

KEOKUK HIGH SCHOOL

Jayson Campbell
Activities Director

Dear Coaches/Sponsors/Parents:

Welcome to the 2014-2015 school year! I look forward to working with all of you and thank you in advance for your commitment to the students of Keokuk High School. The students that will participate in our many activities will appreciate the time you spend with them and all of the things they learn from you as their mentors and leaders.

The purpose of this handbook is to present in writing the procedures the Keokuk Community School District uses to guide its extracurricular activity program.

The need for cooperation and consistency becomes very evident in view of the number of activities offered and the addition to and changes in staff personnel.

We have an excellent staff and with your help and cooperation we will continue to be able to operate a highly recognized activity program while providing the ultimate learning experience for the students in our programs.

As a coach/sponsor/parent in our program, your responsibility is to see that positive values are imparted to the participants in our programs. As activities director, I expect you to be enthusiastic about our programs and be equally enthusiastic about the success of the other activities within the district. We must work together to support each other and cooperate as a team.

I urge you to keep the following in mind as a leader of our young people:

- Make the activity fun
- Be a good listener
- Always maintain a positive approach
- Always set a good example for others to follow
- Respect the officials' judgment in interpretation of rules
- Remember our students are KIDS, not professional, high paid performers
- Develop friendly relationships within and amongst our staff and parents
- Be cooperative with your colleagues
- Remember the attitude of the sponsor and parent is reflected by his/her students/child
- Establish a caring link with all participants

Again, welcome to the 2014-2015 school year. I am looking forward to another exciting year of activities for the students of the Keokuk Community School District.

Sincerely,

Jayson Campbell
Activities Director

OVERALL EXTRACURRICULAR ACTIVITY PHILOSOPHY

The activities program is an integral part of the educational program offered by the Keokuk Community School District. The program strives to promote habits, attitudes and ideals necessary for ethical competition and cooperation. Self-discipline, self-respect, and a genuine respect for others are the cornerstones of our activities program. A quality activities program enhances the educational experiences of our students. Teaching our students the necessary skills within a nurturing environment will assist them in becoming contributing members in their activities, their school and their community.

PHILOSOPHY OF COMPETITION BY GRADE LEVEL

As students progress through school we encourage them to participate in as many different activities as possible. The primary focuses for middle school athletes are participation, skill development and having a positive learning experience. Attempts are made to provide competition at a level where they will be able to experience success. Examples of this include scheduling A, B, C games or more in volleyball and basketball, A & B games in football and wrestling in meets where there are multiple teams competing, thus enabling wrestlers a better chance to obtain a match.

At the freshman level the focuses are still participation and skill development. However, at this level the process begins where the majority of the playing time goes to the more skilled participants. Efforts will be made to schedule B games where possible, however, time and limited facilities prevent us from scheduling as many events as we would like.

At the sophomore/junior varsity level skill development continues to be a primary focus. The process of playing the more development athletes a majority of the time continues. Students are encouraged to continue to work on developing their physical skills in hope they will be able to move into more playing time.

At the varsity level we are competing with our best athletes against the best athletes from other schools. Students are encouraged to continue to develop their skills to their highest potential. Students who do not make the traveling squad or are not in the regular "rotation" are encouraged to practice and continue to be positive, productive members of the team.

The overall goal of the varsity program is to involve as many students as possible. With this in mind students and parents need to realize it is impossible to run a varsity interscholastic program under an intramural philosophy.

HAZING

Keokuk High School believes all individuals should be treated with respect and dignity by coaches, teammates and fellow students. Students should be able to participate in an environment free from behavior that is intimidating, hostile, offensive or dangerous. As a result, acts of hazing will not be tolerated by the school. Hazing is committed when a person intentionally or recklessly engages in any act(s) involving force 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.

Coaches are encouraged to address this issue with their teams at various times throughout the year. If this type of behavior is witnessed by coaches they are to report the violating student(s) to the Activities Director. Coaches who witness this type of behavior and fail to report the incident will be subject to disciplinary action, with action ranging from suspension to job removal.

ACTIVITIES ADMINISTRATION, STAFF & DUTIES

ACTIVITIES DIRECTOR:

The activities director is charged with the responsibility of directing the activities program for grades 7-12. The director is concerned with the development of a broad program of extracurricular activities, conducted to reach a large part of the school population; improving methods of coaching and leadership; making proper use of facilities and equipment; and public relations as they pertain to the activities program.

The activities director reports to the respective principals for the organization and direction of personnel, policies, and events of the activities department.

ACTIVITIES DIRECTOR AND PROGRAM ASSESSMENT

In an effort to promote improvement for the overall activity program the activities director will assess and evaluate where an activity has been and the direction the activity is going. The activities director will do this in the following ways:

- Work with head coaches, program coordinators, and directors to develop long range and comprehensive plans for programs. The plans shall include overall coordination, camps, and clinics, financial plans and assessment.
- Meet with head coaches, program coordinators, and directors prior to and at the conclusion of each season to establish and assess program goals.
- Monitor that head coaches meet prior to and at the conclusion of each sport season with all coaches involved in that sport.
- At the end of each sports season the head coach will meet with the activities director to review the season and status of the program. Every three years, head coaches will receive an official personnel evaluation of job performance as outlined in the master contract. All first year head coaches will be officially evaluated at the conclusion of their season. All assistant coaches will be evaluated by their program's head coach.
- Coaching "walk-throughs" will also be performed periodically throughout the season by the Activities Director for both head and assistant coaches.

