

**2017-18**  
**Van Meter**  
**Student Activity**  
**Handbook**



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This handbook outlines and explains the policies and procedures established by the state, conference, and local school district in administering and carrying out an effective and functional activities program at Van Meter High School.

It is the intent, also, of this handbook to assist activity directors, head coaches, directors, and assistants by providing a resource guide to help them in understanding their duties and responsibilities and the policies and procedures under which they must operate.

### **Sport Activities Offered at Van Meter High School:**

---**Cross Country** -Boys -Varsity/ JV / JH ---**Cross Country** -Girls -Varsity/ JV / JH ---**Football** -Varsity/ Junior Varsity / JH ---**Football Cheerleading** – Varsity / JV ---**Volleyball** -Varsity/ JV / FR / JH

---**Boys Basketball** -Varsity/ JV / FR / JH ---**Girls Basketball** -Varsity/ JV / FR / JH ---**Basketball Cheerleading** -Varsity ---**Wrestling** -Varsity/ JV /JH

---**Boys Track** -Varsity/Junior High ---**Girls Track** -Varsity/Junior High ---**Boys Golf** -Varsity/Junior Varsity ---**Girls Golf** -Varsity/Junior Varsity ---**Boys Soccer** -Varsity/Junior Varsity (ADM) ---**Girls Soccer** -Varsity/Junior Varsity (ADM)

---**Baseball** -Varsity/ Junior Varsity /Junior High ---**Softball** -Varsity/ Junior Varsity / Junior High

### **Statement of Philosophy**

1. The Van Meter Community School District believes that a dynamic program of student activities is vital to the educational development of each student. The Van Meter High School Activities Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activities should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship.
2. Activities play an important part in the life of Van Meter High School. Young people learn a great deal from participation in interscholastic activities. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our activities program. Activities play an important part; too, in helping individual students develop a healthy self-concept as well as a healthy body. Competition adds to our school spirit and helps all students - spectators as well as participants - develop pride in our school.
3. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living. Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the activities program. Measurement of leadership success should not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the activities program. The activities program should always be in conformity with the general objectives of the school. The activities administration should be in line with the general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.
4. The opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. Van Meter High School student activities are considered a supplement to

the school's program of education, which strives to provide experiences that will help to develop boys and girls physically, mentally, socially, and emotionally.

5. The interscholastic activities program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the activities program must be conducted in such a way so as to justify it as an educational activity.

6. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate, speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and for leisure activities. The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of their ability levels.

Every effort should be made to support the activities program with the best facilities, equipment, and with the most qualified staff available. In so far as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

The ultimate goals of the activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

## **Objectives of Participation**

1. To provide a positive image of school activities at Van Meter School.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student-athlete.
3. To ensure growth and development that will raise the number of participants; that will give impetus to increasing attendance at each contest; and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental, social, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, decision-making, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interests on activity programs for the student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of goals as set by the school in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
5. To provide a superior program of student activities that includes appropriate activities for every student.
6. To provide opportunity for a student to experience success in an activity he or she selects.
7. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
8. To develop high ideals of fairness in all human relationships.
9. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.

## **The Coaches Code of Conduct**

### **Coaches Council Position Paper from the National Association for Sports and Physical Education**

The effect that a sport coach has on young athletes is apparent in the way the athletes conduct themselves. The coach-athlete relationship provides an opportunity to help maximize the development of the athlete physically, mentally and social/emotionally.

Sport is such an integral part of our culture yet coaching is not always seen as a true profession. This attitude is gradually changing. Coaching can no longer be perceived as simply a hobby or informal second job; coaching is a profession. It may be necessary for a coach to work as a teacher or in business or other occupations. But this need not and must not diminish the professional responsibilities for executing the coaching role as a professional.

If we are to continue to enhance the cultural perceptions of coaching, then we must strive toward maintaining minimum expectations. At minimum, the role of the coach should include the knowledge and awareness of the competencies within the following eight domains from the 'National Standards for Athletic Coaches:

Injury: Prevention, Care and Management  
Risk Management  
Growth, Development and Learning  
Training, Conditioning and Nutrition  
Social/Psychological Aspects of Coaching  
Skills, Tactics and Strategies  
Teaching and Administration

- Professional Preparation The Coaches Council of the National Association for Sports and Physical Education (NASPE) has established the following Code of Conduct to which coaches at all levels should be held accountable.
- Coaches have the knowledge and preparation to lead their teams within the parameters outlined in the National Standards for Athletic Coaches (NASPE, 1995).
- Coaches are responsible to ensure that the health, well-being and development of the athletes take precedence over the win/loss record.
- Coaches accept that they do serve as role models and there must be congruence between their actions and words.
- Coaches provide a physically and emotionally safe environment for practices and competition.
- Coaches exemplify honesty, integrity, fair play and sportsmanship regardless of the impact that might have upon the outcome of the competition.
- Coaches maintain a professional demeanor in their relationships with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity.
- Coaches maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
- Coaches are committed to the education of their athletes and should encourage academic achievement.
- Coaches are committed to the safety and well-being of each athlete and promote healthy lifestyles by their actions.
- Coaches discourage the use of performance enhancing substances and dietary supplements.
- Coaches prohibit the use of any illegal or recreational drugs.
- Coaches Educate athletes about nutrition, safe and healthy weight loss or gain, and healthy eating behaviors.

