



East Marshall Activities Handbook



TRACK & FIELD



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East Marshall Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Equity Coordinator, 204 Center St., Gilman IA, 50106, (641) 498-7481, or the U.S. Equal Employment Opportunities Commission, 500 West Madison Street, Suite 2000, Chicago, IL 60661.

School Mission Statement:

The East Marshall Community School District instills a passion for learning to INSPIRE and to PREPARE students to ACHIEVE.

Philosophy of East Marshall Activities:

We Believe:

- All children learn and succeed.
- Instructional leadership is essential.
- Each student is unique and has unlimited potential.
- Quality education is focused at the classroom level.
- Curriculum is organized, current, and sequential.
- The students are becoming technologically literate.
- The school is constantly in a state of development and change.
- All students need and want the effects of rules and regulations, the results of which are: structure, fairness, and consistency.
- All students have positive reinforcement.
- Teaching skills to children is an application and outcome based and provided for carryover into lifelong learning.
- Both students and staff have learned to understand and use technology.
- Learning to use computers and other technologies is becoming a basic skill necessary for all students.

Opportunities at East Marshall Schools:

East Marshall High School Athletic Teams

Boys: Baseball, Basketball, Bowling, Cross Country, Football, Golf, Soccer, Track, Swimming and Wrestling.

Girls: Basketball, Cheerleading, Bowling, Cross Country, Golf, Soccer, Softball, Swimming, Track and Volleyball.

East Marshall Middle School Athletic Teams

Boys: Baseball, Basketball, Cross Country, Football, Track and Wrestling.

Girls: Basketball, Cheerleading, Cross Country, Track, Softball and Volleyball.

The following extracurricular and co-curricular activities may be offered:

- | | |
|-----------------|------------------------|
| ● FCA | JAZZ BAND |
| ● BASEBALL | NATIONAL HONOR SOCIETY |
| ● BASKETBALL | CHEERLEADING |
| ● SOCCER | SOFTBALL |
| ● CROSS COUNTRY | SPEECH |
| ● DRAMA | STUDENT GOVERNMENT |
| ● TRACK | FFA |

- | | |
|-------------|--------------------|
| ● FOOTBALL | VOCAL MUSIC |
| ● GOLF | VOLLEYBALL |
| ● GSA | INSTRUMENTAL MUSIC |
| ● WRESTLING | TRAP SHOOTING CLUB |
| ● BOWLING | SMILE |
| ● SWIMMING | |

Forms Needed For Participation:

Parent Permission Slip, Concussion, Insurance Waiver, Athletic Handbook

Participation Theory

7th and 8th Grade: The middle school program teaches the skills of the activity. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.

9th Grade: Some 9th grade activities are more limited in scope and availability for participation. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced participants may receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule, which demands lesser skills development.

Junior Varsity: This program will develop and utilize those that show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will be the primary participants.

Varsity: The varsity team is for those who have learned the basic skills well and perform them in both practice and in interscholastic competition. Role specialization is often a necessity at this level and participants may be used in specific roles for the benefit of the entire team. Depending on the activity, not all wishing to participate will be able.

- Will understand their roles. Varsity playing time is earned; the best players play. JV, 9th grade and MS are developmental levels. As student-athletes progress through the levels, the equality in playing time may decrease.

Because of the competitive nature of varsity athletics, participation and playing time can vary greatly between athletes. Playing time will be decided by the careful evaluation of the coaching staff.

- Participants who display leadership and/or enthusiasm, in combination with basic skill development may enhance their opportunity to participate.

Essentials Elements for Students to be Successful in Activities

In order for students to be successful in activities at East Marshall...

We believe students...

- Will be in practice. Practice is important and good teammates are in practice. Missing practice may result in a lack of improvement and may result in a lack of playing time.
- Will contact coaches & sponsors personally if they must miss practice and/or an event.
- Will be on time to all practices, events and team activities during the regular season and the off-season.
- Will notify coaches of any injuries and/or illnesses immediately.
- Will take responsibility for talking to their parents regarding dates, times and schedules for their activities.
- Will be involved in multiple activities.

