a practice/competition walkthrough form that will be made available for coaches to receive feedback. If concerns arise during the season a coach can be evaluated at any time.

Head Coaches are expected to evaluate Assistant Coaches annually.

Additional evaluations may be conducted as necessary.

### SCOUTING /SCOUTING PASSES

Coaches are encouraged to conduct opponent scouting when possible. The use of video equipment is permitted in accordance with the IHSAA and IGHS AU. However, it is common courtesy and the current policy of both Athletic Unions to notify the host school that you will be videotaping the game. The Activities Office will coordinate such communication with opposing schools, provided that you notify the Activities Office by 12:00pm on the day you will be scouting.

## COACH/ PLAYER EJECTIONS

- a. Coaches and players that are ejected will fall under the jurisdiction of those policies outlined by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.
- b. First Offense: The ejected player or coach will sit out the next scheduled/rescheduled/contracted date of competition at that level of competition and all other contests in the interim at any level and complete online association class.
- c. Second Offense: The ejected player or coach will sit out the next four (4) regularly scheduled/rescheduled/contracted dates of competition at that level of competition and all other contests in the interim.
- d. While there is no formal policy beyond the second ejection in a season, punishment would follow such an event and the level of that punishment would be severe.
- e. Any player or coach that is ejected from competition will not participate in the remainder of that day, in addition to the penalties listed above.
- f. The ejection of any individual, player or coach, requires a report from the Activities Office to either the IHSAA or IGHSAU the next business day. Coaches are required to report any ejection of a player or coach to the Activities Director immediately after the event concludes.

## OFF- SEASON PROGRAM

All Head Coaches are encouraged to be visible at Roadrunner speed and agility and weightlifting during the off season. All Head coaches should encourage all athletes to participate in Roadrunner speed and agility and weightlifting in the off season. A schedule of your off-season activities will need to be filed with your End of Season Report and updated periodically, especially prior to the summer months.

## CAMPS AND CLINICS

Camps and clinics should be utilized to maximize the teaching and learning process relative to your sport. While we do encourage camps and clinics in each sport, we encourage that these be events that are rewarding to the individual athlete and beneficial to the overall program. These should not be considered events that are strictly fundraising and should stretch into the elementary and middle school levels to enhance development.

Any coach wishing to take their team to a camp or clinic must organize details with the Athletic Director at least sixty days before the camp or clinic is to begin. This would allow proper travel accommodations to be set up and written notice to be sent out to all team members and their families.

Out of state camps and clinics will be treated the same way but need to be approved by the school board. The information provided to the Athletic Director will be added to the board agenda and the Head Coach should expect to attend the board meeting to answer and questions board members have. All information concerning the camp or clinic should be to the Athletic Director sixty days before the camp or clinic is to begin.

## SCHOOL ATTENDANCE/EARLY DISMISSAL

- a. All coaches must encourage regular school attendance.
- b. It is the responsibility of the Head Coach to regularly check and monitor student attendance. The Office will publish a list daily to assist coaches in monitoring this portion of their program.
- c. A student who is ill and wishes to participate in co-curricular or extracurricular events or practice after school must be in school at least periods 2-8. If a student becomes ill before the end of the day, or is unable to attend classes due to illness, he/she will not be allowed to participate.
- d. When students return late from out of town events, they are expected to attend all scheduled classes the following day.
- e. The Activities Director will handle exceptions on an individual basis. Prior communication by the student should be completed whenever possible.
- f. When events require, early dismissal will be coordinated by the Activities Director to limit the amount of class time missed. Coaches will coordinate directly with the Activities Office for a dismissal time.

## STUDENT SUSPENSIONS

Students that are suspended from school are immediately ineligible to compete in games, participate in practice or attend any event sponsored by the school or our opponents.

## STUDENT ELIGIBILITY

Good Conduct Rule: The Board of Directors of the Interstate 35 Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student council officer or representative), state contests and performances for cheerleading and drill team, Knowledge Bowl, or any other activity where the student represents the school outside the classroom.

### Good Conduct Rule

To retain eligibility for participation in Interstate 35 High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Inappropriate or offensive conduct such as fighting, vandalism, insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible if the administration determines that there is general knowledge in our school of the fact of the student's violation in the previous district.