- Coaches follow current safe training and conditioning techniques.
- Coaches exhibit sound injury and risk management practices.
- Coaches demonstrate an understanding of growth and development stages of their athletes.
- Coaches encourage athletes to adopt a physically active lifestyle
- Coaches place the athletes' needs and interests before their own.
- Coaches remember that competition should be healthy and enjoyable for all

## **A Message from the Unified Iowa High School Activities Federation**

**Iowa High School Athletic Association Iowa Girls High School Athletic Union Iowa High School Music/Speech Association**

### **Parent & Coach/Advisor Relationship**

Parenting and coaching, or directing, young adults are rewarding and challenging. Parent and coach/advisor expectations each have a significant impact on the experience students will have as they participate in co-curricular activities. Participation in co-curricular activities may be difficult from other experiences parents and their children have had because co-curricular activities take place in an educational setting and are part of a child's total educational experience.

The purpose of co-curricular activities is the education of young people to help them make them more productive citizens to society as adults. To be part of the educational program, co-curricular activities must teach students more than just the skills of the activity. They must teach life lessons that will help make students better people because they participated. When parents and coaches/advisors work together to teach these life lessons all students benefit and have a more positive experiences.

Parents have the right to know and understand the expectations placed on them and their children. Coaches and advisors have the right to know that if parents have a concern, they will discuss it with the advisor/coach first and at the appropriate time and place.

#### ***Communication Parents should expect from the Coach/Advisor:***

- Advisor's/coach's philosophy. -Expectations the coach/advisor has for parent's son or daughter, as well as other players on the team.
- Locations and times of all practices and contests/performance. -Team/activity group requirements, i.e., fees, special equipment needed, school & team/activity group rules, off-season conditioning.
- Procedure that will be followed if your child becomes injured or ill during participation.

#### ***Communication Advisors/Coaches Should Expect From Parents:***

- That concerns regarding the parent's son or daughter will be expressed directly to the coach/advisor at the appropriate time and place. For example: at a scheduled meeting, not after a contest or performance. -Specific concerns in regard to the advisor's/coach's philosophy and/or expectations. -Notification of any schedule conflicts well in advance.

As children become more involved in interscholastic activities, they, and their parents, will experience some of the most rewarding moments of their lives. It's important to understand there may be times when things do not go the way the child and parent wish. These are the times discussion with the coach/advisor is encouraged.

#### **APPROPRIATE CONCERNS for Parents to discuss with an Advisor/Coach:**

- The mental and physical treatment of your child. -What you child needs to do to improve. -Concerns about your child's behavior.

It is very difficult for parents to accept that their child may not be participating as much, or in the role, the parent had hoped they would. Coaches/advisors make decisions based on what they believe is in the best interests of all student participating. As one can see from the list above, certain things can and should be discussed with your child's advisor/coach. Other things, such as those listed next, must be left to the discretion of the coach/advisor.

## **Issues NOT Appropriate for discussion with the Advisor/Coach:**

- How much each student is participating and the role they have.
- Team strategy.
- Play calling.
- Any situation that deals with other students.

## **Communications**

There are situations that may require communication between the coach/advisor and parent. This communication is not discouraged, as it is important for each party to have a clear understanding of the others' position. When such communication is necessary, the following procedure is suggested to help promote resolution to the issue.

### ***If the Parent Has a Concern to discuss the Coach/Advisor, the Following Procedure Should Be Followed:***

Think about the expected outcome as a result of the meeting.

Schedule a time to visit with the coach/advisor face-to-face in private. These conversations should never take place in public, at practice, at a contest, or performance.

If the advisor/coach cannot be reached, call the activities director and ask him or her to set up a meeting with the coach/advisor for you.

Stick to discussing the facts, as you remember them.

### ***What a Parent Can Do If the Meeting With the Coach Did Not Provide a Satisfactory Resolution:***

Call and set up an appointment with the Activities Director, Rick Roberts at 996-2221, to discuss the situation. (meeting with coach must be done before a meeting with the Activities Director will take place)

At this meeting the appropriate next step can be determined, if necessary.

## **In Conclusion:**

Students' involvement in co-curricular activities has been proven to increase their chances of success later in life. However, it is important for parents to realize that less than 1% of students participating in co-curricular activities will make a living in that activity. Parents should NOT expect their son or daughter to receive a full ride college scholarship or make a living as a result of their participation in co-curricular activities because, for most, that is not reality. Parents should encourage their children to participate in co-curricular activities because their children will have fun, enjoy being with their friends and because of the lifelong values they will learn through participation.

