

Rock Valley Community School

Activities Handbook

2020-21

INTRODUCTION

This guide is comprised of the majority of policies and procedures that will affect the extra curricular/co-curricular activities program in the Rock Valley Community School District. It is not inclusive and it would be a unique situation if some changes were not necessary in the future. The following policies and expectations are not exhaustive and they are all under the discretion of the Administration.

The primary purposes of this guide are as follows:

1. To add a degree of uniformity toward the successful fulfillment of the activity program.
2. To develop an appreciation on the part of each member of the departments for the position and responsibilities of others who are associated with the departments.
3. To provide a quality activity program for students.
4. To establish uniform procedures so that coaches and advisors will use the same procedure in dealing with the public, family, students and participants.

ORGANIZATION AND ADMINISTRATION: IHSAA, IGHSAU, IHSMA and IHSSA

The Rock Valley Community School District is a member of the Iowa High School Athletic Association (IHSAA), Iowa Girls' High School Athletic Union (IGHSAU), Iowa High School Music Association (IHSMA), and Iowa High School Speech Association (IHSSA). The purpose of these organizations is to promote, develop, direct and regulate amateur co-curricular competition and relationships between member schools and, to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. The Department of Education has entered into an agreement pursuant to chapter 28E, code of Iowa, with the IHSAA, IGHSAU, IHSMA, and IHSSA for the administration of the rules for co-curricular competition in the State of Iowa.

SIOUXLAND CONFERENCE

The Rock Valley Community School is a member of the Siouxland Conference. Including Rock Valley, the membership consists of the high schools of Boyden-Hull, Central Lyon, George- Little Rock, MOC/FV, Okoboji, Sheldon, Sibley-Ocheyedan, Sioux Center, and West Lyon. As stated in the constitution of the Siouxland Conference, "The organization shall exist for the purpose of furthering inter-school relationships in activities, academics, and in-service as decided upon from time to time. Management of the Conference is vested in the Executive Committee which consists of the Superintendent of the member schools." A copy of the Siouxland Conference constitution and by-laws are on file in the Athletic Director's office.

Rock Valley and Boyden-Hull Sharing Agreement:

The Rock Valley CSD and the Boyden-Hull CSD have a sharing agreement for the following sports:

High School: Cross Country, Football, Wrestling, Soccer, Track, Baseball, Softball
Middle School: Cross Country, Football, Wrestling, Baseball, Softball

A copy of the Sharing Agreement is located in the High School Office.

ATHLETIC PHILOSOPHY

The extra curricular/co-curricular activities program in Rock Valley Community School District provides opportunities and experiences that make a contribution to the general

growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community. We believe and are committed to the idea that interscholastic competition is an important part of the school curriculum and plays a vital role in the development of young men and women.

Participation in athletic programs offered by the Rock Valley Community School District is a privilege earned, not a right. Rock Valley Community School District also believes participation in sound activity programs contribute to health and happiness, physical skill, emotional maturity, social competence and moral values.

The inter-school competition affords students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed on teaching special skills and developing desirable habits and attitudes as well as teaching life skills through athletics.

School activities are a potential, educative force of great power, whose effectiveness can be greatly enhanced through proper leadership.

PARTICIPATION PHILOSOPHY

General

Any participant from grades 9 through 12 is eligible for varsity competition. Any participant grades 9 through 11 are eligible for junior varsity competition and only 9th graders may play on a 9th grade team. An exception could be made at the 9th grade level if there are low numbers and the opposing team approves to allow 10th or 11th graders to play down a level. The State Association allows in baseball and softball 8th grade participants at the high school level. There is NO priority placed on the grade level of the student, only on the qualities he/she displays as written above. In addition, foreign exchange students who are in the 12th grade will be eligible to play at a lower level.

Junior High

The emphasis of Junior High Athletics is on participation, building fundamentals and the enjoyment of the activity. Winning is great, but it isn't the focus of Junior High programs. Everyone who goes out for a sport should be given the opportunity to play. While there will be differentiation of ability and teams indicating such (A Team, B Team, etc.), students should be given proper instruction in the fundamentals of the game and given the chance to play in games.

Freshmen

The emphasis should be on participation and fundamentals. Balance between participation, fundamental development, and winning becomes a challenge of the freshmen coach. Attitude formation is important. Players earn more or less game playing time by their dedication to the activity, attitude, and fundamental development. Quality game participation for all players should be a goal.

Jr. Varsity

Play more kids than at the varsity level – you are still developing talent. You play to win, but include as many players as possible. Again, balance is important. Players that may not be helpful at the varsity level begin to recognize this fact. Support and understanding of all your players is very important. Be careful not to sell a player short.

Varsity

Participation will not be equal. Coaches will determine who plays based on practice/performance. Coaches will also dictate playing time by deciding which team members give the team the best chance to be competitive and successful. Student participants and parents need to understand not everyone can be the star player and teams require players playing all sorts of roles. Be supportive of your seniors in every way possible. They have given you and the program many hours of commitment.