#### Penalties

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

1. First Offense within the Student's High School Career – 30% of ineligibility
2. Second Offense within the Student's High School Career – 60% of ineligibility.
3. Third or More Offenses within the Student's High School Career – Up to twelve (12) calendar months of ineligibility.

Any student with a good conduct violation will be required to take all semester tests the semester that the violation occurs.

In other activities such as vocal music or drama, the student shall be declared ineligible and withheld from one (1) performance for the first offense. In other activities such as vocal music or drama, the student shall be declared ineligible and withheld from performances for two (2) performances when a subsequent offense occurs. With dance team being an all year activity, the year will be divided into two seasons August –State (first weekend in December) and December –April. Ineligibility will be based on the performances during the season the violation occurs.

Students who violate the Good Conduct Policy during a period of time when they are involved in more than one activity, i.e.; band, track, and speech, will be ineligible in each activity for the period of time state above.

#### Non-Participants

Students who violate the Good Conduct Policy and are determined to be "non-participants" will not be allowed to attend any school function including the State Tournaments, dances, concerts,

or athletic events for 3 weeks for the first offense, 6 weeks for the second, and 9 weeks for the third or more offenses. “Non-participants” are defined as “students who are not currently involved in or were not during the previous high school year in athletics, instrumental or vocal music performances, drama productions, speech contests, FCCLA, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/Court, class office, student council officer or representative), state contests or performances for cheerleading or drill team, Knowledge Bowl, or any other activity where the student represents the school outside the classroom.”

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may neither “suit up” nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to go out for an activity.

#### Reduction in Penalty

1. A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student’s or student’s parent/guardian’s expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student’s penalty for the second violation may be reduced by 20%. This reduction is not available for the first or third violations.
2. If a student comes forward to a coach, administrator, athletic director, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule or when confronted by a coach, administrator, athletic director, or activity sponsor admits to a violation of the Good Conduct Rule the student’s penalty may be reduced by 10% for the first violation and no reduction will be available for the 2nd or 3rd offense.
3. The reductions available in Items 1. and 2. of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is inappropriate or offensive, may seek to reduce the penalty by 5% by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student’s behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the inappropriateness of the student’s behavior, examples of actions that constitute a violation of the Good Conduct Code, the consequences for violation, incentives for honesty and taking responsibility for their actions, personal impact, and impact on their teammates. If the administrator does not feel the student’s presentation reflects sincerity as well as accurate and appropriate information regarding the Good Conduct Code, the reduction may not be granted.

Students who have violated the Good Conduct Code a second or third time will not be allowed to take advantage of this provision.

## Academic Consequences

The discipline policy and the code of conduct can both be used in a discipline case. We will have the code of conduct take priority over the discipline policy in the handbook in cases where the student is involved in activities covered by the code of conduct. A student who is not involved in any activities may be subject to punishment outlined in the discipline policy and would still fall under the eligibility guidelines of the Good Conduct Rule.

## Notification

Whenever a student is declared ineligible, the following shall apply:

1. Letter and/or a phone call shall notify the student and the student's parent(s). In this communication,
  - a. the length of the period of ineligibility
  - b. a specific explanation of the reasons for the ineligibility will be presented.
2. In addition, the parents will be invited for a conference regarding the situation as it pertains to their son or daughter.
3. In the event the parent(s) or guardian to not wish to attend a conference, the ineligibility will be in effect and be considered final.

## **Middle School (7th and 8th Grades) Good Conduct Policy**

Everything concerning the High School Good Conduct Policy will be enforced for all 7th and 8th grade students.

Two areas of difference include:

- 1) The first offense will follow the behavior matrix and not be considered a Good Conduct Penalty
- 2) Following the first offense, each offense will follow the same percentage penalty as described above.

\*All notification and appeal processed will remain the same as described above.