ACTIVITIES DIRECTOR AND BOOSTER CLUB ORGANIZATIONS

The activities director shall work with booster club to coordinate their support of activities by:

- Directing head coaches to attend booster meetings as needed.
- Help define the purpose, structure and operating procedure of the booster club.

ACTIVITIES STAFF

The activities program is staffed by directors, sponsors, head coaches, assistant coaches, and program coordinators. The structure and staff organization are based on the scope and level of participation of each activity offered to students. All activity staff report to and are responsible to the activities director.

PROGRAM COORDINATORS AND HEAD COACHES

The program coordinator is responsible for determining the focus and direction of the activity. The program coordinator oversees the activities of the program, guiding the coaches and students at all levels of the program. The program coordinator has the responsibility to communicate the goals of the program to all 7-12

coaches and interested constituents. The program coordinator promotes positive public relations within the district and community.

DUTIES AND RESPONSIBILITIES OF ALL PROGRAM COORDINATORS EXCEPT BAND

- Organize and plan the activities to be conducted in offering the program each school year.
- Take responsibility of the overall supervision of the program, including all levels of participation.
- Delegate responsibility and provide appropriate supervision of assistant coaches.
- Schedule assigned practice periods and coordinate use of facilities with the activities director.
- Be responsible for the general upkeep of equipment, storage of equipment, and the completion of the end of year inventory as outlined by the activities director.
- Communicate to the activities director developments in the program and concerns with assistant coaches, parents, students, or community members.
- Schedule pre and post season conferences with the athletic director to evaluate the program.
- Be responsible for record keeping as requested by the activities director.
- Be responsible for building team spirit and good sportsmanship while promoting positive public relations in the school and community.
- Take responsibility for communicating to coaches at all levels of the program the schedule of upcoming rules meetings and clinics.
- Comply with all local and state rules and regulations governing the activity.

DUTIES AND RESPONSIBILITIES OF K-12 BAND PROGRAM COORDINATOR

- K-12 lesson assignment as mutually agreed upon by the band director and approved by the respective building principals.
- Serve as head director of the high school band.
- Develop the calendar for the K-12 band program (concerts, parades, performances, etc.)
- Be responsible for coordinating public relations, media releases and all parent communications.
- Take responsibility for 5th grade parent night and orientation to the program.
- Take responsibility for K-12 instrumental and music inventory, maintenance, and purchasing and submits recommendations and purchase order requisitions to the superintendent.
- Be responsible for contest entries, travel arrangements, (including proper and adequate supervision) hosting state contest and other band activities locally.
- Coordinate K-12 fund raising activities.
- Recommend to the superintendent, specific band assignments of the elementary bands, Kadet Band, Warrior Concert Band, High School Band, Jazz Band, as well as assign equitably, by mutual agreement, K-12 directors to Pep Band and other small specialty groups as well as solo and ensemble contest groups.
- Coordinate and schedule the Summer Band Program with the actual dates and hours of the activity mutually agreed upon by the K-12 directors and the superintendent.
- Act as a liaison director with the Little Feathers, the music boosters and other support groups.
- Conduct group and individual practices as such times and places as needs dictate and as mutually agreed upon.
- Ensure that the K-12 program does not disrupt the regular school program as controlled by the appropriate building principal.

The evaluation of the extracurricular activity K-12 band will be the responsibility of the appropriate building principal with the program coordinator aspect being evaluated by the superintendent.

DUTIES OF HEAD COACHES / ACTIVITY SPONSORS

- Provide the remainder of the staff rules of the state athletic association and union.
- Review students' physical exams and proof of appropriate insurance coverage prior to students participating in practices or games.
- Provide appropriate assistance to those injured, ill or incapacitated as well as be responsible for the general health and welfare of all participants in the program.
- File athletic injury reports when necessary.
- Complete appropriate transportation forms to ensure transportation for all participants to and from each event.
- Provide written rules and information to players and parents regarding the activity. This information must be submitted to and approved by the activities director prior to distribution.
- Be responsible for the conduct and appearance of team members when involved in events related to the sport or activity.
- Obtain administrative permission for all departure times modifying the students' instructional day.
- Report game results to the designated media immediately following the contest.
- Secure the approval of the activities director approval for all purchase orders.
- Clarify award policy to participants, file an awards policy with the activities director, and recommend award winners at the completion of each season.
- Organize and direct an appropriate awards ceremony at the conclusion of each season.
- Take responsibility for inventory and equipment turn in.
- Provide a safe, clean, environment for performance areas, locker rooms, showers and other areas as assigned.
- Development and encourage student interest in the overall athletic program as well as in the specific sport the coach.
- Meet with and evaluate athletes as is necessary
- Develop and foster a working relationship with assistant coaches.
- Communicate all district policies and program guidelines to all participants.
- Work with the activities office in checking Academics and Good Conduct eligibility.

ASSISTANT COACHES

Assistant coaches help the head coach in the leadership of the team. He/She will publicly support the head coach on all matters.