Rock Valley Coaching Assignments

FALL SPORTS

Football

Cory Brandt – Head
Brian Moser – Varsity Assistant
Heath Swanson – Varsity Assistant
Nate Harmsen – JV; Varsity Assistant
Trevor Friedel (BH) - JV Varsity Assistant
Jayme Rozeboom – Fr; Varsity Assistant
Jordan Te Grootenhuis – Fr: Varsity Assistant
Keith Sietstra – Volunteer
Marcus Van Kekerix - Volunteer
Greg Heemstra - 8th
Rob Van't Land (BH) – 8th
Jason Swets (7th)
John Olsen (BH) – 7th

Volleyball

Carissa Judge - Head
Shalee VanBemmel – JV; Varsity Assistant
Erica Koedam – Fr; Varsity Assistant
Heather Rosewall – 7th
Amanda Friedrichsen – 8th

Cross Country

Tim Brunsting (BH) - Varsity
Lynelle Schwien - Assistant
Allison Van Wyke - JH

FB Cheerleading

Alex Tiedeman (BH)

WINTER SPORTS

Girls Basketball

Jordan TeGrootenhuis – Head
Heath Swanson – JV; Varsity Assistant
Ben DeRuyter – Fr; Assistant Varsity
Jayme Rozeboom – 8th
Tyler Robyn – 7th

Wrestling

Jason Swets – Head
Scott Van Der Brink – Varsity Assistant
Craig Davelaar - Varsity Assistant
Austin Rozeboom – Volunteer
Nate Harmsen – JH
Ty Koldenhoven – JH

Boys Basketball

Wade VanderMaten – Head
Greg Heemstra – JV; Varsity Assistant
Nathan Schafer – Fr; Assistant Varsity
Chris Huyser – Volunteer
Tyler Robyn – 8th
Jeremy Leusink – 7th

Cheerleading

BB - Alison Wright
Wr - Kelsey Wielenga

SPRING SPORTS

Track

Cory Brandt – Boy Varsity
Brian Moser – Boys Varsity
Wade VanderMaten – Girls Varsity
Todd Puttmann (BH) – Girls Varsity
Rachel VanKalsbeek – JH Girls
Jordan Te Grootenhuis – JH Boys

Golf

Heath Swanson - Boys
- Girls

Soccer

Tyler Robyn - Boys
- Girls

SUMMER SPORTS

Baseball

- Head
JV
Chris Huyser – Fr: Assistant Varsity
Matt DenHartog – JH
Isaiah Richter (BH) – JH

Softball

Head
JV
Greg Heemstra – 9th; Varsity Assistant

Coach Responsibility Checklist

Coaches shall adhere to the policies and regulations of the IHSAU, IGHSAU and the Rock Valley Community School District.

Head Coaches:

Preseason:

1. Establish the fundamental philosophy, skills and techniques to be taught in grades 7-12 and communicate them to your coaching staff.
2. Attend the rules meeting for your sport.
3. Complete the concussion video course that is required annually.
4. Create a practice schedule.
5. Complete transportation requests and submit to the activities director.
6. Create your information for Quickstats/Varsity Bound for reporting game stats.
7. It is recommended you create a team handbook with expectations, team rules, etc
8. Set up a meeting with potential participants to discuss practice/game schedules, share your team handbook, travel requirements, etc.
9. Set up a parent meeting and share the details of the meeting with the activities director.
10. Set up a communication plan (i.e. remind) with your students and parents.
11. Communicate with coaches at the middle school level regarding your philosophy and expectations.
12. Set up a media day for team pictures and complete media preview requests.
13. Ensure all participants have turned in an athletic physical.
14. Arrange for any videotaping you may need.

In Season

1. Turn in a roster to the activities director within the first week of practice.
2. Take care of equipment in regards to safety, check out, collection, cleaning, storage, any lost items and inventory.
3. Assign duties and responsibilities to assistant coaches.
4. Be responsible to the activities director and principal for the total conduct of the activity.
5. Organize and oversee and conduct all practice sessions.
6. Attend preliminary games.
7. Report any rule violations to the activities director.
8. Instruct squad members on proper use, care and the safety measures required in the use of equipment.
9. Be responsible for supervision. Be the last one to leave.
10. Care for all injuries in a professional manner.
11. Notify the Activities Director if any athlete or coach is ejected from a contest.
12. Update stats on Quickstats/Varsity Bound.
13. Report scores to media outlets and state sites.

Post Season

1. Ensure all equipment and uniforms are returned and properly stored.
2. Award letters in accordance with set criteria. Submit the names of those who earned award certificates (All-Conference, Letter winners) to the high school Office so awards can be printed.
3. Schedule a post-season banquet to celebrate the season with participants and families. Submit a Facilities Request Form if the banquet will be in school.
4. Set up a meeting with athletes and talk about the season.
5. Determine any equipment needs for the next year.
6. Schedule a time with the activities director to review the season, discuss needs for the program, equipment purchasing requests, scheduling, etc.
7. Complete and return any required forms, statistics and year-end reports to the activities director.
8. Rate officials when required by the IHSAA or the IGHSAU.