## Appeals

Any student who is found to have violated the Good Conduct Rule may appeal this determination, but the penalty will be in effect during the appeal process. They may appeal in the following manner:

1. An advisory three-member panel of disinterested school staff members shall review the case.
2. The school principal shall appoint two members of the review panel. The student may choose one of these two staff members, if the student so desires. The superintendent of school from the administrative staff will designate a member.
3. The student and the student's parent(s) shall be notified when and where the review panel will meet; and they shall be allowed to appear before the review panel.
4. The review panel shall consider the circumstances and evidence to determine if the policy was administered in a fair and consistent manner. The review panel shall make its findings and recommendations in writing to the student, parent(s), and to the school principal. The principal will then examine the findings and recommendation of the review panel. Responsibility for the decision rests solely with the building principal.

5. Following the decision, the student and the parent(s) shall be given three (3) school days to file an appeal with the superintendent and the Board of Education. The appeal shall be heard at the earliest possible opportunity, but no later than seven (7) days after notification of appeal is given.
6. If the claimant is still dissatisfied, an appeal may be made in writing to the State Board of Public Instruction by giving written notice of appeal to the Executive Office of the governing organization with a copy, by registered mail, to the State Superintendent of Public Instruction. Such appeal shall be taken within ten (10) days after the date of mailing of the decision of the governing organization. The State Superintendent of Public Instruction shall establish a date for hearing within twenty (20) days of receipt of said written notice of appeal by giving five days written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the State Board of Public Instruction shall be applicable.
7. If the decision is reversed in the appeals process, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### HIGH SCHOOL ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Activities affected are all interscholastic athletics, cheerleaders, managers and statistician, vocal and instrumental music participants, student council members, Knowledge bowl, FFA, FCCLA, Robotics, Drama or clubs or any school-sponsored activities that might take place during non-school hours, or is determined by the principal to be classified as an extra-curricular event.

#### IOWA DEPARTMENT OF EDUCATION ELIGIBILITY - Iowa Code: Scholarship Rule 281

The Iowa Department of Education in accordance with Scholarship Rule 36.15 (2) requires a student must have passed all subjects and make adequate progress toward graduation to remain eligible at the end of a semester. If not passing all at the end of a semester, then the student is **ineligible for the next 20 calendar days** effective on the day grades are submitted to the office at the end of each semester for student athletes that are in season OR the first allowable date of competition for students not currently in season. This date is determined by the girls/boys state association(s) (Iowa High School Athletic Association-IHSAA, [www.iahsaa.org/](http://www.iahsaa.org/); Iowa Girls High School Athletic Union-IGHSAU, [www.ighsau.org](http://www.ighsau.org)) in the interscholastic athletic event. IN ALL CASES when students are ineligible they may still take part in practice sessions or rehearsals at the discretion of the activity director.

#### INSUFFICIENT COURSE PROGRESS AND ELIGIBILITY

Should a student be continuously academically behind in a class during the semester, the teacher can:

1. Call a meeting with the student, a parent, the teacher, and the principal to review and discuss a plan to provide the student the opportunity to be more successful.
2. Should the plan not be followed by the student, and the agreed adequate improvement be made in the timeline provided, the student can be held out from competing in activities until the student is showing the progress expected.



3. It is the responsibility of the teacher to set up the meeting and plan, and it is the decision of school officials that the student follow the plan to remain eligible.

## ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

ATHLETES, you are NOT eligible:

1. If you have not had a medical examination by a physician. The certificate of medical examination is good for one (1) calendar year
2. If you are twenty (20) years of age or older.
3. If you have attended high school for more than eight (8) semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
4. If you did not pass the equivalent of twenty semester hours or more the previous semester. This is a state rule. The school rule is that all students will be signed up for 6.5 credits per semester.
5. If you were out of school last semester or if you entered school this semester later than the second week of school.
6. If you have changed schools this semester. (Except upon change of residence of your parents).
7. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or, if you have ever received any money for expenses or otherwise for your participation in an athletic contest.
8. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your superintendent. (Example: While you were out for wrestling and during wrestling season, you want to participate on an outside school wrestling team or tournament, you must have permission from the school superintendent or principal, or you will be declared ineligible. Once wrestling season is over, you can participate without written permission.)
9. If you have ever trained with a college squad or have participated in a college event.
10. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

## SCHOLARSHIP RULES

All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

All contestants must be under 20 years of age.

All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12.

Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.

A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

All member schools shall provide appropriate interventions and necessary academic support for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

A student is academically eligible upon entering the ninth grade.

A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration. [This is NOT a substantive change; it clarifies the “college squad” rule.]