- Will take advantage of opportunities to improve skills when offered outside of their regular season.
- Will understand their roles. Varsity playing time is earned; the best players play. JV, 9th grade and MS are developmental levels. As student-athletes progress through the levels, the equality in playing time may decrease.
- Will understand that the coach decides playing time and/or positions.
- Will understand that team accomplishments far outweigh individual accomplishments.
- Will attend post-season banquets and team activities.
- Will take responsibility for participating in strength and conditioning program to its fullest extent.
- Will understand that strength and conditioning is vital and essential to the mental and physical development of our student-athletes.
- Will expect to be evaluated, critiqued and challenged.
- Will be expected to care about and support their teammates.

We believe Coaches/Sponsors and Directors...

- Will be in practice, and be early.
- Will contact students & parents with changes of the dates, times or events.
- Will notify parents of injuries and/or illnesses that need to be addressed outside practice.
- Will take responsibility for providing students and parents with dates and times of practice, events and team activities.
- Will support all East Marshall Activities.
- Will support the off-season opportunities provided by other activities, and will work together with other activities to give everyone a chance to be successful.
- Will provide opportunities for students to improve skills outside of their regular season.
- Will understand that there are roles for all team members. Varsity playing time is earned; the best players will play. JV, 9th grade and MS are developmental levels. As student-athletes progress through the levels, the equality in playing time may decrease.
- Will communicate with students regarding their role on the team, and identify the areas of improvement.
- Will make decisions regarding playing time on what is best for the team and its individuals.
- Will understand that team accomplishes far outweigh individual accomplishments.
- Will provide opportunities for students and parents to participate in postseason banquets and/or team activities.
- Will understand that banquets are an important time to recognize team accomplishments, and give recognition to the achievement of individual goals. However, not all programs will approach this in the same way.
- Will take responsibility for participating in strength and conditioning program to its fullest extent.
- Will understand that strength and conditioning is vital and essential to the mental and physical development of our student-athletes.
- Will be expected to evaluate, challenge and provide feedback to students.
- Will be expected to care about and support the individual members of the team. Coaches are not friends with students, but do care about their well being.
- Will continue to learn about their activity and grow professionally. Through research and study, they will improve themselves.

We believe parents...

- Will understand and support that practice is important and good teammates are in practice. Missing practice may result in a lack of improvement and may result in a lack of playing time.
- Will work with their son/daughter help them contact coaches & sponsors personally if they plan to miss practice and/or an event.
- Will work with their son/daughter on skills that will help them be on time or early to all practices,

events and team activities during the regular season and the off season.

- Will expect their son/daughter to notify coaches of any injuries and/or illnesses immediately.
- Will take responsibility for talking to their son/daughter regarding dates, times and schedules regarding their activity, and will resist contacting the adults. This is a valuable skill for students to learn.
- Will support their son/daughter in being involved in multiple activities.
- Will encourage their son/daughter to take advantage of opportunities to improve skills when offered outside of their regular season, and remind them of their responsibilities to their teammates.
- Will understand that there are roles for all team members. Varsity playing time is earned; the best players will play. JV, 9th grade and MS are developmental levels. As student-athletes progress through the levels, the equality in playing time may decrease.
- Will understand that the coach, sponsor or director decides playing time and/or positions.
- Will understand that team accomplishes far outweigh individual accomplishments.
- Will attend postseason banquets and team activities when invited.
- Will encourage their son/daughter to take responsibility for participating in strength and conditioning program to its fullest extent.
- Will understand that strength and conditioning is vital and essential to the mental and physical development of our student-athletes.
- Will expect their son/daughter to be evaluated, critiqued and challenged.
- Will let their son/daughter work on the skills of communication and resilience, and will expect them to fight their own battles, and work through difficult situations on their own.
- Will remember that proper time to speak to coaches/sponsors/directors about concerns is not before, after or during an event or practice.
- Will expect their son/daughter to care about and support their teammates.
- Will support their son/daughter by letting players play, coaches coach and parents parent. This will provide clear roles for everyone involved.

Each of these belief statements correlates to the “value of activities”.