## **Activity Parents' Code of Conduct**

### **As the Parent of an Activity Participant, I will:**

- Remember my daughter or son participates in educational activities for fun.
- Do my best to understand the purpose of educational activities which always puts education first.
- Remember it is a privilege, not a right, for my son or daughter to participate in interscholastic activities.
- Remember my attendance at an interscholastic activity is a privilege, not a right.
- Always conduct myself with character, and insist my daughter or son do the same, even when it is not the popular thing to do.
- Treat all people (coaches/advisors, contestants, contest officials, other spectators) with respect at all times and insist that my son or daughter do the same.
- Support all student participating, not just my son or daughter.
- Be gracious in victory and accept defeat with dignity.
- Honor the spirit and intent of the rules under which my daughter or son participates.
- Never demonstrate threatening or abusive behavior or use foul language.

## **Administrative Organization**

### **A. Board of Education**

The Board of Education, responsible to the people, is the ruling agency for the Van Meter School District. It is responsible for interpreting the needs of the community and requirements of the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; 3) evaluating the interscholastic activities program in terms of its value to the community.

### **B. Superintendent of Schools (Mr. Deron Durlflinger)**

The Superintendent is responsible to administer the schools according to the adopted policies of the Board, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealing with other systems, social institutions, and businesses.

### **C. High School Principal (Mr. Deron Durlflinger) / MS Principal (Mr. Adam Lamoureux)**

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the activities affairs by the Activities Director and the director/coach. By delegation and by established precedent, the school principal is the official school representative in matters dealing with the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the West Central Activities Conference. The principal is solely responsible for any official action taken by his/her school.

### **D. Activities Director (Mr. Rick Roberts)**

The Activities Director is directly responsible to the principal. The primary responsibility of the Activities Director is the administration and supervision of the interscholastic activities program in the Van Meter schools. The Activities Director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the activities department.

### **E. Assistant Activities Director (Mr. Mike Linde)**

The Assistant Activities Director works in partnership with the Activities Director to maintain, organize, and administer the overall program of interscholastic athletics, including intramural activities, at the high school level. The Assistant Activities Director manages those interscholastic head coaches, assistant coaches, junior varsity, and freshman coaches in the Activities Department as assigned by the Activities Director. The Assistant Activities Director shares responsibility for the overall direction, coordination, and evaluation of this unit. Shared Responsibilities include interviewing, recommending for hire, and training coaches; planning, assigning, and directing work; appraising performance; rewarding and disciplining coaches; addressing complaints and resolving problems.

### **F. Head Coaches/Directors**

All head coaches/directors shall be responsible to the Activities Director for the total operation of their respective activities programs. Head coaches/directors shall act as official representatives of the school as they carry out their interscholastic activities responsibilities. Head coaches/directors will be responsible for the normal duties required of interscholastic competition, those duties described in the director's' job description, and/or any duties delegated by the Activities Director.

## **Affiliations**

### **1. State Activities Associations**

- A. Van Meter High School is a member in good standing of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. These organizations serve as the authorized representatives of the Iowa Department of Education in the supervision and control of the interscholastic activities of all schools in the state.

- B. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.
- C. As a member of the IHSAA and the IGHS AU, Van Meter Schools agree to abide by all the state by-laws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of athletes.

**2. Conference Affiliations**

Van Meter High School is a member of the West Central Activities Conference. The conference was established to encourage member schools to improve their extra-curricular program in the area of activities. The value of conference membership is derived from arranging of schedules, equalizing competition, conducting conference meets, and generally up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by conference schedules, by-laws, rules, and regulations. The following schools are members of the West Central Activities Conference:

**WEST CENTRAL ACTIVITIES CONFERENCE 2017-2018**

<i>Adair Casey-Guthrie Center Chargers</i>	<i>Panorama Panthers</i>
<i>Des Moines Christian Lions</i>	<i>Van Meter Bulldogs</i>
<i>Earlham Cardinals</i>	<i>West Central Valley Wildcats</i>
<i>Madrid Tigers</i>	<i>Woodward-Granger Hawks</i>
<i>Ogden Bulldogs</i>	<i>Woodward Academy Spartans</i>

**Activities Eligibility**

**1. Eligibility**

**A. Requirements**

Because a successful season can be ruined by an ineligible student participating, the director must closely monitor the eligibility of team members. Eligibility requirements originate from three sources:

1. IHSAA/IGHS AU requirements
2. Van Meter Secondary Eligibility/Good Conduct Code
3. The head coach/director of each activity.

Directors must be familiar with the Van Meter Activity Handbook, the Van Meter Student Handbook and the sports guides/rulebooks provided by the respective associations.

**B. General Terms of Eligibility**

To participate in co-curricular activities, academic performance is vitally important. Students will be fully informed of expectations in the academic area by coach/directors and school administration. For more on the state eligibility policy, visit the IHSAA or IGHS AU websites. The following are the basic guidelines for the State Scholarship Rule:

1. **Progress Reports / Academic Eligibility** (*State Scholarship rule 36.15(2)*)

Academic eligibility is determined on an individual basis. If a student is not meeting standards and not making progress through provided supports, they may be deemed ineligible to participate, **until the grade is at an acceptable level**. If not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. The entire State Scholarship Rule 36.15 (2) can be viewed at [www.ighsau.org](http://www.ighsau.org).

