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Forms at the back of this handbook:

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| <i>*Coach’s Evaluation form</i> | <i>*Junior High Regulations</i> |
| <i>*Unified Activities Calendar</i> | <i>*Junior High Eligibility form</i> |
| <i>*Conference Activities Calendar</i> | <i>*Harassment Policy</i> |
| <i>*Volunteer Agreement</i> | <i>*Fundraiser Request form</i> |
| <i>*Dual Sport Enrollment Form</i> | <i>*Concussion form</i> |
| | <i>*Physical Form</i> |

It is the policy of the Louisa-Muscatine Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator, Amy Lantigua, Curriculum Director, 14478 170th St. Letts, Iowa 52754, (319) 726-3541 ext. 354, alantigua@lmcisd.org

JUNIOR HIGH STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

JUNIOR HIGH ACADEMIC ELIGIBILITY:

Grades are checked weekly on Tuesdays, Student/athlete must be passing in order to participate.

- If a student has an “F” the first week, they will receive a warning.
- If the student has an “F” the second week, they become ineligible until that “F” becomes a passing grade. Students can become eligible during the same week and participate in a game/meet later that week.
- The above criteria are the minimum guidelines that coaches must use. Coaches have the discretion of having a stricter policy than the minimum set by the student handbook.

Coaches may set their own guidelines for players that violate student code of conduct and/or school policies

HIGH SCHOOL STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, or any other activity where the student represents the school (district) outside the classroom.

Students WILL be permitted to participate in instrumental and vocal music performances that will directly impact their grades.

ACADEMIC ELIGIBILITY:

At the beginning of each school week, academic eligibility for participation in extra-curricular activities will be determined. A weekly eligibility list will originate from the principal's office. Students who are determined to be ineligible will be ineligible for Tuesday through the following Monday. It shall be the responsibility of the coaches/sponsors to see that ineligible students are not allowed to compete in sports or perform in other school activities.

· If a student is receiving a failing grade in two or more classes, they will be notified that they are in a probationary period where they maintain eligibility.

· If a student is receiving a failing grade in two or more classes for two or more consecutive weeks, they will be ineligible until they are failing no more than one class on a weekly grade check.

The state of Iowa Scholarship Rule 281-36.15(2) still applies to athletics and music, which requires that students pass all of their courses at the end of each semester to retain eligibility. Failure to pass all courses will result in a 30 day ineligibility period during the activity the student is in and/or in next. Additional information regarding the Iowa Scholarship Rule can be found at the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union websites.

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

Athletic/Activity Requirements:

Forms and Fees

Before any student is permitted to become a member of any L-M High School athletic squad or activity group, three items must be on file with the activities director:

1. Physician's Certificate required for Athletics (Must be renewed every year-physicals are good for 1 calendar year.)
2. Insurance Waiver signed by parent or school insurance required for Athletics.
3. Concussion Form required for Athletics (Must be renewed every year.)

The cost of the student physical examination is paid for by the athlete. The examination forms must be signed by the physician and returned to the office.

Attendance

Students absent from any part of the school day for any reason, including illness, will not be allowed to participate in after school activities/athletics that night without administrative approval prior to the activity. The administration will evaluate any unusual circumstances. Students who go home sick will not be allowed to participate that night. Pre-set appointments (such as dentist), funerals, college visits, field trips, etc. are acceptable reasons for absences and the students may still participate in that night's activity. Students absent on Friday will be allowed to participate in Saturday activities at the activities director or administrator's discretion. (See Attendance Policy)

Trips

All athletes/activity participants must ride the bus or school transportation to all school sponsored activities. Any exceptions must be cleared in writing with the Activities Director/Administrator and Activity Sponsor/Coach at least one day before the activity.

Students may ride home with their parents if he/she has the coach's permission and the parent(s) has personally approved it in writing with the coach at the event. Notes from parents stating that their child can ride home with another student's parent(s) must be cleared by the Activities Director/ Administrator at least one day before the activity.