Assistant Coaches

1. Attend all events during the season and any other events related to the job area and adhere to all duties and responsibilities expected of the head coach.
2. Assist the program in operating efficiently and in the best interests of the student who participates.
3. Carry out the various duties assigned by the head coach. Become involved in and support the decisions made affecting the program. Be a positive influence on the activity.
4. Offer suggestions on ways to improve the activity, and cooperate with the head coach in assuring that such changes (whether theirs, the head coach) be carried out.
5. Inform the head coach of any problems, irregularities, ethical concerns, or misconduct existing in the program.

Volunteer Assistant Coaches

1. If a coach would like to have a volunteer coach, a request must be initiated by the head coach to the activities director.
2. Any volunteer coach must fill out an application and go through the interview process with the Activities Director, Superintendent or Superintendent's designee. The Volunteer Assistant will also need to have approval from the School Board.
3. Volunteer Assistants must have a valid coaching endorsement/authorization and their certificate must be on file in the Administration Office before they can begin *any* coaching duties.
4. No provisional coaching licenses are recognized by the Board of Educational Examiners. All coursework must be complete before a license will be issued.

Junior High Coach Duties

1. Adhere to the policies and regulations of the IHSAU, IGHSAU, and the Rock Valley Community School District.
2. Cooperate with the activities director on all matters pertaining to the scheduling of contests and the purchasing of equipment.
3. Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
4. Take care of equipment in regards to safety, check out, collection, cleaning, storage, lost items and inventory. After the completion of the season, give any requests for new equipment to the activities director.
5. Organize, oversee and conduct all practice sessions.
6. Check to ensure all squad members have a valid physical.
7. Accompany squads to all home and away competitions.
8. Instruct squad members on proper use, care, and the safety measures required in the use of equipment.
9. Be responsible for supervision. Be the last one to leave.
10. Care for all injuries in a professional manner.
11. Work out details of transportation with the activities director.

Coach's Code of Ethics

1. Emphasize sportsmanship, ethical conduct and fair play as they related to the life long impact on our student athletes.
2. Cultivate an awareness that participation in athletics is a small part of our educational system. It is not more important than any other part.
3. Develop an awareness and understanding of all rules and guidelines governing competition in the sport being coached.
4. Be sure not to force or encourage students to specialize or restrict them from participating in other activities for our school.
5. Live by example. Demonstrate your beliefs by your day-to-day actions and choices.

Addressing Student/Parent Concerns:

There are situations that may require a conference between the coach and parent. When these conferences are necessary, the following procedures are to be followed to help promote a resolution to an issue of concern.

Chain of Communication:

1. Student and Coach
 - If a student and/or parent have a concern, the student is to communicate with the coach first.
2. Student, Parent and Coach
 - If the meeting between the coach and student proves ineffective, the parent should then communicate with the coach with the student. The parent should not confront the coach before or after a practice or game. The Parent should call school or email the coach to set up a meeting time. If the coach cannot be reached, the parent may call the Activities Director and he/she will set up a time.
3. Meeting with Student, Parent, Coach, Activities Director and Principal.
4. Meeting with Parent and Superintendent.
5. Meeting with Parent and School Board.

Coach/Athlete Contact:

Coaches, whether employed or volunteers, shall not coach that school's student athletes during the school year in a sport for which the coach is currently under contract or volunteers, outside the period from the official first day of practice through the finals of tournament play. A coach may coach a senior student from the coach's school in an all-star contest once the senior student's interscholastic athletic season for that sport has concluded.

A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in a season. Coaching activities between June 1 and the first day of fall sports practices shall not conflict with sports in a season.

In addition, volunteer or compensated coaching personnel shall not require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.

A coach cannot require students to participate in any off-season activities. With the size of our school, we need our athletes to play as many sports as possible. Coaches cannot make demands or mandates on their athletes in the off-season, but rather offer them opportunities which are to be clearly communicated as optional. If athletes choose not to participate in off-season activities, there cannot be any retribution against them for making that choice.

Communication

1. *With students:*

Coaches/Activity sponsors need to make sure all communication with students/athletes is appropriate. The Department of Education is emphasizing the importance of this issue, especially with texting, Facebook, Twitter, etc. The advice from the state is to avoid sending messages to individual students/athletes without sending a copy of the message to a parent and/or other adult.

- #### **2. *With students and parents:***
- Coaches/Activity sponsors are highly encouraged to correspond with students and parents in their sport prior to the 1st day of practice by having a meeting (Head coaches are required to have a meeting). A sport/activity-specific handbook is also recommended for your sport/activity. Topics covered should include, but not limited to:
- Competition and bus schedule
 - Your general coaching philosophy and program expectations
 - Practice schedule
 - What you want students/athletes to get out of participating in your program
 - How to earn a Varsity letter (high school sport) **Please share lettering criteria with the activities director prior to the season.
 - Lines of communication

- #### **3. *With the media (reporting of varsity contest results):***
- We want to promote our students as much as possible. Parents love to see their child's name in the paper and heard on the radio. Please make sure you have a positive working relationship with the local media. Make sure you do your best to meet their deadlines and get scores/results communicated in a timely manner.

4. **Varsity Bound:** All head coaches should enter season information into the Varsity Bound platform. This automatically generates information to QuikStats.