2. For students in athletics, music, or speech activities, they must be under 20 years of age.
3. For students in athletics, music, or speech activities, they must be enrolled in high school for eight semesters or less.
4. For students in athletics, they must have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally. The student must have met all transfer requirements, if the student is a transfer student, or be eligible under state law regulations if the student is an open enrollment student.
5. The student must have on file: a physical exam, and a parent/student release form.
6. The student must be enrolled or dual-enrolled in the Van Meter Community School District.
7. The student must conform to the guidelines of the Van Meter Student Good Conduct Policy.
8. The student must abide by any additional regulations that are made in writing and passed out by the head coach/director previous to the beginning of the activity season. These rules should be submitted to the AD prior to the season for advance approval. Following approval they will be kept on file by the high school AD.
9. A student will be required to be in attendance half of a school day to be eligible for participation in performances and practices.  
Exceptions: Funerals and scheduled appointments (these appointments include medical but do not include appointments such as tanning, hair, or picture appointments) and any family emergency at the discretion of the AD/Principal. Doctor's note is required prior to participation of activity. These are to be cleared by the building principal or the activities director.
10. It will be the responsibility of the **student** to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee.
11. Each faculty member in charge of activities will be responsible for notifying students of the status of their eligibility. It is the responsibility of the coach or director to notify students of their ineligibility to participate in an activity.

## **Participation in Non-School Related Activities**

### **7<sup>th</sup> / 8<sup>th</sup> Grade**

A student participating in a junior high sport (7<sup>th</sup> and 8<sup>th</sup> grade) sponsored by a governing organization may NOT participate in that particular sport, as an individual or a member of a team, in an outside school event during the school season without WRITTEN permission of his school superintendent or designated representative. At the conclusion of the sport season, a student may then participate on an outside-school team without jeopardizing his eligibility and without written permission from his school superintendent.

### **9<sup>th</sup>-12<sup>th</sup> Grade**

A student (9<sup>th</sup>-12<sup>th</sup> grade) who participates in school-sponsored activities may participate in the same non-school sponsored activity during the same season. However, such outside participation should not conflict with the school-sponsored activity. Written notification shall be provided to the head coach/activity sponsor and to the Activities Director of the student's intent to participate in a non-school activity in the same season as the high

school activity, prior to the beginning of the District's season. Any student not providing this written notification who participates in a non-school activity may be subject to sanctions determined by the head coach/activity sponsor and the Activities Director. A student and parent may appeal the sanctions in accordance with the guidelines identified in the appeals section of this policy. Coaches/sponsors retain their authority to consider the amount of participation time for a student based on the student's commitment to the school-sponsored activity.

## **EXPECTATIONS OF STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES AT VAN METER COMMUNITY SCHOOL**

If you feel you are willing to meet the demands of the extracurricular activity, and you feel you can conform to the rules and regulations of the extracurricular activity, then we want you to participate in these programs. Remember that in order to reach your potential, it will require time, effort, and self-sacrifice on your part.

Van Meter Schools does not wish to make "robots" out of individuals. It does not want an individual to suffer human indignities. It does not want you to lose personal identity. It is not interested in having students become so involved in extracurricular activities that these activities must come first above all other things.

Van Meter Schools is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves, a "cause", along with participating in other phases of a well-balanced lifestyle.

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

## **VAN METER GOOD CONDUCT POLICY**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests 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 school extracurricular activities must conduct themselves in accordance with board policy regarding student conduct. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The activities director/high school principal shall keep records of violations of the Good Conduct Policy.

### **GOOD CONDUCT POLICY AND PROCEDURES**

The purpose of the Good Conduct Policy is to establish and provide clear and reasonable standards of conduct and procedures for the enforcement of these standards of conduct for all students participating in extracurricular activities. It is the belief of Van Meter that participation in activities is a privilege (not a right) that carries with it responsibilities to the school, the activity, and the students themselves. Activity participants serving as representatives of the school are role models for younger students and are thereby to be held in higher standards of conduct. Therefore, participants in district programs must adhere to rules and regulations, and display appropriate behavior, and conduct themselves in an exemplary manner. These rules are in force twelve (12) months of the year on or off of school property. The following are major, but by no means the only considerations in the establishment of these rules:

1. Pride, morale, and positive attitudes are important to the success of any activity. Students who violate established rules with impunity have a detrimental effect on other participants.
2. Public confidence is necessary for long-range continuation of activity programs in the public schools. Students whose actions are not consistent with the goals to be achieved through activity programs erode the public's support of the program and jeopardize their continuation.
3. The use of controlled substances, not pursuant to a physician's prescription or direction, and the use of alcohol or tobacco are detrimental to the physical and psychological development of adolescents and reduce a participant's ability to perform at his/her fullest capacity, and are illegal.
4. The activities director/high school principal shall keep records of violations of the Good Conduct Policy.

Activities and Organizations subject to the Good Conduct Policies include all athletic programs, non-curricular band and choral activities\*, speech, cheerleading, drill team, drama, and elected or honorary positions including class officers, student council officers, student leadership team, national honor society, homecoming/prom king and queen, and all other school activities, clubs and organizations wherein students participate on a volunteer basis.