No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

#### TRANSPORTATION HOME FROM EXTRA-CURRICULAR ACTIVITIES

\*NOTE: You only have to file this form once, if you have previously filled out this form you do not need to do it again. We are enclosing the form only for the convenience of those who wish to apply.

There may be times during the school year when a student might find it convenient or necessary to ride home with someone rather than on the school bus after an away activity. If a parent or guardian is present and verbally informs the coach or activity sponsor that his/her son/daughter will be riding home with him/her this is certainly permissible. However, to relieve the school of any legal responsibility, our attorney has suggested the following policy be adopted.

Parents may request by note that their student be allowed to ride home with someone else following an activity. (The person designated by the note must be an adult or non-school aged sibling. Riding with a boyfriend/girlfriend regardless of age will not be permitted.) The activity sponsor will normally allow this request unless his/her judgment dictates that this might not be in the best interest of the student. (If it was evident that alcohol was involved for instance.)

In order for the school to honor these written requests it will be necessary that we have on file the notarized form provided at the bottom of this page. By filling this form out and affixing your signature in front of a notary public along with their stamp and signature and then returning the form to the school, you have cleared the way for alternate transportation home for your student from any school sponsored activity.

Please be aware that the activity sponsor must have a note from you for each specific instance. The sponsor will normally honor these notes, providing your name is on the master list of those who have signed, notarized and returned the form.

Students found to be in violation of the transportation rules will be subject to disciplinary action up to and including in-school suspension.

I/We give our permission for \_\_\_\_\_  
(Name of student or students)

to be allowed to ride home from a school activity with approved persons we might designate via a signed note to the person in charge of the activity.

\_\_\_\_\_  
(Parent/Guardian Signature)

State of Iowa County of. \_\_\_\_\_

This instrument was acknowledged before me (Seal or stamp)

On \_\_\_\_\_  
(Date)

By \_\_\_\_\_  
(Name of Notary Public)

## HAZING

The Interstate 35 Community School District believes all individuals should be treated with respect and dignity. Students should be able to participate in school sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Good Conduct Policy, as well as all other applicable school policies.

Iowa Code Section 708.10 states the following about hazing:

- A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
- For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
- A person who commits an act of hazing is guilty of a simple misdemeanor.
- A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

## SUPPLEMENTS

School personnel, including coaches, should never dispense any drug, medication or food supplement except with extreme caution and in accordance with school district policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district.

Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel, including coaches.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel, including coaches, should never supply, recommend, or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.

## COLLEGE TRY-OUTS/ NON-PARTICIPATION

The Iowa Administrative Code does not allow students to practice or compete against a college squad.

A student who participates in a try-out against the college squad is ineligible for that sport during the remainder of their high school career.

Students wishing to participate in an outside activity during their current season must garner the written approval of the Activities Director prior to competing. Requests should be filed in writing.

## PARTICIPATION BY OUTSIDE ATHLETES

Participation by individuals that are not students at Interstate 35 High School is strictly prohibited.

At no time are individuals that are not students involved in your program or students of Interstate 35 High School allowed to participate in practice, to include scrimmages. This includes graduates of Interstate 35 High School that may or may not be participating in college.

## HIRING ASSISTANT COACHES

When the need arises either through attrition or developmental need, the Head Coach and the Activities Director will communicate as to the specific need and proceed in the following manner.

The Activities Director will coordinate directly with the Central Administration Office of the district to advertise for the position, first within the district, and outside if necessary. Any responses will be communicated with the Head Coach/ Activities Director.

In the event that no one in the building or district is interested and the Head Coach is unable to find a qualified coach to fill the position, the Activities Director will then post the position in the Iowa Workforce online directory.

The Activities Director will then accept all applications and review these candidates with the Head Coach. The Activities Director and the Head Coach will then interview the prospective candidates and the Head Coach will make a recommendation based upon these interviews. Based upon the Head Coach's recommendation and the Activities Director's review of the applicants required endorsement, the Activities Director will make a recommendation to the Superintendent.

All coaches must carry a Coaching Endorsement as issued by the State of Iowa Board of Educational Examiners. A copy of this endorsement must be on file with the Activities Office prior to working as a coach at Interstate 35 High School.