Concussion Video Course:

Each year, every coach is required to take the “Concussion in Sports” video course every year after July 1 and before their particular season begins. The course can be found on the National Federation High School website. www.nfhslearn.com. Use your BOEE folder number for the state id number.

Physicals and Concussion Forms:

1. Every athlete in grades 7-12 must have a valid activity physical and signed concussion form on file in the High School Office before they can participate in a sport.
2. Coaches are responsible for making sure everyone practicing/competing in their sport has a valid physical on file as well as a signed parental concussion form with the school and any other forms prescribed by law or school policy.
3. The Activities Director will track which students have this documentation turned into school and communicate these lists with the coaches. The physical list will be shared in Google Docs. It is then the responsibility of coaches to make sure everyone practicing meets these eligibility criteria.

Team Selection:

Team selection in all activities is controlled by the coach. Naturally, only a limited number of participants can compete or perform and this will vary from activity to activity. In certain situations all uniforms may not be handed out at the start of the season. Consequently, all participants may not make the team, but all will have the opportunity to practice. All students will be evaluated during the beginning of the season. If it becomes necessary to reduce the team size after the tryout period, the coach shall discuss the conditions that exist with the activities director and Principal. The coach will talk to the participants who are not going to receive a uniform and their parents, if requested, to explain the reasons for not being selected to compete.

Team Roster:

Accurate rosters are important. Submit roster to the Activities Director after the first week of practice. Notify the Activities Director of any changes that occur to the roster throughout the season.

Early School Departure

In the event students must leave school early to participate in an activity, the coach shall submit to the office and the appropriate teaching staff, a list of participants a minimum of three days in advance of the event. Participants will be dismissed from class 10 minutes before the bus leaves if the bus is leaving competition before school lets out. Approval from the principal is required if more time is needed.

Overlapping Activities:

Sports and activities are going to overlap, particularly in the spring. Communication between coaches and sponsors is essential. In-season commitments take precedence over the upcoming sport. Coaches and Sponsors in the upcoming activity should inform their participants what is expected of them. If schedule conflicts occur which place students in a position to make a choice as to which activity to attend, the following priorities will be used to resolve the conflict:

1. State Level Competition (i.e. Sectionals, Districts, Regionals, etc.)
2. Siouland Conference Competition
3. Inter-school competition or public performance
4. Intra-school competition

Transportation:

Students must ride to and from the event in transportation provided by the Rock Valley Community School District except when the following conditions are met:

1. Injury to a participant that requires alternate transportation.
2. Prior arrangements have been made with the Principal.
3. Parents personally appear and request to transport the student home. Parents will be required to sign out their child when taking their child from a competition. A parent may not sign out another child without a prior agreement made with the Principal.
4. The Principal may grant permission for individual students to provide personal transportation to practice or event if they have a parental request and valid reason. Coaches will be notified by the Principal of approval.
5. Practice is held in Boyden or Hull.
6. Students not following this policy will be subject to the discipline policy.

Inclement Weather:

The Rock Valley Community School Board is concerned with the safety and welfare of the Rock Valley Community School students and district personnel, thus, their attendance or scheduling of practices, open gyms, and contests when school has been dismissed or closed due to inclement weather, shall be restricted within the following conditions.

1. When the school is closed or dismissed after the school day has begun due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests. Exceptions may be made at the discretion of the Superintendent or his/her designee.
2. When a contest or performance is scheduled, the host school and visiting school shall make the decision regarding whether to continue, cancel and/or reschedule the activity. The decision will be made by the superintendent and activities director. If the decision is to cancel or reschedule the activity, an announcement will be made through social media and the school messenger service.
3. When school is dismissed early or closed for the school day and there is a state sponsored contest/event, the activities director and superintendent shall determine participation. The officials/sponsors of the state contest/event will be contacted to determine safety prior to leaving for or returning from the activity/event.

4. When inclement weather develops during a home contest or activity, the superintendent, activities director and a visiting administrator or coach/advisor who is available will make the decision to continue, postpone or cancel the activity or contest. Should inclement weather develop while the district's team/group is at the visitor's venue, the coach/advisor will attempt to contact the activities director or superintendent to determine the safety of returning to the district. Should the activities director or superintendent not be reached, the coach/advisor will make the determination to travel or not to travel. If a bus driver is present, he/she shall be consulted prior to a decision being made to travel or not to travel. In the event the coach/advisor decides not to travel, he/she will arrange for the safety of the students and make appropriate accommodations at the visiting site.

Uniforms:

1. Distribution of uniforms and practice jerseys at the beginning of the season and collecting them at the end of the season is the responsibility of the coaches. Your duty in all sports is not finished until all uniforms are checked back in. If you have difficulty getting a uniform returned, contact the activities director for assistance.
2. For Volleyball, Basketball, and wrestling athletes are not allowed to wear their uniforms in the stands after the conclusion of their event.
3. Uniforms are purchased on a 5 year rotation.