Booster Club

The East Marshall Athletic Booster Club is an organization of dedicated volunteers who have the approval of the East Marshall School District. They help provide equipment and support for students involved in sports and the fine arts. The club usually meets one time each month. Contact the Activities Director for more information on the officers and meeting times for the current year.

Weather Related Games and Practices

If weather causes a change in an activities normal practice schedule, Administrative discretion will apply. Practices will not be held if school is dismissed for inclement weather unless permission is granted by ALL of the following - the Athletic Director, building Principal, and Superintendent. The sole emphasis when making a decision that is weather related will be based on the safety of students. The need to "get the contest in" will not be an emphasis of a weather related decision.

Holiday Practice Sessions

Only the Superintendent of Schools can grant permission for practices that occur on holidays such as Labor Day and Memorial Day. On these holidays, the coaches/sponsors are allowed to practice either on the preceding Saturday or on the Monday holiday, if the Superintendent approves. During holiday breaks, coaches/sponsors often practice and have been flexible with students missing for family activities. It is important to remember that even if the practices are not mandatory, a student who is at practice may improve his/her skills to the point where he/she increases playing time. There will be “dead time” during

the Christmas holiday where no practices will be allowed and gyms will be closed.

Wednesday Practices Open Night

According to Board Policy 508.2, all practices must end so that students are out of the buildings by 6:00 pm on Wednesdays accordingly to our school calendar. Only the Superintendent of Schools may grant permission for practices to be held on Wednesdays during this time frame. All requests for such must be made through the Activities Director.

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Overlapping Practice Schedules and Events

There should be no situations in which a student has more than one athletic practice scheduled at the same time, unless it is the end of one sport and the beginning of another i.e.. Track and Baseball. In this instance, the athletes are expected to attend the practices of the first sport and then if time remains, attend practices of the next sport. Fine Arts practices are reserved for before school and have priority at that time. In case of overlaps with events, the following criteria, in priority order, will determine which event the student will attend:

- 1) AD will meet with coach / sponsor, and make decision upon mutual agreement
- 2) State/District competitions
- 3) Conference competitions
- 4) A competition vs. a performance/concert
- 5) An activity vs. a practice

We do not allow students to make the decision as to which activity to attend. Every attempt is made to allow students to attend both activities. Coaches and sponsors work cooperatively regarding this.

Anti-Bullying/Harassment Policy

The East Marshall Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. Definitions For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic

status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 1) Places the student in reasonable fear of harm to the student's person or property.
 - 2) Has a substantial detrimental effect on the student's physical or mental health.
 - 3) Has the effect of substantially interfering with a student's academic performance.
 - 4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students. Code No. 104

Hazing

East Marshall High School and Middle School Coaches will maintain a "zero tolerance" towards any type of hazing activities. Hazing, usually a form of initiation, is defined as any practice (even "harmless fun", "bonding", and "practical", etc.) whereby one part of a group is made or "asked" to do anything that the remaining part of the group is exempt from doing by virtue of seniority or other "privileged" status.

Middle School Policy for Academic Eligibility

The policy includes all middle school activities that a middle school student may be part of, which is not required by any class, or teacher, as part of the student's grade. Such activities will include athletic activities, cheerleading (spirit team/club), vocal music, instrumental music, trapshooting and student council.

The policy is as follows:

- The middle school academic eligibility policy will be enforced while a student is academically considered a middle school student. They are not to participate in games, contests, or represent the school from Wednesday PM to the following Wednesday PM. The student is not eligible if their grades become passing during the week unless the staff member recognizes an unusual circumstance.
- Participants are expected to participate in practice and attend study table the week they are ineligible on Thursday. If students don't attend practice or study table coaches will count both as students missing practice. Coaches do use participation in practice or study tables if applicable when determining participation. (If there is a change in the timing of grade checks students will be notified.) If a student is academically ineligible, it is for the entire week. If the grade goes up, they are to wait until the following Wednesday. Any ungraded fine arts activity is considered extra curricular and is under the jurisdiction of academic eligibility. no relation to the subject matter being assessed would be an impermissible double punishment and is contrary to the best interest of education.
- Participation in high school activities is a privilege. School activities provide the benefits of promoting additional interest and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in

accordance with board policy and must refrain from activities that are illegal, immoral or unhealthy.