DUTIES OF ASSISTANT COACH

- Carry out all duties assigned by the head coach.
- Attend all organizational workshop or clinic activities as scheduled by the head coach whether in or out of season.
- Assist in preparation of facilities and equipment.
- Assist in issuing equipment to participants.
- Assist in enforcing proper care of equipment and uniforms of the participants.
- Assist in monitoring compliance of training rules and report violations to the head coach.
- Properly handle injuries and injury reports as outlined in the district policy.
- Supervise and maintain locker rooms.
- Attend all practices and games unless otherwise assigned elsewhere by the head coach or excused by the Activities Director.
- Recommend necessary equipment replacement to the Head Coach.
- Recommend program improvements directly to the Head Coach.
- Develop, support, and encourage student interest in overall athletic program.

Volunteer Coaches

The Keokuk Community School Board recognizes that there are members of the community who have an interest in serving as volunteer assistant coaches in the district's athletic and co-curricular activity programs. The school board also recognizes that it can at times be advantageous to district coaches and advisors to use volunteer assistants for particular assignments.

Any individual who wishes to be a volunteer coach must contact the program director. The program director, if he or she chooses, will make a request to the Activities Director for the use of a volunteer coach/sponsor. The Activities Director will then make a determination whether or not to take the proposed volunteer coach to the school board for approval. The volunteer coach/sponsor must have all certification documents required of a paid coach on file in the Central Office prior to board action.

All volunteer coaches must be approved by the school board each year prior to the beginning of the season in which they will be coaching. Volunteer coaches/sponsors shall serve at the pleasure of the school administration and school board and may be removed from the position at any time. Parents who have a child or children on the team will not be granted permission to volunteer in that particular sport. **However, exemptions from this rule may be granted per special permission from the Activities Director and Keokuk Board of Education.**

Volunteer coaches/sponsors may work at any grade level and will not receive a stipend nor will they be compensated. Volunteer coaches/sponsors shall be expected to abide by all district policies, guidelines, rules and regulations along with all Iowa High School Athletic Association and Iowa Girls High School Athletic Union rules and regulations that govern their particular sport.

SPECIFIC RESPONSIBILITIES & PROCEDURES FOR ALL COACHES/SPONSORS

ACTIVITY ACCOUNTING SYSTEM

All purchases to be paid for by the school must have approval from the Activities Director. No items will be paid for unless authorized by a purchase order.

ACTIVITIES FUND

The Activities Fund Balance is mainly funded by three different sources: gate proceeds from events, activity tickets, and concession stand proceeds. The activities account is not subsidized by the general fund in any way. The activities account funds all of our activities here at Keokuk High School (clubs, organizations, athletics, music, drama, etc.)

At the present, the activities fund is vastly depleted. Due to this current situation, all purchases requested by coaches/sponsors must be approved by the Activities Director and should include ONLY ESSENTIAL ITEMS. Coaches/sponsors will work with the Activities Director and discuss any purchases. However, all efforts will be made to ensure that each team/group has what they need to give our students the best possible chance to be successful.

CONCESSION STANDS

All proceeds from the concession stands go to support the high school activities fund. The many different clubs/organizations that we offer here at Keokuk should sign up to work in the concession stand to fund their particular organization. All teams and clubs will be assigned one or two dates to work in the concession stand throughout the year by the Activities Director. Clubs/organizations/athletic teams will all share in the responsibility of working the summer concession stand. These dates will be arranged by the Activities Director.

AWARDS

Each coach/sponsor will develop criteria for awards. The criteria must be submitted for approval to the Activities Director prior to the start of the season/activity. Coaches and sponsors are to turn in the list of awards to the Activities Office as soon as possible at the conclusion of the season so all awards can be presented at the end of the season celebration. **The Activities Office needs 2 weeks prior to your year end event.** Guidelines for awards are as follows:

- Monetary value must be \$25.00 or less for any special award presentation
- Each student will receive a certificate appropriate to the level of play for each activity.
- Letters, emblems, bars
 - Numerals-first time an athlete completes an activity
 - JV Letter-at discretion of Coach: One physical letter per a student's career
 - 1st Varsity Letter-Varsity "K"-emblem or sport-bar
 - Additional Varsity Letter-bar and if 1st letter in that sport, an emblem of the sport

BOOSTER CLUBS

Booster clubs (both athletic and music) play an important role in helping fund our many athletic and music squads. The Athletic Booster Club gives the Activities Fund money each year to help fund athletics. The athletic booster club also helps fund "big ticket" items and will take request for such items from coaches through the Activities Director. The Athletic Booster Club will also assist in funding team camps and shootouts for coaches, as these items cannot be funded by the Activities Fund.

CAMPS

Coaches are encouraged to hold yearly camps to assist in the development of their programs. All monies raised from a program's camp will go directly back to that program to use however they wish (with approval from the Activities Director).

CLINICS/STATE TOURNAMENTS AND TRAVEL

Coaches are encouraged to attend clinics to keep abreast of new developments and techniques in their activity. Requests for absence to attend coaching clinics and state meets and/or tournaments should be submitted to the Activities Director or Building Principal. Professional leave will be granted for clinic attendance for all coaches and sponsors. Head Coaches/Program Coordinators will be granted one day of professional leave to attend a state tournament event. Personal leave will be granted for any assistant coach who desires to attend a state tournament event. Coaches with professional leave may use school vehicles if they are available. If no school vehicle is available, gas cards will be provided. Overnight lodging

will be provided for those on professional leave only when authorized by the Activities Director. Coaches on professional leave will be allowed \$20.00 meal money per day. Requests for reimbursement must be accompanied by a receipt and when applicable a signed expense form. Registration fees for clinics will be covered by the district upon approval from the Activities Director.