\*A curricular band or choral activity is any performance that is required of all band and choir students as a part of their grade.

### **Reporting Good Conduct Violations:**

Alleged violations observed will be acted upon immediately by the administration. The administration may require written, dated, and signed documentation of Good Conduct violations. The administration will notify the parents after investigating the alleged infraction.

Violations:

The determination of violation of these rules is not dependent on whether the student is prosecuted or convicted of any crime.

No student in any extracurricular program shall be found to have or admit to possessed, acquired, delivered, transported, or used: alcohol, tobacco, or a controlled substance.

Students consuming alcohol during a religious ceremony supervised by clergy, or possessing a controlled substance prescribed by a physician will be allowed.

No student in any extracurricular program shall engage in any act that would be grounds for arrest or citation in a criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations) regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

Any student whose conduct both in and out of school during the school year or summer months is such to make him/her unworthy to represent the ideals and principles of this school system as outlined in the philosophy statement above, shall be subject to the sanctions described hereinafter.

No student in any extracurricular program shall commit repeated violations or serious violations of any written policy, rule or regulation approved by the Board of Education.

Additional requirements and regulations may be issued by the coach of each individual activity. These rules shall be presented in writing to the participants at the beginning of the season.

### **First Offense**

Individuals committing a first violation of the Good Conduct Policy will be ineligible for participation in extracurricular activities for two weeks. The ineligibility period would begin from the next school scheduled event in the next extracurricular or co-curricular activity. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served. Additionally, the student will perform five hours of school related community service that must be approved by the activities director or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce.

### **Second Offense**

Individuals committing a second violation of the Good Conduct Policy will be ineligible for participation in extracurricular activities for six weeks beginning immediately upon the disclosure of said violation. The ineligibility period would begin from the next school scheduled event in the next extracurricular or co-curricular activity. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served. Additionally, the student will perform ten hours of school related community service that must be approved by the activities director or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce. The student is also required to have a conference with the activities director, high school principal, and parents to set up guidelines for returning to extra curricular events or activities.

**Third Offense**

Individuals committing a third violation of the Good Conduct Policy will be ineligible for participation in extracurricular activities for 12 calendar months beginning immediately upon disclosure of said violation. The ineligibility period would begin from the next school scheduled event in the next extracurricular or co-curricular activity. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The before-mentioned activity's season must be completed in good standing with the coach for the suspension to be served. Additionally, the student will perform twenty hours of school related community service that must be approved by the activities director or high school principal. The community service must be completed prior to being declared eligible to participate in each of the contest/event it was intended to reduce. The student is also required to have a conference with the activities director, high school principal, and parents to set up guidelines for returning to extra curricular events or activities.

**Fourth Offense**

The student will be suspended from competition in all extracurricular or co-curricular activities for the remainder of his/her high school career.

**Re-Eligibility**

All students' eligibility will start a new on the last day of their eighth grade academic year.

**Eligibility:**

Violations will be cumulative beginning on the last day of their eighth grade academic year and continuing until the completion of the summer season after their graduation.

**Transfer Students:**

Failure to inform Van Meter of an on-going good conduct suspension will be considered a violation of the Van Meter Good Conduct Policy. Students who are on any type of suspension from a prior school district will complete said school districts suspension policy.

**Procedure for Investigation:**

Whenever it appears that a participant has violated one or more of the foregoing rules, the following procedures shall be involved:

A. Suspension Investigation: The participant shall appear before the activities director/high school principal, who shall inform the participant of the nature of the alleged violation and the evidence against him/her. During this investigation, the participant has the opportunity to admit or deny the allegations and to provide a defense to or explanation for the alleged offenses. The activities director/high school principal shall then make a finding of whether or not acts or conduct of the participant violated any school rule or policy, and if so, the student will be suspended and informed of the length of the suspension and the procedure for appeal.

B. Parent/Guardian Notification: Whenever a suspension occurs, the parent(s)/guardian(s) of the suspended participant shall be notified of the suspension in writing and provided a copy of the suspension and appeal procedures. The parent(s)/guardian(s) of the suspended participant may request a conference with the activities director/high school principal to discuss the reason for the suspension.

**Appeal Procedure:**

Within five (5) school days following the activities director/high school principal's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the principal or his/her designee appeal the decision to a review panel. This panel shall be assembled by the principal or his/her designee and consist of the high school principal, the activities director, and an additional building principal. One non-voting staff member may be selected by the participant or his/her parent(s)/guardian(s) to be added to this panel, if such selection is in writing and attached to the written request for review. The members of the review panel and the aggrieved student shall be notified of the date, time and place of review panel meeting. Such meeting shall be held no later than five (5) school days following receipt by the activities director/high school principal of the written request for the meeting. The panel shall hear evidence presented by both sides and shall recommend a decision (the review panel may recommend the removal of the suspension, increase or decrease the period of suspension, or affirm the suspension of the activities director/high school

principal) in writing to the principal within two (2) school days of the meeting. Within three (3) school days of the review panel's recommendation, the principal shall make a final decision.