- Students who fail to abide by this policy and the administrative regulations supporting it, may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule. It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.
- **Requirements to Participate in an Activity**

East Marshall Student Conduct Code Code No. 503.4

Conduct Code:

Whereas conduct detrimental to the school, found guilty of a crime, vandalism, shoplifting, theft, use and/or possession of alcohol, use and/or possession of tobacco and/or tobacco products, and use of illegal drugs will be handled as outlined below:

- Item I: The penalty for the first offense during the same school year for athletics will be:

- **Middle School**

Football	1 game	Volleyball	2 games
Wrestling	2 dates	Basketball	3 games
Baseball	2 dates	Softball	2 dates
Cross Country	2 meets	Cheerleading	Same as sport in which they are cheering
Track	2 scheduled meets		

- **High School**

Any student that is serving an in-school or out of school suspension will not be allowed to practice or participate in extracurricular contests on that day.

Attendance/Academic Eligibility for Athletics and Co-Curricular Activities

501.10

East Marshall Board of Directors also recognizes that extraordinary events may occur which cause or contribute to a student's academic ineligibility. Examples may include, but are not limited to, automobile or other accidents resulting in permanent or temporary physical or mental impairment, family problems, child or sexual abuse or alcohol dependency, etc. In such instances, a committee comprised of the Secondary Principal, AD, Special Education teacher, and At-Risk Coordinator may, by unanimous consent, restore the eligibility of any such student upon such terms and conditions they deem to be in the best interest of such student and the philosophy of the East Marshall School District.

To be eligible for athletics, or school-sponsored performance activities (e.g. cheerleading, band, vocal, drama, speech, dance, FFA, etc) students participating must (be)

- East Marshall high school students must carry at least five credits before they will be eligible to participate in competitive athletics or any co-curricular activities at East Marshall High School. If for any reason a student drops below five credits they are automatically eliminated from further competition until such condition is corrected. An ineligible student may continue to practice, but not compete/perform until eligibility has been restored. (Board Policy)
- Students participating in athletics and failing a class at the end of a semester are ineligible for 30 consecutive calendar days for all interscholastic athletic contests, beginning immediately (when grades are released) if involved in a sport or the first legal day of competition that the student is a

contestant. (State Rule)

- Students participating in school-sponsored performance activities and failing a class at the end of a semester are ineligible for 30 consecutive calendar days for school-sponsored performance activities; beginning with the first day of the next grading period. (State Rule)
- Students failing a class at the mid-term date, are ineligible beginning with the next school day for a minimum of 24 hours, and will remain ineligible until the grade of the failing class has been raised to passing. This will require the student to turn in a progress notice to the principal, signed by the teacher of the failing class.
- Students failing a class at the end of the quarter will be ineligible for the next 2 weeks of athletics and activities, beginning with the first day grades are released. In order to regain eligibility, after 2 weeks students must turn in a progress notice to the principal, signed by the teacher of the failing class that states, the student is passing that quarter or making progress to improve his/her grade. If the student is not passing, after 2 weeks, another week of ineligibility will be assigned. This will continue until the student is passing the quarter. A student that fails the 2nd quarter of a single semester class will be ineligible for 2 weeks of the 3rd quarter. A student that fails a 4th quarter class will be ineligible for 2 weeks of summer activities, beginning the day grades are released.

If the athlete does not complete the season then the ineligibility will carry over to their next sport.

An athlete cannot make up ineligibility in one sport in order to have eligibility in another sport if they have not previously participated in that sport. The exception would be a freshman student or a transfer student.

To participate in all co-curricular activities at East Marshall High School (examples include: band, vocal, dramatics, speech, athletics, etc.) a student must be in attendance at least the last half of that student's day of the event/practice. Illness is not a satisfactory excuse. If one is too sick to come to school, one is too sick to participate. All medical appointments need a medical release to participate and all other (funeral) need to have administrative approval if gone in the afternoon.