GOOD CONDUCT POLICY

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

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

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

- * Possession, use, or purchase of tobacco products, regardless of the student's age;
- * Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- * Possession, use, or purchase of illegal drugs or the unauthorized possession, use, Or purchase of otherwise lawful drugs;
- * being in attendance at a function or party where alcohol or other illegal drugs are being consumed by minors
- * engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- * being involved in a fight

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible according to the previous district's guidelines.

Penalties

Any student who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

First Offense within the Student's High School Career – 1/3 of the season

Second Offense within the Student's High School Career – 2/3 of the season.

Third Offense Within the Student's High School Career - Twelve (12) calendar months of ineligibility.

The student must be approved by school district officials for reinstatement at the end of the one-year period.

Fourth Offense Within the Student's High School Career - Remainder of high school career.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity. If not completed during the current activity, the penalty will be carried over to the next activity. If time is being served on the next activity, the athlete must complete that activity and have the coach of that activity sign off in order for the time to count for the penalty in the previous sport. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach to when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student is going out for an activity for the first time in order to work off an ineligibility penalty, what is considered satisfactory participation and completion of the activity is at the discretion of the coach (es) involved and the athletic director.

Reduction in penalty

1. Evaluation and Treatment: A student who has a violation of the alcohol or drug provision of the Good Conduct Rule may elect to serve 15 hours of community service and meet with the school liaison for three 30 minute sessions. The student's playing time penalty for the violation would be reduced by 2/3. This reduction is only available on the student's first violation and only if the student admits to the incident to the activities director, his/her coach, or the building principal within 48 hours of its occurrence. If a student received a second alcohol/drug violation of the Good Conduct Policy they may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student seeks the evaluation in a timely fashion and agrees to waive confidentiality to allow the facility to report back to school district officials regarding recommendations for treatment or follow-up care, the student's playing time penalty for the violation will be reduced by 1/2. The penalty reduction will be based on the penalty for the second Good Conduct Rule violation, whichever applies. The reduction is based on successful completion of the evaluation/treatment process at the parent/guardian's expense, which includes a negative test for substances within one week of returning to school.

2. Self referrals: Students who voluntarily seek assistance from school personnel for such a substance abuse problem will not be subject to any punishment. This provision will remain in effect as long as the student faithfully completes the evaluation procedure stated above. The student will not be covered by the self-referral if the incident for which the student could be charged has become public knowledge or the student has been charged with a violation.

Additional consequences

A student violating the Good Conduct Rule while on school grounds or at a school event or activity off school grounds may receive additional disciplinary action (e.g. detention, suspension from school, etc.) for the violation.

Appeal Process

If a student/parent wishes to appeal a Good Conduct Code decision/penalty, a written request for an appeal must be submitted to the principal and/or activities director within ten school days of the date the student was informed of his/her penalty.

From the date the appeal is received, the appeal process will progress in as timely a manner as is necessitated by the situation and allowed by the schedules of those involved.

The appeal order is as follows:

Activities Director/Principal

Superintendent

Board of Education

TEAM/ACTIVITY PRACTICES

1. There will be no mandatory athletic or activity practice sessions during school vacation time. Vacation time is in accordance with the vacation time indicated on the school calendar. Coaches/Activity Sponsors may schedule practices/scrimmages/games during this time with the understanding that participants are EXCUSED for family travel, or any other family-related activity that warrants a legitimate absence, without jeopardizing their status as a team member or participant. No practices are allowed on the following recognized holidays (according to the Master Contract): Thanksgiving, Christmas, New Year's Day, and Good Friday).
2. In cooperation with local churches, NO ACTIVITIES will be held after 6:00 PM on Wednesday evenings during the school year unless it's administratively approved. Any Sunday practice must be cleared with the Activities Director prior to scheduling. Regular or routine Sunday practices are prohibited.
3. When school is not held or if school is dismissed early because of inclement weather, there will be NO scheduled practices/activities. If there is NO SCHOOL because of weather conditions, there will be NO PRACTICES/GAMES unless the weather improves and is approved by the superintendent. Any exceptions to these guidelines will be granted only by the Superintendent.
4. All coaches and sponsors are responsible for making sure that all students have rides and have left the building. Under NO circumstances should any student be left waiting for a ride home without proper supervision/secured facilities.
5. Training hours and/or additional policies may be established by individual coaches/sponsors. All additional policies must be clearly stated in writing and distributed to students and their parents in advance of the activity.
6. During regular practice times of in-season sports, there will be no other practices or activities by out of season sports. All state guidelines must be followed in regards to out of season sports practices and coach involvement.