Awards Night/Awards

1. At the conclusion of the season, coaches shall determine and present awards to their participants. It is the coach's discretion how the awards will be presented.
2. Communicate with the activities director on potential dates. If you coach a shared sport, communication must be made with both Rock Valley and Boyden-Hull.
3. If using school facilities, coaches shall fill out a Facilities Request Form.
4. Lettering Requirements:
 - Each coach, advisor, and director will establish criteria for lettering requirements for his/her sport or activity. Criteria should be communicated with the activities director prior to the start of the season.
 - Each coach, advisor and director will have the discretion to award a letter when special circumstances arise or are warranted subject to approval by the activities director.
 - When the requirements for a varsity letter are met for the first time, the participant shall be awarded a varsity letter. A student will only receive one cloth letter while in High School. After the first varsity award, the qualifying participant shall be awarded a varsity letter certificate and hardware.
 - A student cannot receive an award whose value is greater than \$50.
 - If a participant is dismissed from the squad, he/she shall not receive any type of activity award for that particular activity in that season unless due to injury or illness.
 - Any senior who has been a dependable member of a team for two or more years, but did not meet the criteria in a given year shall receive a letter.

5. Communicate with the high school office any Award Certificates that need to be printed. The high school office will print Letter Certificates, All-Conference Certificates, Academic All-Conference certificates and Participation certificates for Rock Valley Students. For shared sports, communicate with the Activities Director from Boyden-Hull in regards to the awards for Boyden-Hull students.
6. **Any awards purchased will not be paid for through the school activity fund.**

Practice Guidelines:

1. High school graduates cannot practice with or against a high school team, or a student representing his/her high school team during the given sports season. Only coaches and students in good standing attending the school or students from another school participating through an enrollment option provided for within the rules can participate in a school's practice.
2. Boys are allowed to participate in a girls' practice in all sanctioned sports. Boys must have a physical on file before they are able to practice.

Wednesday Practices:

Wednesday night has been set aside as church night. Rock Valley Community School will keep Wednesday evenings free from scheduled events and practices during the academic school year. All activities must be finished by 6:00 p.m. including the weight room. The only exception will be if the activity/event is scheduled and sponsored by the Iowa Girls High School Athletic Union or the Iowa High School Athletic Association.

Practices on Professional Development Days:

All coaches and sponsors who are also teachers are expected to attend Professional Development until 3:30. Students should not be in the building before 3:15.

Sunday Practices:

There shall be no Sunday use of school facilities for meetings with athletes, practices, or rehearsals by teams or organizations unless prior approval has been given by the Superintendent. Approval will only be granted if a team is scheduled for IHSA or IGSAU tournament play on Monday.

Sunday Open Gym:

Open gyms can occur on Sunday's during the summer. Attendance must be optional.

Equipment usage:

Coaches shall follow these procedures relative to purchase, care, and issuance of equipment:

1. No equipment is to be given away.
2. When a student is seen wearing school owned items in public, ask for prompt return.
3. A record should be kept of the items issued and a careful check should be made the equipment is returned.
4. Equipment that is no longer safe and serviceable should be discarded in such a manner that it cannot be reclaimed. Communicate with the activities director.

Camps/Clinics:

The coach should check with the activities director regarding possible dates. The coach shall fill out a Facilities Request Form. Forms may be picked up in the High School Office. Any fees charged to the student, must be deposited in the School's Activity Fund. Coaches shall communicate with the Business Manager regarding insurance for all camps/clinics.

Equipment Purchases:

Purchase requests for activity equipment should be made through the activities director. A Purchase Order must be completed and approved before the purchase of the equipment.

Spirit Club Requests:

The head coach should contact the Activities Director prior to approaching the Spirit Club about purchasing items for their program. The coach will fill out a Spirit Club Request Form and give it to the activities director. The activities director will present the request to the Spirit Club. All purchases made through the Spirit Club must have final approval by the Superintendent.

Fundraising:

Each sport is allowed one fundraiser per year. A Fundraiser Request Form shall be filled out and approved by the Superintendent. All money raised through fundraisers must be deposited in the School's Activity Fund.

Attending State Event and Clinics:

A head coach and varsity staff may attend the State Tournament of their sport or attend a coaching clinic as professional leave. This leave is separate from teacher leave. Each coach is required to fill out an Absent Request. When requesting the leave, please mark in the comment section the leave is for coaching and the event you are attending. The District will pay for the following expenses:

1. Transportation – school car, credit card for gas.
2. Registration/Ticket – amounts exceeding \$100 must have approval by the Superintendent.
3. Lodging – single room rate
4. Meals - \$18 per day maximum

State Participation

When a team or individual is participating at state activities:

1. Food allowance will be \$8 per meal for the athlete and \$10 per meal for the coaching staff. If a complimentary breakfast is served at the hotel, students will not be given a breakfast stipend.
2. The arrangement for lodging and meals will be made by the activities director and head coach.
3. Coach's itinerary sheet must be submitted to the activities director in advance of each trip.
4. Welcome Home ceremonies
 - a. Wrestling – A wrestler makes the podium.
 - b. Football - Championship game
 - c. All other activities – finish in top 4.