Athletes qualifying for the state tournament or other special event (i.e. Drake Relays) will be provided accommodations (if necessary) and given \$10.00 meal money per day. This money will be distributed to the head coach for dispersment to the athletes.

Hotel/Lodging will be provided if deemed necessary by the Activities Director. All efforts should be made to find accommodations at a reasonable cost. What is reasonable may vary depending on hotel availability and location, but efforts should be made to keep the cost under \$100 per night if at all possible. The Activities Director should work with the coach/sponsor to find lodging at a reasonable rate.

DRESS AND GROOMING

While representing their school, the district and community, coaches, sponsors and students are expected to maintain a well groomed appearance. Individual coaches may require specific attire.

FILMING OF ACTIVITIES

Head Coaches will be responsible for filming and doing so within the guidelines of the conference, IHSAA and IGHS AU.

FAMILY NIGHT

Wednesday has been designated as "Family Night" in Keokuk. Practices must be concluded, and the building vacated, by 6:30pm on Wednesday evenings.

INURIES/ATHLETIC TRAINER

Keokuk has an athletic training agreement with Great River Medical Center in Burlington. Great River will provide coverage at all home games and tournaments. Additionally, Great River will cover some away games and practices when their time schedule permits. Coaches should work with the athletic trainer on a regular basis to ensure their away medical kits are properly stocked.

*******INJURIES**

All athletes are to be instructed to report injuries to the coach or athletic trainer immediately. In the event of a serious injury, an injury report should be completed and turned into the Activities Director or Building Principal. Coaches are to make sure parents are informed of the injury and that proper medical treatment is sought. If an injury needs treatment by a doctor, the student must have a doctor's release before he/she will be allowed to resume practice and participation.

*******Liability**

Courts traditionally support the view that coaches should be held accountable for their actions. Chapter 613A of the Iowa Code states school districts are liable for actions based on NEGLIGENCE, ERROR, or DENIAL of a CONSTITUTIONAL RIGHT. Therefore, it is imperative coaches and sponsors operate in a prudent and responsible manner.

MULTI-SPORT PARTICIPATION

Student/athletes are encouraged to participate in multiple sports/activities throughout their high school careers. Coaches in our system should support all activities and encourage their student/athletes to participate in multiple activities. **Sports that are in-season always have priority over sports that are out of season.** Please use common sense when placing expectations/demands on our student/athletes and their time. Coaches should work together and communicate their respective schedules to eliminate as many conflicts and problems as is possible.

OFFICIALS & EMPLOYEE OFFICIATING

Coaches are encouraged to make recommendations as to who they would like to have officiate nonconference home events.

PRACTICES AND INCLEMENT WEATHER

There will be times throughout the year when inclement weather forces us to change from our normal practice routines.

If school is closed all day due to inclement weather, the Superintendent, Principals and Activities Director will collaboratively determine if and when practices will be conducted. If granted, practices will not be any earlier than 1pm. The Activities Director will be responsible for postponing, canceling, and rescheduling contracted contests and scheduled events.

If school is dismissed early due to excessive heat, the Superintendent, Principals and Activities Director will collaboratively determine if and when practices will be conducted for students who will be practicing outside or in non air-conditioned areas. For those who practice or rehearse in air-conditioned facilities, practices and rehearsals will be held right after dismissal.

If school is dismissed early in the winter months due to inclement weather, all practices will be cancelled and scheduled events will be postponed or cancelled.

In case of Sectional, District, or State Tournaments, the state and competing schools will work together to determine competition times, locations and make-up dates if necessary.

PRACTICES ON SUNDAY

In general, Sunday practices are prohibited, unless required by special circumstances such as IHSAA or IGHS AU tournament game on Monday. Special exceptions may be granted by the Activities Director.

SCOUTING

The Head Coach is responsible for arranging the scouting schedule for his/her sport. Transportation will be provided by the school and **arrangements should be made with the Transportation Director well in advance.**

SOCIAL MEDIA

Coaches/Sponsors should realize that they are role models and that they are looked up to by members of their team. All coaches/sponsors should exercise caution and common sense when using social media websites such as “facebook” and “twitter”. “Facebook” team pages are acceptable if used correctly, but should be cleared with the Activities Director before development. “Tweeting” information can also be helpful and of value, but should also be cleared with the Activities Director before implementing that line of communication.

“Texting” of athletes should only be used as a purpose of communication in regards to practice or scheduling. “Texting” athletes for personal communication is strongly discouraged. A good idea for your protection is to include the Activities Director on your text whenever you send a mass text to your team or whenever you text an individual team member.

SUPERVISION

Coaches and sponsors are responsible for the supervision of students participating in co-curricular and extracurricular activities sponsored and/or sanctioned by the Keokuk Community School District.

A. Coach’s Responsibilities:

The Head Coach of each squad is directly charged with the responsibility for the supervision of the squad. The responsibility can and should be shared with assistant coaches. The primary concern in supervision should be the safety and welfare of each student on the team. The staff should be aware of individual and group actions of team members.