PRESEASON PARENT MEETING

Preseason meetings should occur at least one week before the first competition. The meeting should cover:

- Expectations/procedures
- Responsibilities of coaches, players, and parents
- Your coaching philosophy
- Paperwork
- Dates of events (fundraisers, field clean-ups, etc.)
- Practice schedules
- Game schedules
- Sign-up sheets for workers, if necessary
- Booster Club sign up

Allow time for questions. This should be a time for parents not to feel embarrassed about asking a question. Have the parents sign in so we know who was there for future reference.

The parent meeting is very important to clear up many misconceptions they may have. It also sets the tone for an environment of openness which many parents will equate with fairness.

BUS TRIPS- SUPERVISION AND RESPONSIBILITIES

1. All athletes/activity participants must ride the bus or school transportation to all school sponsored activities. Any exceptions must be cleared with the Activities Director/Administrator and Activity sponsor/coach in advance. If necessary the Activities Director may grant parental transportation as a way of transportation when circumstances arise.
2. Students may ride home with their parents if he/she has the coach's permission and the coach has visually seen the parent at the event. Notes from parents stating that their child can ride home with another student's parent(s) must be cleared by the Activities Director/Administrator in advance of the activity.
3. Coaches/Activity Sponsors are responsible for making sure that the bus/school vehicle is clean upon the return from a trip.
4. Coaches/Activity Sponsors are responsible for making sure that all students adhere to proper bus rules.
5. Coaches/Activity Sponsors are responsible for making sure that all participants have been picked up after an event or upon return from an away event prior to the coach/sponsor leaving the premises.
6. Seat belts must be worn during transit on a school bus or van.

LOCKER ROOM PROCEDURES

1. Lockers will be provided for athletes while his/her season is in session.
2. Tell your athletes padlocks should be locked at all times. The school and coaches are not responsible for items lost due to unlocked lockers.
3. Students are responsible to provide their own padlocks for their athletic lockers. The padlock may be a key lock or a combination lock.
4. When an athletic season is over, it is the responsibility of each athlete to clean out their locker and remove the padlock in order to make room for the next athletic season.
5. The school reserves the right to cut padlocks off lockers if the need arises. In such cases, the school will secure the equipment and clothing in the locker for the student.

Falcon Performance Training (FPT)

1. Under **NO** circumstances should the weight room be used by students without a member of the coaching staff or other adult designee present to supervise.
2. When finished using the weight room, the coach should see that the equipment is cleaned and put away and that the weight room is locked.
3. Weight programs are designed by our sports performance personnel, but are not sports specific.
4. It is an expectation that athletes follow the directed L-M school district's in and out of season strength and conditioning recommendations provided by the district. All programs are expected to participate and require the district's in and out of season program

OPEN GYM

1. The supervisor shall not engage in any type of coaching nor participation during supervision.
2. Attendance by students is voluntary.
3. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
4. Open gym shall not be called or posted for specific sports.
5. An open gym notice shall be posted on the general student information bulletin board, boys' and girls' locker rooms, and junior high bulletin board and shall be approved by the Activities director or the activities secretary.
6. Participation by students who are already involved in an in-season sport shall be at the discretion of the coach of the in-season sport. Proper ethics and communications is expected between the coaches/sponsors involved.
7. Open gyms during the summer months will follow the guidelines as determined by the state associations (if a coach intends on running open gyms during the summer, that coach needs to know the guidelines for that gender and sport).