Student Classroom Behavior:

Rock Valley Community School places a high level on the behavior of student/athletes. Rock Valley athletes are expected to uphold the ideals of the Rock Valley Community School District both inside and outside the classroom. If a student receives an out-of-school suspension, in-school suspension, or is removed from the classroom due to disciplinary actions, the student will not practice or play the night of suspension or removal.

Student Attendance:

The coaches of Rock Valley High School athletics and activities place a high value on school attendance. In order for a student to participate in practice or a game or contest, he/she must be in school by 12:00p.m. unless previous arrangements have been made with the High School Principal.

Academic Eligibility Standard:

The Rock Valley Community School administration, coaching staff, and activity advisors place first priority on the student's education. In order to participate in the Rock Valley Community School District athletic program, a student must be passing all of his/her classes at mid-term and quarter.

All students' grades will be checked at midterm and at the end of each quarter. Any student receiving a grade of F at the mid-term and/or quarter break will be ineligible for any/all co-curricular/extra curricular activities for a period of 2 weeks. After the 2 week period is over, grades will be rechecked. If the student is passing all classes, the student will be eligible. Ineligible students will be allowed to practice but will not be allowed to dress or participate in events. As outlined below, a student's eligibility status will officially change the Monday after grades have been submitted.

If a student fails a semester class, the student will be ineligible for 30 calendar days per Iowa Department of Education Policy.

Hazing

Hazing of any student on or off school property is prohibited whether conducted by school or non-school organizations.

General IHSAA and IGHSAU Eligibility Rules:

Rock Valley Community School is a member of the Iowa High School Athletic Association and the Iowa Girls Athletic Union and abides by its regulations.

To be eligible to participate in inter-school contests, a student must pass at least four regular subjects each semester.

The eligibility rules apply to all IHSAA, IGHSAU and/or Rock Valley Community School sanctioned extra curricular/co-curricular activities. The co-curricular activity code of conduct governs all Rock Valley Community School student eligibility.

Guard Your Athletic Eligibility—You Are Not Eligible if:

1. You have reached your 20th birthday.
2. You do not receive credit in at least four subjects per semester.
3. You have graduated from a regular four-year high school or institution of equivalent rank.
4. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
5. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)
6. You fail a class for which credit is given or you are not making adequate progress toward graduation requirements at the end of each grading period. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
7. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
8. You have violated your amateur standing. If a student participates in an outside school activity, the student may receive any award provided that the award does not violate the amateur award rule of the amateur sanctioning body for that sport. In the absence of an applicable amateur award rule, the student may not receive any award the value of which exceeds \$50. At no time may any student accept an award of cash.
9. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.
10. You do not have a physical turned in to the High School Office.
11. The student and student's parent or guardian has not signed and return the concussion and brain injury information sheet to the student's school prior to the student's participation in any interscholastic activity for grades seven through twelve.

GOOD CONDUCT RULE (revised 6/2017)

To retain eligibility for participation in Rock Valley Middle School/High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times throughout the calendar year, whether school is in session or not. 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. The building principal will make a determination of the eligibility of a student. The following activities are covered by the board's policy and the rules governing the Good Conduct Policy: athletics, show choir, jazz choir and jazz band performances, drama productions, speech contests, FFA, TSA, JEL/YEL, National Honor Society, all other co-curricular activities, all honorary and elected offices or activities (e.g., Homecoming court, Prom waiter/waitress, graduation usher, class officer, student council, or representatives), state contests and performances for cheerleading, or any other activity where the student represents the school (district) outside the classroom. Team manager positions cannot be used to serve events.

Anyone that has an infraction will not be eligible for one (1) calendar year from the date of the infraction for any voted positions (Homecoming court, prom waiter/waitress, graduation usher, class officer, student council, class representative, or other voted position in organizations). We believe that the student who represents the school is looked up to and emulated by other students, including younger children, and he or she should not appear to condone illegal, unhealthy and dangerous activities or enable other students to engage in them.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including look-alike tobacco products powder, crystal or other condensed or concentrated forms of tobacco, e-cigarettes or vaping items regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine, including powder, crystal, or other condensed or other concentrated forms (having the odor of alcohol on one's breath is evidence of "use");
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites).

Rock Valley will also not allow students to participate in an activity for the sole purpose of fulfilling a good conduct violation unless they are considered to be a bona fied participant. A bona fied participant is someone who has previously competed in the high school interscholastic activity in the year prior to which the student's period of ineligibility herein applies. Under no circumstances may a student begin an activity mid-season/year for the sole purpose of avoiding consequences in his or her favored area(s) of participation. Students are expected to complete the entire activity season in order to fulfill the Good Conduct violation requirement. If they quit the season before it is completed, they will be required to serve the entire consequence over.

All events must be pre-arranged and pre-approved by the HS Principal in order to reinstate eligibility.

DETERMINATION OF A VIOLATION

A student is deemed to have violated the Good Conduct Policy if he or she is found to have committed a violation of the rule in any one or more of the following ways:

1. He/she is found to have done so by a court of law or by a juvenile adjudicator.
2. Admission Prior to Determination: If a student comes forward to the HS Principal or activity director within 24 hours of the incident to self-report a violation prior to a finding of guilt by the administration, the student's penalty may be reduced by one event (5 to 4 events), or four days (3 weeks to 17 days).
3. One or more staff members witness breaking of the standards and file with the office of the Principal a written testimonial to that effect.