Within five (5) school days following the principal's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the superintendent, appeal the decision to the superintendent who may affirm, reverse, or modify the principal's decision. The superintendent shall notify the participant and his/her parent(s)/guardian(s) in writing of his/her decision within five (5) school days of receipt of the letter of appeal.

Within five (5) days following the Superintendent's decision, the participant or his/her parent(s)/guardian(s) may, by written request to the secretary of the Board of Directors of the Van Meter Community School District, appeal the decision to the Board of Directors. The Board may hear the appeal in closed session at the Board's next regular meeting or sooner at a special meeting of the Board of Directors if so ordered by the Board. Formal action will be taken in an open meeting. After consideration, the Board may affirm, reverse, or modify any previous decision. The Board will apply a "preponderance of the evidence", i.e. "greater weight of the evidence" standard in deciding appeals. Appeals will be limited to:

-whether the student violated the Good Conduct Policy

-whether the procedures of the Good Conduct Policy have been followed;

-whether the penalty imposed is in violation of the Good Conduct Policy. Upon specific written request, if the issue alleged is that the student did not violate the Good Conduct Policy, evidence through documents and witnesses may be allowed by the Board President within parameters as established by the Board President. The written appeal shall state the specific grounds of appeal and may include a specific written request for the right to present evidence as above noted.

The decision of the Board of Education may be appealed to the Iowa Department of Education and from their decision, to the District Court, as provided by law.

Note: During the appeal procedure, a participant will be ineligible.

## **Camp and Clinic Rule**

The following is the camp and clinic rule adopted by the Department of Education effective April 16, 1997 - (the new rule affects coaching contact in the summertime only. All members of the high school coaching staff are still prohibited from having contact with their student-athletes outside the sport season during the school year. The new rule lifts the previous restriction-limiting members of the HS coaching staff to 10 days of summertime contact. As of the effective date of this rule change, there is no limit on the number of days of contact; members of the coaching staff may have with their students during the summertime. However, at no time may contact conflict with sports in season. This applies to contact on or off school grounds.):

"36.15(6) Summer camps and clinics and coaching contacts out of season. School personnel, whether employed or volunteers of a member or associate school shall not coach that school's student-athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season."

**Penalty:** A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

## **Open Gym Rule**

From the Department of Education effective April 16, 1997:

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students of the community. When students are participating in open gym in the hours immediately before or after school, SCHOOL PERSONNEL shall be assigned to supervise. Open gyms are subject to the following restrictions:

The supervisor in charge shall not engage in any type of coaching nor participate during supervision.

Attendance by students is voluntary.

Volunteer or paid coaches may not directly or indirectly require attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.

Open gym may be called or posted for specific sports.

**Penalty:** A school whose volunteer or compensated coaching personnel violates this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

## **Restricted Practice Days/Sessions**

### **A. Weekend and holiday practices**

All practices are to be held on school days if at all possible. Most squads will practice immediately after school. Because of time and facility limitations, some teams will practice in the mornings and late in the afternoon.

Practices on Saturday are allowed.

Wednesday night is family night. Family activities on that night take precedence over any scheduled practice and the student/athlete will be excused.

There will be no interscholastic competition on Wednesday nights, unless scheduled by state association tournaments. This does not pertain to baseball and softball seasons.

Practices on Sundays should be scheduled only when there is a Monday night varsity competition or during post-season play. Sunday practices are not to start until 1:00 pm at the earliest.

### **B. Vacation Practices**

1. Practices held on vacation days, such as over fall break, winter break, and spring break, shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members.

### **C. Early dismissal of school or emergency closing of school**

1. In the event there is a scheduled early dismissal of school, practices may be held at the time only provided the coach(es) are available. Normally, dismissal results in the coach attending a meeting, seminar, or workshop during this period.

2. School canceled before classes begin:

- a. practice could be held later in the day if approved by the administration. No student can be penalized for not attending.

3. School dismissed after classes have been held for part of the day:

Dangerous road conditions -- Practices *may* be held earlier and decision will be made by school administration.

Heat -- practice can be held. The time may need to be set later in the day. Activities need to be appropriate to the conditions.

Physical plant problems -- practice may be held if the problem does not affect the well-being of the participants.

## **Transportation Policies**

### **1. General Transportation Policy**

The Van Meter Community School District shall provide transportation for all players, personnel, and directors of activities teams in authorized school vehicles when the contest has been scheduled away from the school site.

In the event that a participant misses the bus or provided transportation, the student would not be able to participate in that event. It is up to the discretion of the coach or sponsor if the student shall sit/stand on the bench/sidelines.

If a student is ineligible due to academic rules, or a violation of the Good Conduct Policy, the student shall not dress out and shall not be allowed to be dismissed early for transportation to an event. If the transportation leaves after school is regularly dismissed, the student would be allowed to ride.

There are circumstances that a student is not able to make the provided transportation. In this case, special permission would need to be granted by the Activities Director and/or High School Principal prior to the event departure.

## **2. Approved Modes of Transportation**

### **A. All activities teams will be transported by the following modes in priority order:**

- School bus - driven by district-employed bus driver.
- School bus - driven by district-employed coach/driver (if licensed).
- School vehicles - driven by employees of the school district.
- Licensed private carriers - specially chartered trip.
- Private auto - see policy below.