B. Locker Room Care

DO NOT allow your team members to enter the building unless you or a member of your staff is there to supervise. After a practice or contest is concluded, the coach should see that all team members are out of the gym and locker rooms. He/She should then secure the area by making sure the showers are turned off, towels and equipment are picked up, windows are closed, lights are off and doors are locked. It is recommended no personnel, other than coaches and team members, be in the dressing rooms after the conclusion of an athletic contest.

C. Bus Supervision

Coaches and Sponsors are to make sure all school vehicles are properly supervised and kept clean. When stopping for food or snacks, check to make sure the vehicles are clean upon arrival back to Keokuk.

D. Student Supervision

Student supervision runs from the beginning of the activity to the conclusion of the activity and from the time a student arrives for an activity until the student leaves the activity for home. Student supervision includes all travel time to and from an event, as well as the event itself.

TRAVEL/TRANSPORTATION

All staff will complete a leave form prior to each trip in conjunction with an activity, either co-curricular or extracurricular. Staff shall also complete the appropriate district forms for the type of transportation

required for a trip. Arrangements for bus and vehicle requests for all athletic trips will be made by the Activities Director and should be verified and confirmed by the respective coach/sponsor.

Arrangements for travel outside the regular school day, for extracurricular activities, are made with the Activities Director. All travel for co-curricular and extracurricular events that occur during any portion of the school day shall be arranged with and approved by the Principal.

All arrangements for travel should be made at least one month in advance of planned trip. When possible, suburbans and school vehicles should be taken in place of buses to help transportation budget.

Coaches and sponsors will carry a "Medical Consent" card for each student on ALL trips.

Team members are encouraged to ride the bus to and from each activity. In the event a parent or guardian will be taking a team member home from an event, a signed permission note from the parent needs to be delivered to the Activities Office before the trip. A copy will be kept in the Activities Office and given to the coach/sponsor for the trip. The student's parent must also sign them out with the coach after the event. **It is never permissible for a student to ride home with anybody other than their own parents/guardians, unless a signed note from their parent's dictate such a circumstance.**

There will be times when overnight travel is needed. Follow these guidelines for overnight travel:

1. The overnight trip **MUST BE APPROVED** by Administration.
2. The Activities Director and Coach/Sponsor will develop together the financial guidelines for the trip.
3. Hotel accommodations will be made through the Activities Office.
4. Coaches/Sponsors will turn in a roster of names of those on the trip.

WEIGHT TRAINING/FITNESS

Athletic Enhancement is being offered through physical education class at Keokuk High School and the majority of our student/athletes will be taking part in our strength and conditioning program through physical education. Student/athletes currently being allowed to waive out of physical education are those in marching band, show choir, or if they have a full academic load (without PE). In the occurrence that a student/athlete has waived out of physical education but is participating in a sport, the coach/sponsor of that sport has the right to mandate the student/athlete participate in strength and conditioning **during their season**. This can be done as part of the "early bird" physical education class or through other arrangements with the head coach.

All athletes at Keokuk High School will be participating in the same unified program regardless of the sport or sports that they participate in. The program is designed to offer different alternatives for variables such as in-season athletes, multi-sport athletes, and single sport athletes.

COMMUNICATION EXPECTATIONS

Parenting and coaching are extremely difficult vocations. Parents and coaches both want the students to have a positive experience as they participate in extracurricular activities. There may be times when parents and student participants do not agree on decisions being made by those in charge of a program. Proper communication can go a long way towards maintaining a positive environment for extracurricular participants and parents. Listed below are communications that coaches, parents, and students can expect from each other.

STUDENT/COACH EXPECTATIONS

Students with concerns should express them immediately to the coach or sponsor. Students are also expected to notify their coaches/sponsors of conflicts well in advance.

Coaches are expected to communicate with their participants as best they can as it pertains to all matters involving their program. If a coach is suspecting a participant is unhappy or disgruntled, efforts should be made to meet and explain decisions/philosophies. If a student requests a meeting with a coach, the coach will honor that request and meet with the student, as long as the request or concern is legitimate and reasonable. The Activities Director may become involved if requested.

PARENT/COACH EXPECTATIONS

When parents have questions or concerns regarding their student's participation in an activity, they should first discuss the concerns with the coach or the director directly supervising the student. If their concerns still exist, they should be discussed with the Head Coach/Program Director. On occasions where concerns still exist after talking with the staff member in charge of the activity, parents should then contact the Activities Director and then the High School Principal.

Communications parents should expect from the Coach/Sponsor:

- The expectations the coach/sponsor had for your child, as well as for all the students in the activity
- Locations and times of all practices and contests
- Team requirements, i.e., fees, special equipment & off-season expectations
- Discipline that results in denial of participation of parent's/guardian's child

Appropriate things for a parent to discuss with a coach:

- Concerns regarding their child's mental or physical status
- Ways to help their child improve in the activity
- Concerns about their child's overall behavior both in and out of school

Issues that are NOT appropriate to discuss with coaches:

- Playing time
- Other students/athletes
- Team strategy
- Play calling
- Squad selection

If possible there may be times when parents have concerns about their child and the experience their child is having while in the program. When this occurs, parents are encouraged to take the following steps:

- Discuss with their child first
- Call the coach to set up a specific time and place to meet to discuss the concerns

If a parent meeting with the coach/sponsor does not resolve the concern, parents are encouraged to set up an appointment with the Activities Director to discuss the situation. The appropriate next step can be determined at this meeting.