All coaches must understand the strict guidelines for hiring within the Interstate 35 Community School District in regard to licensure and criminal background. No individual with an unacceptable past history will knowingly be hired at Interstate 35 High School/Interstate 35 Middle School.

## VOLUNTEER COACHES

Volunteer coaches must have a valid State of Iowa Coaching Endorsement. Student teachers who have been assigned by their college coordinator to coach as part of their learning experience, may coach under the supervision of the cooperating coach.

The Head Coach must present any Volunteer Coach to the Activities Director prior to approval as a volunteer. This process may include a reference check and review of prior experience. Volunteer coaches properly certified may be used providing their endorsement/

authorization is on file in the office, and they meet the standards expected of all coaches at Interstate 35 High School / Interstate 35 Middle School.

Volunteer coaches are subject to the same expectations as outlined for an Assistant Coach

### BENCH OCCUPANTS

Any individual that is not a high school student that occupies a bench/team area will have a current and valid State of Iowa Coaching Endorsement. The only exceptions to this rule are the following: athletic trainer (approved by the ICSD), team physician (approved by the ICSD), team chaperones (in gender necessary situations), and statisticians.

### CONFLICTS OF INTEREST

No employee shall engage in any outside employment or activity, which is in conflict with the employee's official duties and responsibilities. This would include, but is not limited to:

- Employment or activity that involves the school district's time, facilities, equipment and supplies.
- Employment gives the individual or a family member an advantage or pecuniary benefit that is not available to other similarly situated employees or classes of members of the general public.

It shall be the responsibility of each employee to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each employee to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee shall not participate in any action relating to the issue from which the conflict arose.

### INJURY SITUATION

All injuries are to be reported to the Activities Office within 24 hours and an Accident Report must be filed. This responsibility rests with the Head Coach of each sport, yet the coach at the level of the injury should file the individual accident report.

Catastrophic injuries or events should be conveyed to the Activities Director immediately, no matter the time or location.

Following an injury, the Head Coach should be in close contact with the student's parents. Students will not be allowed to return to practice or competition after injury without a specific written release from a medical professional.

### ATHLETIC AWARDS

Varsity letters will be awarded for participation in all varsity interscholastic sports programs at the discretion of the Head Coach. The chenille letter "I" will be awarded. A certificate will accompany any award. This includes both letter winners and participants.

Criteria for earning a varsity letter will be established by the coach of each sport. This information should be conveyed in the coach's training guidelines. When the requirements for a varsity letter are met for the first time, the athlete will receive a varsity letter and a certificate.

If, for any reason other than injury or illness, an athlete is dismissed from the squad, the athlete shall not receive any type of athletic award for that particular sport in that season.

The following guidelines will be used in the distribution of the actual letter:

- Students will receive only (1) chenille letter.
- Students receiving their first Athletic Letter overall will receive a chenille letter and a sport-specific pin.
- Each letter earned after the first, the student will receive either a sport-specific pin or a bar for that sport, if they have already received a pin for that sport.
- Those students who maintain a 3.50 GPA, either within the previous semester or cumulative will be named to the WCAC All-Academic Team in all sports. 9th grade students are not eligible to receive this award.

These are the only awards that will be presented by the Activities Department.

### SPORTS BANQUETS

It is the option of each athletic team to provide a banquet following the completion of their sport season to honor participating athletes. Sport banquets should be near the end or shortly after the completion of the season. Interstate 35 High School will provide facilities for the event if needed but will not be responsible for debts incurred in the preparation of the banquet. In most instances the I35 Booster Club will assist in some of the food and drink costs involved in a team banquet.

Head coaches must inform the Activities Director of their intent to hold a banquet and a date should be selected to avoid conflicts. The Head Coach should contact parents to involve them in the organization of the banquet.

If a speaker is needed, the head coach is responsible for selecting this individual and coordinating his/her appearance.

### PICTURES

Head coaches in each sport will be responsible for scheduling team pictures for their sport.

### ATHLETIC TRAINING

When on the road, coaches must understand that they are responsible for the athletic training needs of their students. This is not the responsibility of the host school. This includes providing ice, water and medical supplies, along with taping athletes.

Students will not be allowed to return to practice or competition after injury without a specific written release from a medical professional.