CONSEQUENCES FOR OFFENSES OF THE GOOD CONDUCT RULE

FIRST OFFENSE:

The penalty for a student's first violation will be a loss of eligibility to participate in all extracurricular activities for the longer of three (3) weeks or the time necessary to miss five (5) extracurricular events or appearances in which the student would have otherwise participated. Twenty (20) hours of school service will be required by those students not involved in extracurricular activities. **Should the violation be the result of an alcohol/drug infraction, the student will also be required to successfully complete the "Alcohol/Drug Risk Reduction Program". It will be the parents/students financial responsibility to participate in this program.**

SECOND OFFENSE:

The penalty for a student's second violation will be a loss of eligibility to participate in all extracurricular activities for the longer of six (6) weeks or the time necessary to miss ten (10) extracurricular events or appearances in which the student would have otherwise participated. Forty (40) hours of school service will be required by those students not involved in extracurricular activities. Even if the period of ineligibility expires, no student who has committed a second violation of the Good Conduct Rule involving alcohol and/or drugs will be allowed to become eligible until that student has successfully completed a school approved alcohol/drug education course. It will be the parents/students financial responsibility to provide this course.

THIRD OFFENSE (AND ADDITIONAL):

The penalty for a student's third violation (and each subsequent violation) will be a loss of eligibility to participate in all extracurricular activities for the longer of twenty-six (26) weeks and or the time necessary to miss fifteen (15) extracurricular events or appearances in which the student would have otherwise participated. Sixty (60) hours of school service will be required by those students not participating in extracurricular activities. Even if the period of ineligibility expires, no student who has committed a third or subsequent violation of the Good Conduct Rule involving alcohol and/or drugs will be allowed to become eligible until that student has successfully completed a school approved alcohol/drug education course. It will be the parents/students financial responsibility to provide this course.

Any student cited in violation of the policy will take an online course, at their cost, in conjunction with the school liaison officer. Students that must do school service hours will be under the supervision of the HS Principal and school liaison officer until those hours are completed. All hours of service must be completed within the timeframe of the ineligibility required by that offense.

Concussion and Return-To-Play Protocol

An athlete will enter the concussion protocol if:

1. An athlete has been removed from participation in any extracurricular interscholastic activity governed by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union.

An athlete shall remain in the concussion protocol until:

1. He/She is no longer showing signs, symptoms, or behaviors consistent with a concussion or other brain injury for a minimum of 24 hours and has received written medical clearance from a licensed health care provider to return to or commence such participation.

Return-to-play process (54.3(1))

Each step shall take a minimum of 24 hours.

- a. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury at any step of the return-to-play protocol, the student must stop the activity and the student's licensed health care provider and parent or guardian shall be contacted.
- b. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury during this process, an additional 24-hour period of rest shall take place. After the 24-hour period of rest, the student shall drop back to the previous level when the student showed no signs, symptoms, or behaviors consistent with a concussion or other brain injury and begin the progression again. 54.3(2)

Return-to-play steps. (Ch 54, p.2 Public Health [641] IAC 12/19/18)

Step 1: Athlete has received written medical clearance from a licensed health care provider to begin the return-to-play process, *AND* the athlete is back to regular activities, including school, without experiencing any concussion signs, symptoms, or behaviors for a minimum of 24 hours.

Step 2: Low impact, light aerobic exercise. Walking or stationary cycling at slow to medium pace. No resistance/weight training.

Step 3: Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 4: Noncontact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills) in full equipment. Resistance/weight training may begin.

Step 5: Full contact practice and participation in normal training activities.

Step 6: Contest participation.

Rock Valley Community Schools Return to Learn Transition Plan

Attendance and Stamina

- Adjusted Schedule
- Gradually attending for longer periods of time.

Academic Engagement

- Work experiences adjusted.
- Gradually increase amount of work.
 - Amount of time spent on Work
 - Type of difficulty expected to complete.

Level of Support

- Modifications or accommodations that are needed.
- Over time, these modifications and/or accommodations should increase.

Concussion Protocol- Return to Learn

Student Name: _____

Date: _____

Concussion protocol starts when the school is notified of a diagnosis of concussion

- Doctor's note required
- Written information needed if diagnosis coming from the Athletic Trainer

Meet with student, discuss symptom wheel (Table 4, p. 11 of *Concussion Management Guidelines for Iowa Schools*, IA Dept of Public Health; 2017) and establish needed classroom accommodations.

(Accommodation list attached)

- Fill out RTL Classroom Accommodations
 - Send to teachers.
 - Teachers responsible for filling out Concussion Recovery Teacher Feedback Form.
- PDF sheet with classroom accommodations send to parents.

School Administrator and/or Nurse meet with student at the start of each school day.

- Discuss symptom wheel (attached)
- Fill out RTL Classroom Accommodations sheet for each change in symptom wheel.
 - Send updated RTL Classroom Accommodations sheet to teachers.
 - Will meet with both unless one is not available.