### **B. In the event a bus or van is not available or the group is too small to warrant the use of a bus/van/suburban, consideration may be given to using private automobiles under the following stipulations:**

- Auto is driven by the director or any adult school employee.
- Team members are strictly forbidden from driving an auto or transporting members of an activities squad to a contest.
- In event of an accident, the employee is covered by the district's liability.
- In special cases, a volunteer parent or adult of the district may provide transportation at the request of the school superintendent or his/her designee. This person would be considered 'employee' of the school district and is covered by the district liability.

### **C. Travel releases**

Students, who are provided transportation for extracurricular events, shall ride both to and from the event in the school vehicle unless the student's parents give written permission for the student to be otherwise transported or the student's parents personally appear to transport the student. (This policy comes from "Reference Policy 1988" of the Iowa Association of School Boards titled "Student Transportation for Extracurricular Activities.") This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

- Parents must make prior arrangements with the director in advance of the trip by having the approved note on file with the director on the day of the trip.
- The athlete will be released to the parent(s) (designated parent/adult) by the director upon presentation of the approved note from the athlete's parent.
- Should a parent approach a director at an away contest and request their son/daughter ride home with them, it is up to the director's discretion to release the athlete to them. The parent will also be required to sign their son/daughter out on the district sign out sheet.
- In no cases will an athlete be allowed to ride home with another student.

### **D. Bus Guidelines**

- The director will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
- All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time. Athletes who miss the bus and arrive at the contest site will not be allowed to participate, unless prior arrangements have been made with the director.  
It is up to the discretion of the director and driver if food and drink is permitted on the bus. In the event that approval has been granted for food and drink on a bus, the director and students are responsible to see that the bus is left in a clean condition.
- All students are expected to dress appropriately and neatly for out-of-town trips
- All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated.  
Only designated personnel may ride on school transportation. No spectators are permitted.

- Bus radios, if permitted, will not be played at an excessive noise level.
- The emergency door shall only be used in case of an emergency or unless authorized by the driver.
- All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have a travel release.

## Publicity and Promotion

### 1. Public Relations Philosophy

An effective, on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any interscholastic activities program. The AD is responsible for the overall success; therefore, he must have a keen understanding of who the supporters are and what will encourage them to a supportive response. Total involvement is a must.

All activities department personnel need to cultivate a good rapport with non-coaching members of the faculty, i.e., cooperate in their ventures; attend their performances. Make sure that athletes have a high regard for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty posted of all scheduled events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

### 2. Activities Director's Responsibility

The AD is responsible for any promotions and publicity releases that originate from within and for the activities department. Some publicity guidelines for the AD are:

- A. Publish interscholastic schedules prior to the start of each season.
  - B. Be responsible for releasing conference, district, and state news items through appropriate media channels.
- D. Maintain Van Meter Athletic Website
- E. Encourage reporters and photographers to attend activities events.
- F. Maintain a good working relationship with the press.
- G. Supply directory of coaches' names and phone numbers to all newspapers, radio, and television stations, listing the times they are available.

### 3. Coach's Responsibility

The reporting of news items and game results will rest with the head coaches and their staffs. They are responsible for the promotion of their program by:

- A. Telephoning results immediately following contests to the local news outlets. Use the following phone numbers:

Des Moines Register: ...284-8012  
 WOI-TV:.....800-858-5555  
 WHO-TV: .....242-3739  
 KCCI-TV: .....247-8811  
 Dallas County News.....993-4233

- B. Update scores on the Van Meter Athletic Website
- C. Following up with additional materials and statistics in writing.
- D. Making arrangements for player interviews/ photographer sessions.

## Opening Season Guidelines

Prior to the beginning of practice or issuance of equipment, the director of each sport is responsible for:

### **1. Eligibility**

### **2. Forms (Physical / Concussion)**

**\*\*Check with AD and School Nurse on completed forms\*\***

- A. An updated physical form
- B. Concussion Form Completed/Signed
- B. Signed Van Meter High School Pre-Season Information Form
- C. Completed Health Information Card

### **3. Rules and Regulations**

Assure that all athletes trying out for their squad are eligible according to district and state regulations.

Assure that all athletes trying out for their squad have completed and turned in: Assure that all athletes trying out for their squads have been informed regarding:

- Attendance at practices
- Suiting up policy
- Care and return of equipment
- Eligibility requirements
- Explanation of insurance
- Lettering requirements
- Inherent dangers of competition
- Rules of the activities handbook
- Team conduct
- Bus conduct
- Camp and clinic regulations
- Transportation Policy
- Non-school team participation restrictions

## **Miscellaneous Activities Policies**

### **1. Undue Influence for Participation**

- A. It shall be the philosophy of the Van Meter Activities Department that athletes shall enjoy as many sport activities as the student and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.
- B. Although athletes may choose the sport they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved and the AD.
- C. No athlete may start another sport until the previous one has been completed, unless by mutual agreement between the head coaches and the AD.