Appeals of building level decisions may be made to the Superintendent of the schools and the Board of Education, using the school district's appeals process. Information regarding the process and assistance in filing an appeal may be obtained from the Activities Director, High School Principal, or Superintendent.

No one shall attempt to confront a coach/sponsor before or after a contest or practice. These times are often emotional for both the parent and coach/sponsor. Issues are resolved more successfully when conferences take place in a calm and private setting when both sides have had an opportunity to reflect as opposed to reacting emotionally to an issue.

STANDARDS FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Purpose: Participation in extracurricular activities is a privilege provided to students as an enrichment of the total educational program. The program shall be designated to meet the needs and interests of the students, as well as challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral and emotional growth of all pupils, offer opportunities for both individual and group activities; be integrated with the instructional program and provide balance so a limited number of activities will not be perpetuated at the expense of others (Standards for Iowa School 12.6(1). Therefore, standards for eligibility for extracurricular participation shall include academic as well as conduct in and out of school. It is the responsibility of the student for self, team, school and community, to be prepared both mentally and physically to perform at the highest level of competition.

GENERAL RULES FOR STUDENT ACTIVITY PARTICIPATION

A. Attendance at school, practice, and competitions

- A student who is absent from school may not participate in a game or event that day, unless excused by the school prior to the absence. Examples of this include attendance of a funeral, or going to a prearranged college visit.
- In case of illness, a student must have attended at least one half of the school day (4 periods), and the decision to participate will be left to the discretion of the Head Coach, parents/guardian, the participant and a physician if necessary. If a student is absent on the last school day of the week, the absence does not affect participation the next day.
- Attendance rules for each activity will be established by the coach/director
- The Activities Director is to be informed in advance of decisions made concerning student attendance.
- Students placed on suspension are not eligible to practice or compete until they are reinstated.
- Students are expected to be at school on time the next day after a competition or performance.
- Participants are expected to notify the coach/sponsor of prearranged absence.
- Students who plan to miss practice, games/competitions/performances due to vacations, camps, or clinics during the season are expected to notify the coach/sponsor of the planned absence prior to the first practice of the season if possible.

B. Physical Examination

The Iowa High School Athletic Association and the Iowa Girls' High School Union require all participants to have a physical examination prior to starting any practice. Thus, a student who participates in extracurricular activities must have a current completed physical form on file in the Activities Office prior to beginning participation. A physical examination is valid for one calendar year plus one month.

C. Insurance

Keokuk High School recommends all students involved in the activities program to be covered by health and accident insurance. Coverage can either be through a family plan or by purchasing school time insurance through the High School Office. Under this plan, football insurance is separate.

D. Concussion Form

The IGHSAU and the IHSAA both require a concussion information form to be filled out and on file yearly in the Activities Office.

E. Injury Reports

Athletes or students who suffer major injuries in practice or competitions should make sure the trainer or coach/sponsor has filled out an injury report and filed it in the Activities Office. Students are responsible for initiating the insurance claim if the injury resulted in any medical expenses. Claim sheets can be obtained from your insurance company, or if you have school insurance the claim sheet may be picked up at the Main Office of the High School.

F. Non-School Athletic Participation

A high school student who participates in school sponsored athletics may participate in non-school sponsored sport during the same season. Such outside participation shall not conflict with the school sponsored activity and communication is expected to exist between the athlete and in-season coach regarding their non-school sponsored sport's event schedule.

G. Equipment/Facilities Procedure

All equipment will be returned at the end of the season or activity. The student or parent will be responsible for payment to replace any and all equipment lost or damaged. Cost of the lost or damaged equipment will be determined by the Activities Director or Head Coach/Sponsor based on replacement costs.

Students will not be allowed to participate in any other activity until this equipment is accounted for.

School owned equipment is to be worn at scheduled practices/games/performances and not at any other time.

At no time is it permissible for individuals or groups to work out in the gymnasium, weight room, athletic game fields, or wrestling room without authorized supervision.

H. Procedure When Leaving a Team or Group

The following procedures should take place when a student is either dropped from a squad for a particular reason or when a student chooses to no longer participate in the activity:

- Notify the Head Coach or Sponsor immediately
- Turn in all the equipment and gear the same game day the dismissal/drop happens
- An injured student will be expected to attend all practices and contests during the time of injury. Students who fail to attend practice when injured, will be dismissed from the squad and receive no post season awards.

I. Changing Sports

Athletes will be allowed to transfer from one sport to another during the season only upon the mutual agreement of both coaches and with approval of the Activities Director.

J. Conduct on Trips

Students are a reflection of Keokuk High School on trips and road events. They will conduct themselves as ladies and gentlemen at all times, on and away from competition arenas.

K. Dress Codes For Trips

Students will be neatly dressed according to the coach or sponsors standards and expectations for all trips and functions of the group.

L. Returning From Out of Town trips

Students are expected to return from all out of town trips with their team or group and in transportation provided by the school. Parents can sign out their own child from the coach at the site of the competition. In the event the student wishes to ride with another team member's parent, they may do so by presenting a note from their parents to the Activities Director 24 hours in advance. Please do not make requests to ride with someone other than their parent/guardian or the parent/guardian of a teammate.

M. Carryover and Dual Sport Guidelines

The following are to be followed when dealing with students involved in activities that overlap or who want to participate in multiple sports during the same season.