Ineligibility of students with an IEP or 504 plans will be determined by the student's services team.

The principal has the right to make adjustments to this policy due to situations that may occur.

If a student receives an incomplete, he/she will be on probation for 2 weeks. Courses not completed after the probation period will result in a letter grade of "F" and ineligibility will start immediately. If a student is administratively withdrawn from a class, it is equivalent to a letter grade of "F". NOTE: Special considerations will be reviewed and addressed by the secondary principal for both incompletes and withdrawals.

The Iowa Department of Education and the Iowa High School Music Association occasionally receive questions about the application of locally developed Good Conduct or "minimum grade point" policies of students who participate in curricular activities (those activities that are part of the curriculum and which generate grades or academic credit) and co-curricular activities (those activities that are outside of but usually complementing the regular curriculum). The school must balance

- 1) the interests in ensuring that it is represented by performers who uphold high standards of citizenship and academic attainment with

- 2) its obligation to ensure that students' academic records accurately reflect each student's actual academic achievement. If a student is a representative of a school in a performance or competition (whether sponsored by the IHSMA or not), a district may permissibly exclude a student based upon violations of a Good Conduct policy or a minimum grade point standard only if it is co-curricular in

nature. The district must ask whether the performance or competition is curricular or co-curricular in nature.

Note: The IHSMA defines music events under its jurisdiction as either “competitive” or “evaluative.” If the music event is “evaluative” (ratings are given but schools are not in competition with each other), the IHSMA permits the Academic Eligibility Rule to be set aside if the school has deemed the music event to be curricular. The IHSMA applies the Academic Eligibility Rule to all “competitive” events (events where placings or rankings are given). For that reason, “evaluative” music events may be curricular or co-curricular. “Competitive” music events may not be curricular in nature: they may only be co-curricular. The answer to that question will determine the district’s next steps.

Rule I: If being excluded from the event or performance due to a Good Conduct or minimum GPA policy violation will have no effect on a student’s academic record, the activity is co-curricular in nature. No further action is required, and the district may apply its policy and the IHSMA Academic Eligibility

Rule II: If being excluded from the event or performance due to a Good Conduct or minimum GPA policy violation will have an actual or potential negative effect on a student’s academic record, the activity is curricular in nature. The student may not be excluded from that activity based on application of a Good Conduct or minimum GPA policy. To do otherwise would be contrary to State Board decisions. Penalizing a student by reducing the student’s grades for acts that have

Football	2 games	Volleyball	4 games
Wrestling	4 dates	Basketball	5 games
Baseball	6 dates	Softball	6 dates
Cross Country	3 meets	Soccer	3 games
Cheerleading	Same as the sport in which they are cheering		
Track	3 scheduled meets	Golf	3 meets

- Item II: The penalty for the first offense during the same school year for fine arts will be: One performance (unless performance is required for academic coursework). A performance shall be defined as all the fine arts activities that occur on a specific day.
- Item III: The penalty for clubs and activities will be: Suspension from all clubs and activities for six (6) weeks if the student is not involved in Items I and II. Activities shall include any privileged activity to which the student qualifies; also lounge privileges and attendance at school dances other than homecoming or prom.
- Item IV: The penalty for the second offense will be the same as the first. The penalty for the third offense during one year will be suspension for all activities for the remainder of the year, which includes summer activities.
- Item V: If a student is not involved in activities I and II at the time of the infraction, the penalty will be the same as the first offense and will be assessed when the student begins participation in any activity in Items I or II. Should they not be involved in any activities in Items I or II and not planning on participation, then Item III will be used.