SWITCHING SPORTS/DUAL PARTICIPATION

1. A student may not switch from one sport to another sport in the same season after the first week of that season.
2. A student may participate in two sports at one time if conditions are agreed to by the coaches, participant, the participant's parents and the athletic director AND a dual enrollment form is submitted within the 1st week of practice.

MEDIA

Varsity Coaches/Activity Sponsors are responsible for seeing that recognition is given to their teams, athletes, and participants by use of the media. See the list at the back of the handbook for a list of media outlets to contact.

UNIFORM ROTATION

(These are goals not guarantees. Uniforms will be ordered for the start of the given season.)

2021-2022

Wrestling
Volleyball
Cheer
HS Boys Track

2022-2023

HS Softball
HS Baseball
HS Girls Track

2024-2025

Golf
Bowling
JH Basketball B/G
JH Track

2025-2026

JH Football
JH Baseball
JH Softball
JH Wrestling

2026-2027

Football
JH/HS Cross Country
Boy's Basketball

UNIFORM EQUIPMENT/REPLACEMENT

1. Students who lose school issued equipment or uniforms will be charged replacement cost of that equipment.
2. A form letter (in the last section of this handbook) shall be completed and sent to the parents. A copy should be maintained by the coach and a copy should be made available to the office.
3. Coaches will maintain a proper record of the equipment/uniforms issued to students. Equipment/uniforms should be numbered/labeled so it can be properly identified.
4. Students should be made aware of this policy by each coach in that specific sports rules and regulations.
5. Students who do not turn in school issued equipment/uniforms in one activity will not be issued equipment/uniforms in their next activity nor allowed to participate in official activities (may practice) until that equipment is turned in to the proper school personnel or payment has been made for replacement of the uniform/equipment.
6. Coaches are responsible for purchasing their own uniforms or they can ask the booster club for assistance in this cost. Uniforms must be approved by the Activities Director prior to purchase to determine monetary allowances and design.

ORDERING AND PURCHASING

1. All orders need to be made with a Purchase Order.
2. Orders for resale items that students are purchasing, such as T-shirts, sweatshirts, etc. should be prepaid. These orders are to be done through the coach. The coach is responsible for submitting the Purchase Order and turning the money into the office daily to be receipted.
3. All school orders (uniforms and equipment) need to go through the P.O. process:
 - *Fill out Purchase Order Form
 - *Turn form in to Activity Director
 - *An approved and numbered Purchase Order will be returned to you to send in or the order will be placed for you by the office.
4. Any item purchased without an approved and numbered purchase order will be at the expense of the coach/sponsor.
5. Orders will be checked in at the high school main office then the coach will be notified of its arrival.
6. All fundraisers must be approved through the Superintendent's office by completing the required form(s) and submitting it to the Activities Director before committing to the fundraising activity.

BANQUET CONSIDERATIONS

(Mandatory: Banquet should be held within two weeks of the end of the season.)

1. Make sure you thank the following people:
 - a. Administration
 - b. Staff
 - c. Parents
 - d. Bus Drivers
 - e. Grounds crew/custodians
 - f. Athletes & Managers
2. Speak about each individual athlete
 - a. Example: Mary Sue played point guard for us this season. She did a fine job and was the leader for our team. Mary seemed to always have a knack for finding an open teammate on the floor. This year she led our team in assists per game).
 - b. Type out a few notes on each player, be ORGANIZED
 - c. Have letters/certificates ready to go (See the Activities Director one week in advance before banquet).
 - d. Have assistants help with passing out of letters
3. Awards (suggestions)
 - a. Save all awards until the end (including all-conference)
 - b. The Booster Club will cover up to \$100 for awards.
4. Documents to be passed out
 - a. Stats
 - b. Off season schedule/plan
 - c. Camp information (or at least dates)

LETTERING PROCEDURES

1. Criteria for lettering is determined by the coach/sponsor of that activity.
2. Varsity Level
 - A) First time letter-winners at a varsity level will receive an "L-M" letter (only once), a pin of that sport, and an award certificate.
 - B) Thereafter, letter winners receive a bar and an award certificate.
 - C) Non-letter winners receive a participation certificate.
3. Fresh-Soph Level
 - A) At the fresh-soph level, a numeral winner will receive numerals (only once) of their graduation year and a participation certificate.
 - B) Non-numeral winners receive a participation certificate.