Once student has completed the RTL protocol and no longer needs classroom accommodations:

- Notify parents or guardian and require signature or written acknowledgement (email) for release of classroom accommodations.
- Notify Athletic Trainer for Return-to-Play PE and activity clearance.
- Notify teachers of release of all accommodations.

Other Notes:

Return to Learn Classroom Accommodations

Student Name: _____

Date: _____

General Recommendations:

- Shortened school day with or without accommodations
- Full day with or without accommodations
- No PE until cleared by Athletic Trainer/Physician
- No testing (unit, midterm, semester, standardized etc.)
- Other: _____

Recommendations for Cognitive Functioning:

- Reduce make-up work to critical work only
- Provide extended time to complete assignments and/or shorten assignments
- Provide extended time to take quizzes/tests
- Provide a quiet room to take quizzes/tests
- Read quizzes/tests out loud to student
- Allow use of notes for test taking due to memory issues
- Provide written instructions for homework
- Provide class notes by teacher or peer to accommodate visual deficits
- Record lecture for note taking
- Limit screen time on computer and accommodate with paper assignments
- Offer preferential seating (away from windows, front of room etc.)
- Allow student to avoid events with loud noise or bright lights (pep rallies, assemblies etc.)
- No physical activity?? This one may not fit here??

Recommendations for Fatigue/Physical Functioning:

- Allow breaks during the day if needed
- Allow hall passing time before or after halls have cleared (5 minutes before/after)
- Allow student to wear sunglasses indoors to control light sensitivity
- Allow student to take lunch to a quiet space for rest and control of noise sensitivity

Recommendations for Emotional Functioning:

- Share progress and difficulties if indicated with parents, administration, teachers, coaches, physician, athletic trainer, school nurse and counselor
- Develop an emotional support plan for the student (an adult the student is comfortable communicating with if feeling overwhelmed)

Other Recommendations Course Specific:

- _____
- _____

Post –Concussion Return-to-Learn Clearance

Student Name: _____

Grade: _____

Date of Concussion: _____

Progress Monitoring:

Date of Completion:

Stage 1: Home/Cognitive Rest

Stage 2: School/Moderate Accommodations
(Partial School Days)

Stage 3: School/Minimal Accommodations
(Partial School Days)

Stage 4: School/Minimal Accommodations
(Full School Days)

Stage 5: School/No Accommodations

Return to Learn: Physical Education Clearance:

Signature of Provider

Date

By signing below, I acknowledge the following:

1. Completion of the Return to Learn Protocol does not provide clearance for Return to Play. This includes practice and games. My student will seek medical clearance as outlined in Iowa Code 280.13c(3)a.
2. I have been informed and consent to my student’s participating in Return to Play protocol if indicated (student-athlete, regardless of season).
3. I acknowledge that student information will not be shared without written consent in compliance with Federal Health Insurance Portability and Accountability Act (HIPPA) and Family Education Rights and Privacy Act (FERPA).

Parent Signature: _____

Date: _____

Parent/Guardian Name: _____

Sportsmanship:

Responsibilities of the Coach:

The coach has the greatest burden of responsibility for sportsmanship in his or her program. The coach has the strongest influence on the attitudes and behavior of the players, student body, and community. For good sportsmanship to become a reality in our school, the coach must subscribe to the values of sportsmanship and teach its principles through word and deed. It is recommended the coach set an example through the following:

1. Set the example and tone of good sportsmanship for others to follow.
2. Instruct their players in their sportsmanship responsibilities.
3. Follow through on disciplinary action on students who display unsportsmanlike behavior. If necessary, take away the student's privilege of representing the school.
4. Be a good host to opponents. They are to be respected and treated like guests.
5. Respect the officials' judgment and interpretation of the rules.

Responsibility of the Players

Players provide a great deal of influence over the actions and behaviors of the spectators due to the fact the players are admired and respected. Because being a part of a Rock Valley Rocket and/or a Boyden-Hull Rock Valley Nighthawk activity is both an honor and a privilege, the following are behaviors that are expected of our participants.

1. Set good examples of sportsmanship and work ethic for your peers to follow.
2. Treat opponents with respect that is due them as our guest at home events.
3. Treat opponents and facilities at road events with the proper respect.
4. Congratulate the opponents in a sincere manner following victory or defeat.
5. Exercise self control at all times, accepting decisions and abiding by them.
6. Respect the officials' judgment and interpretations of the rules. Never argue or make gestures indicating a dislike for a decision.

Responsibility of Parents, Student Body, Community

Parents and Adult spectators must subscribe to the values of sportsmanship and teach its principles through word and deed. It is recommended that the adults set an example through the following:

1. Set the example and tone of good sportsmanship for others to follow.
2. Support the coaching staff and the program. Negativity either sends a poor message to the players and students as well as the communities we compete against.
3. Treat opponents with respect that is due them as our guest at home events.
4. Treat opponents and facilities at road events with the proper respect.
5. Respect the judgment of officials and their interpretation of the rules. Refrain from harassing verbal remarks and gestures indicating a dislike for a decision.
6. Exercise self control at all times, accepting decisions and abiding by them.