- For carryover sports the activity that has already begun had preference at all times. Coaches/sponsors will work out the activity schedule.
- In the event a student wishes to participate in 2 activities at the same time, coaches will work together to determine the student's practice and game schedule. Issues or disagreements will come before the Activities Director.

N. Sportsmanship

- Exhibiting proper sportsmanship is a primary goal of Keokuk High School, the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.
- Players, coaches, and parents are expected to accept the responsibility and their role in exhibiting proper sportsmanship.
- Learn the rules thoroughly and discuss them with each other and the coaches.
- Agreeable or not, always accept the officials judgment an interpretation of the rules. Exercise self control at all times, accept all decisions and abide by them.
- Never argue or make nonverbal gestures which indicate disagreement. This type of immature activity will be dealt with by coaches/sponsors.
- Congratulate opponents in a sincere manner following victory or defeat.

O. Open Gym

Open gyms are to take place after all activities in the gym have been completed for the day and they shall not be held at times that conflict with other activities. Open gym must be supervised by appropriate personnel. Coaches are reminded it is illegal to instruct during open gym times and they are further reminded that any high school student may participate.

ACADEMIC ELIGIBILITY

In order for a student to participate in extracurricular activities he/she must meet eligibility guidelines set forth by the state and the local school district. Those guidelines are listed below:

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

2. All contestants must be under the age of 20.
1. A student must pass all classes each semester to remain in good standing. They shall receive credit in at least 4 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. Course work taken under the provisions of the Iowa Code Chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student's school program deviates from the traditional two semester school year. A grading period shall be based on semester grades.
 - a.) If an athlete has a failing grade at the end of a semester, he/she is ineligible according to the Iowa Scholarship rule. He/she is ineligible for 30 consecutive calendar days in the sport or activity in which the student is a participant.
 - b.) Study table will be held for "F's" 3rd & 4th quarter from 7:30-8:00 a.m. on Tuesday and Thursday of each week.
 - c.) An athlete's period of ineligibility begins on the first legal playing date of a season unless the season is in progress when grades are given. If the season is in progress, ineligibility begins the first day of the new quarter per Iowa's Scholarship rule. The following events are considered athletics: football, cross country, volleyball, swimming, basketball, wrestling, bowling, golf, tennis, soccer, track, baseball, softball, and cheerleading.
 - d.) If at the end of any semester, a student who participates in extracurricular activities other than athletics, (i.e., music, speech, drama, Little Feathers) is given a failing grade, the participant is ineligible for 30 consecutive calendar days. Ineligibility begins on the first day of the next semester per Iowa's Scholarship Rule.
5. A student with a disability who has an individualized education program (IEP) 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 IEP.
6. A student who meets all other qualifications may be eligible to participate in athletics for a period of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
7. A student is academically eligible upon entering the 9th grade.

8. No student shall be eligible to participate in any athletic sport if the student has engaged in that sport professionally.
9. Students who finish a semester with an Incomplete (I) on their report card will be considered ineligible until the work is made up. If a student has passed all courses when the Incomplete is made up, he/she may become eligible immediately. Note: Teachers must have administrative approval before issuing an Incomplete.
10. If a student drops a class after the deadline the student will receive an "F" and policies will be enforced as on page 15 of the student handbook. Along with that, students may elect to recover the credit immediately, but that will NOT remove the F from their final transcript. They will fall under the Academic Eligibility rules on page 37 (4a) when it comes to eligibility."

GOOD CONDUCT RULES AND ELIGIBILITY

The conduct of the student, both in school and in the community, should reflect the ideals of the activities program. The Good Conduct Rules policy will be uniformly followed by all students, as well as participants in extra-curricular activities sponsored by Keokuk Community Schools. The following conduct shall result in a student being declared ineligible to represent Keokuk in extra-curricular activities:

1. Violation of Good Conduct Rule (includes on school grounds, attending school sponsored activities and off school grounds): **VERIFICATION OF VIOLATION:** Verification of the violation will occur through formal citation by the Police Department, County Sheriffs Department, Iowa State Patrol, or Juvenile Court Services; when a school employee witnesses a student violating the Good Conduct Rule; or when a student admits to violating the Good Conduct Rule. This will be in effect for all violations defined in the policy (1. a-i).
 - a. Use of tobacco or like products – any student using or possessing tobacco shall be denied the privilege of participating in all extra-curricular activities
 - b. Alcoholic beverages – any student using or in possession of an alcoholic beverage shall be denied the privilege of participating in all extra-curricular activities
 - c. Controlled substance and/or narcotics – any student using or in possession of a controlled substance and/or narcotics shall be denied the privilege of participation in extra-curricular activities. (Controlled substances and/or narcotics does not include a doctor's prescription of one's personal use, but the exchange of prescription drugs or the selling of such drugs will be in violation of the Good Conduct Rule.)
 - d. In the event that a student comes under the jurisdiction of any court for criminal activity or is convicted or adjudicated of a felony or serious or aggravated misdemeanor, he/she shall be declared ineligible to participate in co-curricular activities contingent upon school investigation regarding charges filed pertaining to the case.
 - e. Good Citizenship: Students whose actions, habits, or conduct create a negative image of the school or the community in general may be declared ineligible by the principal or his/her designee.
 - f. Harassment of students: Students involved in physical violence or any form of harassment or bullying of other students will be subject to the Good Conduct Policy. Students who are

found to be defending themselves against a physical attack or bullying will not be subject to the Good Conduct Policy.