COACHES' CLINICS

1. The school will provide 1 professional day per year per head varsity coach per sport. Assistant coaches will be considered on a case by case basis
2. The L-M Athletic Booster Club may cover the cost of registration, if requested.
3. School transportation may be available.

VOLUNTEER COACHES

1. All volunteer coaches must be certified or have a coaching authorization.
2. The use of any volunteer coach must be reported to the Activities Director, Volunteer Agreement must be signed, and the initial volunteer agreement must be approved by the school board. Subsequent volunteer coaching agreements can be approved by the superintendent or activities director.
3. The Activities Director is able to volunteer as a coach for any sport at any time. It is his/her primary prerogative to oversee the coaching staff and the athletes in all sports. The activities director may attend and coach practices as he/she sees fit.

Athletic/Activity Fundraising Deposit Options and Clarifications

Booster Money Fundraising and Distribution:

- o The L-M Athletic Boosters run concession stands, have lemonade stand at Old Threshers, and do other fundraising events. The boosters request support from coaches, sponsors, parents, and student participants with fundraising in order to better support L-M programs. This money goes into a general L-M Athletic Booster fund and coaches/sponsors can request funds by attending a booster meeting with specific requests.
- o The L-M Boosters also provides a resources for L-M groups to establish individual accounts to place fund-raised money that has been raised by the individual group. The individual group can access this money by communicating with the booster club treasurer.
- o The L-M Boosters, FFA Alumni, and PTO work in the same manner as the Athletic Boosters for appropriate groups.

L-M Activities Money and Program Accounts :

- o District General Fund: General fund is responsible for coach/sponsor salaries, transportation, and organizational dues. Other program expenses are paid for out of activity funds.
- o Activity Fund: Activity funds are generated through ticket sales, AD fundraising and individual group fundraising. Below outlines expenditure practices.
 - Ticket Sales/Athletic Contest Fees:
 - Athletic contest expenses of officials, ticket takers and bookkeepers.
 - Athletic contest supplies and rentals.
 - Athletic contest entry fees.
 - Basic Athletic equipment of non-safety nature.
 - AD Fundraising (Cake Auction and Advertisements):
 - Uniforms
 - Expenditures for state qualified IHSAA and IGHS AU events
 - Special projects.
 - Activities Fundraising (i.e. Butterbraids):
 - All other expenditures not funded by booster or provided by the participant that are permissible as expenditures for school funds
 - Non-Athletic Contest Entry Fees
 - Uniform Item Purchased off Cycle unless needed for additional participants.

Donations/Gifts:

- o The school and school organizations can accept donations and/or gifts. If a donation is offered/given to an organization, please communicate with the AD and Business Manager to determine the best way to proceed with the donation.

Individual Activity Fundraising Deposit Options :

- o Establish a set-a-side ledger with the Athletic Booster, Music Booster, FFA Alumni and/or PTO for access by said activity.
- o School Activities Deposit
 - A created individual activity account with an individual line item
 - A tracked balance for an individual activity within the general activities account

COACHES/SPONSORS CHECK LIST

1. Preseason Plan
2. Equipment
3. Uniforms
4. Roster (turn in after team meeting, one week of practices, any time it changes, and at end of season)
5. Eligibility
6. Rules/policies
7. Lettering Procedures
8. Lockers
9. Inventory (copy to AD)
10. Phone Tree/text group
11. Game Schedules/bus times
12. Practice schedules
13. Pre-season meeting
14. Score sheets
15. Stat forms
16. Insurance Waiver forms
17. Physicals (list in office)