- Item VI: If a student is involved in both items I and II at the time of the infraction, the penalty will be assessed on each of the items individually.
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- Item VII: If the season ends in Item I before the full suspension can be served, the unserved percentage of the penalty will be carried into the next sports season. The student will miss at least one activity with any fraction of an activity over one being dropped.
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- Item VIII: Any disciplinary action for violations not named shall be left up to the individual coach or director for the activity involved.
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- Item IX: If the athlete does not complete the season, then the ineligibility will carry over to their next sport.
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- **Starting Dates, 2020-2021 The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. on the 31st day.**
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<u>IHSAA Sports</u>	<u>1st competition date</u>	<u>Eligibility resumes at 12:01 a.m. on THIS Date:</u>
• Fall Golf	August 13	Immediate Eligibility on First Competition Date
• Football	August 27	Immediate Eligibility on First Competition Date
• Cross Country	August 24	Immediate Eligibility on First Competition Date
• Bowling	November 23	Immediate Eligibility on First Competition Date
• Swimming	November 23	Immediate Eligibility on First Competition Date
• Wrestling	November 30	Immediate Eligibility on First Competition Date
• Basketball	November 30	Immediate Eligibility on First Competition Date
• Track/Field	March 8	April 7
• Spring Golf	March 29	April 28
• Tennis	March 29	April 28
• Soccer	April 1	May 1
• Baseball	May 24	June 23
•		
<u>IGHSAU Sports</u>	<u>1st competition date</u>	<u>Eligibility resumes at 12:01 a.m. on THIS Date:</u>
• Cross Country	August 24	Immediate Eligibility on First Competition Date
• Swimming/Diving	August 24	Immediate Eligibility on First Competition Date
• Volleyball	August 24	Immediate Eligibility on First Competition Date
• Basketball	November 20	Immediate Eligibility on First Competition Date
• Bowling	November 23	Immediate Eligibility on First Competition Date
• Track/Field	March 8	April 7
• Golf	March 24	April 23
• Tennis	March 24	April 23
• Soccer	April 5	May 5
• Softball	May 24	June 23

- The academic eligibility of students who either open-enroll or move into our school district will be reviewed and determined by the middle school principal and athletic director.
- There is a two week period to establish grades to start the year. If a student fails 1st/2nd/3rd quarter or 1st/2nd semester, they will be considered academically ineligible until passing at grade-drop following 10 class days of the following quarter.
- If a student fails second semester or 4th quarter, they are not to participate (games/activities) the next 2 weeks after the end of the school year. There is no grace period after the first semester has ended.

APPEALS:

Any student who is found by administration to have violated the Good Conduct Rule may appeal this determination to the superintendent.

The appeal must be made by contacting the superintendent in writing within three (3) calendar days Monday through Friday after receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain in effect pending the superintendent's decision. If the student or family chooses, he or she may appeal the Superintendent's decision to the school board by notifying the Board secretary in writing within three calendar days (Monday through Friday) of receipt of the Superintendent's decision. The Board will schedule the appeal hearing. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session.

The grounds for appeal to the school board are limited to the following:

1. The student did not violate the Good Conduct Rule;
2. And/or the student was not given due process during the investigation process;
3. And/or the sanction is in violation of the Handbook or Board Policy. The sanction will remain in effect pending the outcome of the meeting with the Board. If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record. If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.

Public Conduct on School Premises

Code No. 903.4

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy. Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but also embarrassing to the students, the school district and the entire community. To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. Individuals removed from school premises

have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities. **Code No. 903.4R**

Public Conduct on School Premises

Spectator Conduct Initiative - "Conduct Counts"

In the East Marshall Community School District, these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
 - Penalty – Ejection
- Throwing articles onto the contest area.
 - Penalty- Ejection
- Entering the contest area in protest or celebration.
 - Penalty – Ejection
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators.
 - Penalty – Ejection
- Spectator interference with the event.
 - Penalty – Ejection
- Jumping up and down on the bleachers.
 - Penalty –Warning/Ejection
- Use of artificial noisemakers signs or banners.
 - Penalty – Warning/Ejection
- Chants or cheers directed at opponents.
 - Penalty – Warning/Ejection

"Conduct Counts" is a sportsmanship program developed and implemented by the Unified Activities Organizations (IHSMA, IHSSA, IGHSAA, IHSAA).