- g. All transfer students, except incoming ninth graders at the beginning of the school year, must present evidence of conduct eligibility from their previous school. If a student enrolls who was ineligible for conduct at his/her previous school, that student must complete the term of ineligibility for the violation as defined in the Good Conduct Rules and Eligibility for Keokuk High School. The number of previous violations of conduct eligibility at the previous school will determine which penalty applies to the student.
 - h. Any student who receives an Out-of-School Suspension will be withheld from practices and competitions during the time of the suspension.
2. Dispensation for violating the Good Conduct Policy will be as follows:
The Good Conduct Policy will be in effect for the entire calendar year (12 months) and will encompass the four-year career of students in athletics and activities. Students will fall under this jurisdiction of the high school's Good Conduct Policy following completion of the 8th grade (summer proceeding the student's 9th grade year). Student athletes/participants are covered by the policy regardless of being in or out-of-season during their four-year career. The penalties shall carry over from one activity to the next in which they participate.

The policy for athletics and activities will be administered by the Activities Director under the same administrative regulations for the Good Conduct Policy (the policy covers cases of misuse involving alcohol, drugs, or tobacco).

In addition to discipline related to the activity, students will also be subject to regular school rules and regulations if the rule violation takes place on school district property or at a school sponsored event at some other location. The penalty for each violation has been established by these administrative regulations and will be strictly enforced.

Categories of Activities

The penalty for violation of conduct standards shall be determined by the category of the activity. Activities are divided into the following categories:

Category I Activities –

Football	Basketball	Track	Softball	Baseball	Golf
Wrestling	Swimming	Soccer	Cheerleading	Volleyball	
Bowling	Cross Country				

Category II Activities –

Speech – Individual Contest Events

Music – Contest Solos, Optional Events which include All-State, Madrigal Singers, Honor Groups, Show Choir, Jazz Band, and Special Trips.

Homecoming Dance

Prom

Little Feathers

Drill Team

Category III Activities –

Drama

Speech – Group Contest or Plays

Music – Contest Ensembles and Large Groups

*Music – Core/Attendance events which include Concerts, Conference Vocal Festival, Pep Band and Marching Band Performances

First Violation

CATEGORY 1 – PENALTY: The student will be ineligible for 25 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from competition or shall be required to miss one school sponsored event (i.e. Homecoming, Prom).

CATEGORY III – PENALTY: The student will complete the present obligation to the group and will not be eligible to compete in the next individual or group event of the activity.

Second Violation

CATEGORY 1 – PENALTY: The student will be ineligible for 50 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from competition in individual or solo events and may not participate in future events for one full semester; or, shall be required to miss the next two school sponsored events (i.e. Homecoming, Prom)

CATEGORY III – PENALTY: The student will complete the present obligation to the group and will not be eligible to participate in future events for one full semester in the activity.

Third Violation

ALL CATEGORIES – PENALTY: The student shall not be eligible for one calendar year.

A student-athlete must be a bona fide member of a team/activity in order to serve a penalty in that particular activity (meaning he/she must have had participation in that particular activity prior to violation of the Good Conduct Policy). When a period of ineligibility cannot be completed before the end of the season or school year, the period of ineligibility will carry over to the next activity in which the student participates. A student must complete the activity in which he/she is serving their ineligibility in good standing. Failure to complete the activity in good standing will result in the period of ineligibility being served again in the next activity.

SELF REPORTING OPTION

Students in violation of the Good Conduct Policy have an option for an alternative/reduction in penalty as listed:

- A. A student who is in-season must self-report his/her violation to the head coach or the Activities Director before the violation is made public (i.e. newspaper, Police Report) or within 72 hours of the violation, whichever comes first.
- B. A student not participating in an activity may self-report a violation. This report must be made to the Activities Director or another member of the high school administration team before the matter becomes public (i.e. newspaper, Police Report) or within 72 hours of the violation, whichever comes first.

Students who self-report will be eligible for a reduction in penalty up to half of the original penalty. This exact amount of reduction will be determined by the high school administration.

RULES FOR ACTIVITY PARTICIPATION

A. School Attendance:

1. A student who is absent from school may not participate in a game or event that day, unless excused by the school prior to the absence.
2. In case of an illness the student must have attended at least one-half of the school day (4 periods) and the decision to participate will be left to the discretion of the head coach, parents/guardians, the athlete

and a physician if necessary. If the student is absent because of illness on the last school day of the week, participation on the weekend is at the discretion of the above.

3. Attendance rules for each activity will be established by the coach/director.

4. The Activities Director is to be informed in advance of decisions made concerning student attendance.

5. A student under suspension shall not be allowed to participate in extra-curricular activities.

B. Physical Examination:

A student participating in an athletic activity shall have a current physical examination on file in the Activities Office. An examination is valid for twelve calendar months plus one month.

C. Association Eligibility:

A student competing in an event sponsored or sanctioned by a state activity association shall meet the requirements of that association.

D. Non-school Athletic Participation

A high school student (grades 9-12 or in the case of summer activities completion of the 8th grade or the immediate summer after graduation) who participates in school-sponsored athletics may participate in a non-school sponsored sport during the same season with prior approval in writing by the Activities Director. Such outside participation shall not conflict with the school-sponsored athletic activity.

E. Concussion Form

F. Insurance Form /Medical Release