### PARENT/COACH DECORUM

All concerns regarding your student/athlete in the sport which your student is involved should be addressed with the following guiding principles:



- The student/athlete should talk with the coach first. The contact should not be initiated by the student immediately following a contest.
- Parent contact with the coach should not be on the day of a contest/competition. Both the student and the parent need to be present after the initial student athlete/coach contact.
- Parents are not allowed in the locker rooms without prior permission from the Activities Director.
- The issue of playing time or other athletes will not be a topic of discussion.

If a satisfactory resolution(s) to the concern is not reached, a meeting with the student athlete, parent/guardian, Head Coach, Athletic Director and/or Principal will be present at the meeting.

If a satisfactory resolution(s) to the concern is not reached, a meeting with the student athlete, parent/guardian, Head Coach, Athletic Director and/or Principal and Superintendent will be present at the meeting.

### STATE TOURNAMENT GUIDELINES

These guidelines have been established for teams that earn the right to participate in the State Tournament of their respective sport as recognized by the IAHSAA and IGHSAA.

**Lodging:** 4 students per room. Coaches' rooms will be determined for each individual event. No teams will stay in hotels for events within 100 miles of Interstate 35 unless event times dictate otherwise.

**Travel:** Travel will be conducted in an economical and safe manner that maximizes a team's ability to compete for a state title.

### COLLEGE RECRUITING VISITS

All visits by college coaches are to be coordinated through the Activities Office. Coaches are encouraged to stress to college recruiters that as little class time as possible should be missed to accommodate such visits.

### OVERNIGHT TRIPS

Coaches are required to submit a detailed listing of Emergency Information to the Activities Office prior to departing on any overnight trip with students. This would include pertinent phone numbers and lodging information.

Due to new state and federal guidelines, the hotel that team members and school personnel are staying in must be on an approved list. Documentation of this list can be found with the Athletic Director or District Business Manager.

Coaches are required to submit a rooming list to the Activities Director prior to departing on any overnight trip with students.

## POSTERS

Posters may be created for each sport at the expense of the program. District funds may not be used to support such a poster. No advertising may be sold to offset the cost of the poster without the permission of the Activities Director (fundraising activity). Poster themes must be approved by the Activities Director prior to publishing.

## SENIOR NIGHTS

Senior Night activities must be coordinated through the Activities Office prior to the event. All scripts must be in the possession of the Activities Director one day prior to the event. Prior to starting games, Senior Night Activities will be limited to simple introductions of students, parents and future plans.

## EXTENDED SCHOOL CLOSURES

Activities Director will coordinate with state and local health guidelines to ensure safety of athletes and coaches. In the event of an extended school closure the Activities Director and head coaches/sponsor will work together to develop opportunities for participants to continue participation in their respective activity.

## COMMUNITY CLUBS AND ORGANIZATIONS

Interstate 35 recognizes the benefits that community clubs and organization provide for our students and programs. Several community clubs and organizations provide opportunities for our younger students to participate in activities. While these clubs are not a part of the school, they often use our facilities and are affiliated with our students. The school does not govern these clubs or organizations; however, we look for ways to support the clubs as they support our students. To ensure transparency and consistency the school has created the following guidelines that any community club or organization should follow.

### Guidelines for Community Clubs and Organizations

1. Tax ID: Each club is responsible for obtaining their own Tax ID.
2. Club Structure: Each club is expected to communicate with the Activities Director, the clubs “president” and officers annually. No member of the Interstate 35 staff should serve in the role of an officer.
3. Clubs and organizations should provide the Activities Director the Operating Principles or By-Laws that the club or organization operates under.
4. Process for asking for purchases: Head coach will contact the Activities Director before contacting community clubs or organization for needs or wants.
5. Yearly Audit: Each club/organization will have a yearly audit.
6. Yearly Update: For transparency the club will provide the Activities Director a list of donations to the school for the previous year.
7. Insurance: Each club is responsible for showing proof of insurance for any event held at Interstate 35 community schools. This can be obtained on their own or through the I-35 school insurance.

The Activities Director will report to the board after yearly meetings with community clubs and organizations. This update will include at a minimum a report of any donation to the school. The update could include fundraising, participation highlights, etc.