Student Transportation for Extracurricular Activities

Code No. 711.3

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events. Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event. A student's parent/custodial guardian may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle. It is the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Lettering Guidelines

All of the East Marshall Athletic Programs offer an athletic letter. Each sport offers criteria and qualifications for lettering set forth by the individual sport coaching staff. Generally speaking, criteria include participation, attitude and work habits. This lettering policy will be drafted by the coach and presented to AD for approval. Your coach will distribute the guidelines to the players before the season starts. Students that quit or are dismissed before the conclusion of the season are ineligible to letter.

Academic Achievement Awards

Students who maintain three consecutive semesters where their semester grade point average does not drop below 3.20 on a 4.00 scale shall be eligible to receive an academic achievement letter. For each succeeding two semesters grade point average of 3.20 or higher, the student shall be eligible to receive a service bar. All classes must be at C level or higher to be considered eligible to receive an academic letter.

All high school classes that earn students academic credit will be considered in determining a student's grade point average. A student must maintain a minimum class schedule of five academic classes during the semester to be eligible. Certain classes are less than 1 credit (ie: driver's ed. Is .5 credits and PE is .25) but are considered part of the student's minimum requirements.

The Academic Achievement Letter Committee may meet and deny a student, who would otherwise qualify, the academic letter for conduct unbecoming to the East Marshall High School.

Guidelines on Statistics

Game stats are taken for the purpose of evaluating a game/match/meets. That information will not be made available to the public until after it is reviewed and checked for accuracy by the coaching staff.

Fans/spectators will not be allowed to see game stats until they are made available.

Additional Information

Students who are ineligible for competition/performances are expected to practice/rehearse with the team/group and expected to sit (not in contest attire) in the proximity of the team/coach/group for all public activities during the period of ineligibility. This applies to conduct and/or academic restriction.

Special services students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's assistance team, towards the goals and objectives on the student's IEP or 504 plan.

Equipment Care

Squad members are to be held accountable for any loss of or abuse of equipment. All equipment is the coach's responsibility. The athlete must pay for any equipment lost by an athlete. Any loss of equipment should be reported to the head coach immediately. The head coach must notify the athletic office of the loss of equipment and also the main office.

Coaches are to keep accurate records on the distribution of equipment checked in by each athlete at the end of the season. If possible, identification marks or numbers are to be attached to all equipment to facilitate accurate record keeping. When it has been determined that an athlete has lost or failed to return equipment, the coach must turn in a statement to the athletic director who will record them and then turn into the mail office for collection.

It is important to immediately collect equipment from the athlete that quits before the end of the season. Equipment should be collected the last day of practice and at the completion of the last contest. It is the coach's responsibility to secure all equipment issued. We have purchased excellent equipment for our athletes and in turn expect it to be cared for and returned.

Forms Needed by Coaches

Yearly: Concussion Course, Bloodborne Pathogens Training, Right to Know

3 years: Ethics

3 years: Mandatory Reporter

Renewing Coaching Authorization

Must have Mandatory Reporter, CPR Training, Concussion Training and 5 clinics or rules meetings and dates to renew your coaching Authorization. Coaching Endorsements will be renewed under the same stipulations as your teaching license.

Coaches Responsibility - Transportation to/from activity contest sites:

If the bus driver is not a coach, the coach, which is a representative of that team, needs to ride the bus to and home from all games they are at with that team. If the coach is the bus driver, then a second coach is recommended to be on the bus to help with supervision and any troubleshooting. If anything would happen to come up, and if the sport has only one coach, we have to get a bus driver to transport the students to their contest sites. Some of the special circumstances for this to not take place could be but not limited to: Taking an injured athlete to seek treatment at a hospital, sickness by the coach (severe), or coaches needing to be at a performance site earlier than the bus needs to arrive for that particular activity.

Coaches Evaluation

Currently: Head coaches evaluated every season by Activities Director/Principal

Assistant coaches evaluated by head coach with Administrative support if needed

Volunteer Coaches

Volunteer coaches must meet the requirement as set forth in the State Code (36.1516). Head Coaches/Directors must request their desire to have a Volunteer Coach/Director prior to the start of the season. Applications for volunteer coaches/directors may be obtained and returned to the Superintendent. Once an application has been submitted the Superintendent will act upon this application and subsequently present to the Board for approval. After submitting their initial application, volunteers must inform the Activities Director each year of their intention to volunteer in each respective activity.