### **2. Releases from Class**

- A. All interscholastic activities contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Head coaches should make arrangements with the AD to have students excused from class because of travel requirements only when absolutely necessary.
- C. It is the responsibility of the athletes to see their teachers the day before class if they are to miss because of an activity. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible, and if it is convenient for the teacher.

### **3. Game Supervision**

- A. The AD, or designated game or meet manager, is responsible for supervision at interscholastic contests.
- B. Head coaches are responsible for squad members, including managers, etc., during activities events.

- C. Cheerleading must be supervised as specified under the section dealing with cheerleaders.
- D. In some cases, head coaches will be designated for supervision of their activities contests. Coaches at lower levels will be required to accept this responsibility on a regular basis. With the number of scheduled contests, it is impossible for the AD to be present at all events.

#### **4. Complaints**

- A. It is strongly recommended that the chain of command be followed.
- B. Because complaints can generally be handled most expeditiously closest to the source, staff members most immediately involved will be encouraged to take a concern.
- C. In the event that a complaint cannot be resolved at the staff level, it may be necessary to refer the concern to the next organizational level. The appropriate administrator will hold an informal conference with the parties involved in an effort to resolve the manner.

#### **5. Lettering Procedures**

At the beginning of each season, the head coach should review the procedures on lettering for that particular sport. Van Meter awards a chenille letter, emblem and bar. Names should be submitted at least 5 days in advance of presentation dates. A copy of lettering policies should be given to the Activities Director at the start of each season.

#### **The Iowa Gift Law**

School officers and employees and their spouses and minor children are prohibited from accepting any gift from a donor. A donor is defined as anyone involved in sales, leases, purchases, or other contracts with the district. The potential of sales, etc. also defines the individual as a donor. A gift is defined as anything of value given to you for whom you did not give something of equal or greater value in return. You may accept food or drink worth less than three dollars from any one donor in any one-calendar day. Specific application to school employees may include:

**Athletic Wear:** Coaches may no longer be able to accept a discount for personal purchases unless comparable discounts are offered to the general public.

**Computers:** Educators may no longer be able to accept a discount for personal purchases unless comparable discounts are offered to the general public.

**Receptions/Hospitality Rooms:** You can attend a free reception if your dues/registration fee pays for the reception. If a donor sponsors a reception, you may attend but you cannot consume food or drink worth more than \$2.99.

**Dinner:** If a personal friend is also a donor, you may go to dinner at his/her home. You cannot accept the dinner if it is worth more than \$2.99 unless you provide something of equal value in return (hostess gift, going potluck, or reciprocating at another date).

**Penalties:** A criminal conviction could result in imprisonment for one year and a \$1,000 fine. A violation can also be grounds for dismissal and other employee discipline.

This summary should not be considered the final authority on the questions it addresses. Definitive answers to these questions ultimately will be developed through case law, Attorney General's opinions, and interpretive rules. Interested parties should seek further advice from their own legal counsel.

#### **Extra-Curricular Activity Schedule Conflict Resolution Guidelines**

In the case of students who are involved in extracurricular activities scheduled at the same time, the following guidelines are to be used to resolve the conflict for the student:

State events including sectional, district, regional, or sub-state shall have top priority.

If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.

A scheduled event shall have priority over a practice session.

In the case of athletic practice conflicts, a sport in season will have priority over a sport not yet in playing season.

If local events (those not assigned by the state) are scheduled on the same date, the coaches of the activities will communicate well in advance to resolve the conflict for the student. In no case shall a student ever be placed in a position of conflict by the coach and/or sponsor.

Coaches and sponsors shall have the right to mutually resolve any student conflict between themselves in spite of the above guidelines.

In cases where conflict cannot be resolved, the Activities Director, after consulting with the coach and/or sponsor, will resolve the conflict.

## **VAN METER SCHOOL CHAIN OF COMMAND PROTOCOL**

If a player or a parent has a concern, it is best for the student to communicate directly to the coach. We all know that indirect communication only frustrates situations. If that proves ineffective, it is critical that the parent communicate with the coach either with or on behalf of his/her child. There is a time and place for this communication to take place. Before, during and after games is not that time. If the problem or issue persists, then the parent should contact the Activities Director immediately.

For the athletics program to be successful, good lines of communication need to remain open and the chain of command needs to be followed. It is the goal of the Activities Department and Activities Director to solve conflicts and issues at the lowest level possible. Many times, miscommunication is the cause and clear communication is the solution. It is the belief of the Activities Director that most of these concerns will be solved at a very low level when the chain is followed.

It is in the best interest of all that the chain be followed. This will help build and maintain trust. The chain is as follows:

- Level 1        ATHLETE or PARTICIPANT / PARENT**
- Level 2        HEAD COACH/SPONSOR OF SPORT OR ACTIVITY**
- Level 3        MR. ROBERTS, 6-12 ACTIVITIES DIRECTOR**
- Level 4        MR. DURFLINGER, 6-12 PRINCIPAL/SUPERINTENDENT**
- Level 5        SCHOOL BOARD**

Ultimately, the first step should be communication between the athlete and the coach. If a solution is not found, then a meeting with the parent, athlete, and the coach would take place. The chain should be followed from there on out.