Definitions (as per Department of Education memorandum – April 12, 2004)

A volunteer coach is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition, but does not receive compensation from a school or school district for his or her efforts.

Injuries

All students returning to an activity after an injury or extended illness that was treated by a medical professional needs to bring a medical release back to school before they will be allowed to participate again. All students need to report all injuries to the coach. Coaches must fill out an accident report with the administration within 24 hours of an injury or within 24 hours of a coach being made aware of an injury.

The Roles in the Relationship Between Coach, Parent, and Athlete

Being a part of an athletic program is not easy; the athlete's must have a great amount of self-discipline. We believe that when a teenage player grows into adulthood, he/she will use what he/she learns here to meet the expectations and responsibilities placed on them. Living up to these high standards, we feel, will better prepare our athletes for life ahead of them. Knowing the roles of the three main elements in an athletic program, coach, parent, and athlete, is vital in the success of the athlete.

Coaches Role

- Set a good example for players and fans to follow.
- Be positive, fair, and consistent with the players.
- Making playing time and strategy decisions with thought and care.
- Establish and organize practice for the team on a daily basis.
- Be a good communicator with parents and players.
- Protect the safety of all athletes.
- Know and employ injury prevention procedures.
- Make sure all players know the expectations, procedures and rules for the program.
- Make sure everyone has practice and game schedules.
- Be a professional practitioner in dealing with situations in the sport and stay current with the X's and O's.
- Keep inventory of equipment.
- Work to help assistants improve.
- Keep track of academic progress of athletes.
- Be available to talk with players and parents.

Parent's Role

- Be a fan of everyone on the team.
- Respect the decision of officials.
- Respect other fans, coaches, and athletes.
- Talk to their child if they have any questions and, if they still have questions, contact the coach through athletic department procedures.
- Don't put your child in the middle by talking negatively about the coach, program or teammates through conversation.
- Don't talk to coaches on game day about a complaint. Make an appointment at the appropriate time for both parties. The coach has the final discretion.
- Understand the coach's responsibility is to make sure the students are safe and become better people and athletes, not to win every game.
- Be supportive of the child and of the program.

Player's Role

- Be positive and have a good attitude.
- Support your teammates.
- Always work hard!
- If they have any questions, asks the coach – "The only dumb question is the one that you do not ask."
- Know and follow school and team rules.
- Challenge themselves as a student, person and athlete.
- Meet everyday classroom expectations.
- Notify the coach of any scheduling conflicts in advance.
- Talk to the coach about any special concerns.

Appropriate Questions to ask the Coach

- If appropriate talk with your child about the question.
- Set up a meeting with the coach if you still have questions.
- Proper ways to enhance the skill set of the individual player.
- Strategies used in teaching and coaching the game.

The Coach will discuss student/parent/guardians' concerns, but the following issues will be totally at the coach's discretion:

- Game strategies
- Other players
- Coach's Philosophy

Business Procedures for State Events

- The District Office will receive a green sheet requesting the amount of meal money.
- The District Office will also receive a list of all students and coaches/sponsors attending the event that will be in need of meal money.
- The coach/sponsor will come to the District Office to pick up the meal money check when it is ready.
- Coach/sponsor will take the check to local bank in Gilman and cash the check.
- Coach/sponsor will return to the District Office with the cash and will put the money in individual envelopes for all students/sponsors attending the event along with assistance from District Office personnel.
- District Office will provide sign out sheets for each day of the trip for meal money to Coach/sponsor
- At the beginning of each day during the trip, the coach/sponsor will hand out the meal money envelopes to each individual for that specific day.
- Each person receiving a meal money envelope on that particular day will sign and date the sign off sheet indicating that they have received the meal money from the coach/sponsor for that day.
- After returning from the event the coach/sponsor will return all sign in sheets to the District Office.
- If lodging is needed contact the Activities Director as soon as you know, he will then find you lodging for that event.

District office has final say on fiscal procedures that will be followed. Money may be held by district office if the procedures are not followed. It is the sole discretion of the District Office to withhold the cash/money.