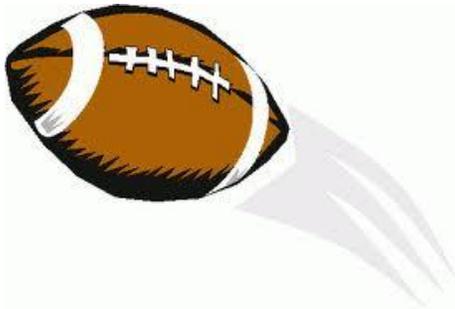


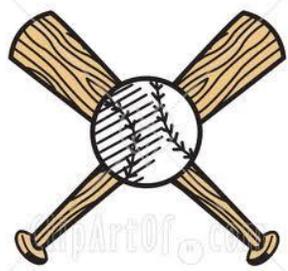


Sheldon Community Schools Activities Handbook

2016-2017



Adopted: May 16, 2016



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PREFACE

The purpose of this handbook is to provide information on the procedures used in the Co-curricular Activities program of the Sheldon Community School District. Because of the number of co-curricular activities offered in the Sheldon Middle School and Senior High School, we strive for consistency.

PHILOSOPHY OF SHELDON ACTIVITIES

Sheldon Community School believes the competitive activities program is a part of the overall educational program of the school. To be of maximum effectiveness the activities program must be closely coordinated with the general instructional program of the school.

SCHOOL MISSION

THE MISSION of Sheldon High School is to prepare all learners to be productive citizens Right to the Last Child. Our caring and dedicated staff will accomplish this, in partnership with family and community, by providing a developmentally appropriate curriculum in a stimulating environment.

NATIONAL CODE OF ETHICS

This statement is from the National Council of State High School Coaches Association.

As a professional educator, I will:

- Exemplify the highest moral character, behavior and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and in spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.
- Encourage a respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health service and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.

ACTIVITY TEAM RESPONSIBILITIES

To All Participants and Parents:

The activities program is one which affords every student in Sheldon Middle School and Senior High School the opportunity to learn the game and to develop skills for the activity. It is designed for equal opportunity but not for equal playing time. A varsity activity is a program for those who are more talented. Based on the participant's abilities, performance in practices, attitude and judgment of the coach/director some participants will participate in activities more than others.

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 grader may play on 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 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.

ORGANIZATION AND ADMINISTRATION: IHSAA, IGHSAU, IHSMA and IHSSA

The Sheldon 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 Sheldon Senior High School is a member of the Siouland Conference. Including Sheldon, the membership consists of the high schools of Boyden-Hull, Central Lyon, George- Little Rock, MOC/FV, Okoboji, Rock Valley, Sibley-Ocheyedan, Sioux Center, and West Lyon.

As stated in the constitution of the Siouland 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 Siouland Conference constitution and by-laws are on file in the Activities Director's office.

ACTIVITIES DIRECTOR

The Activities Director has the responsibility of organizing and administering with the building principals and superintendent the activities program in accordance with the policies established by the DE, IHSAA, IGHS AU, IH SMA, IHSSA, Siouxland Conference and the Board of Education

The Activities Director is responsible to the Superintendent and Principal for the direction of personnel, policies and activities of the co-curricular programs.

1. Consults with and informs the Superintendent, and Principal of the activities, problems, and progress in the department.
2. Recommends to the administration the assignment of personnel in the department.
3. Interprets and enforces all state, local and conference policies.
4. Is responsible for all schedules, hiring of officials and the issuance of contracts.
5. Is responsible (along with the Principal) for the purchasing of equipment and supplies.
6. Coordinates the financing of the activities program.
7. Maintains an accurate inventory of all equipment. Supervises the cleaning, care and storage of all equipment.
8. Works with the custodial staff in the maintenance and preparation of the physical facilities in the department for all practices and public performances.
9. Supervises (along with the administration) all home athletic events and is responsible for the following at such events:
 - a. Ticket Sales
 - b. Ticket sellers and takers
 - c. Faculty supervisors of crowd
 - d. Police
 - e. Parking
 - f. Visiting team arrangements
 - g. Radio and newspaper coverage
 - h. Scorer, timers, etc.
 - i. Complimentary tickets
 - j. Officials' parking, dressing rooms, and payment
 - k. Medical coverage
10. Conducts quarterly and other meetings with all head coaches/directors.
11. Coordinates the activities program with the instructional program.
12. Arranges for all transportation within the department for participants and coaches/directors.
13. Makes provisions for meals and lodging when necessary.
14. Coordinates the practice schedules.
15. Maintain an accurate and current file of activity injuries, insurance claims and physical examinations. Supervises the insurance coverage.
16. Arranges for the publication and distribution of schedules to the students, faculty, public, host schools and news media.
17. Maintains a master schedule of all events.
18. Arranges for the distribution of rosters to the faculty, host schools, and community.
19. Attends seminars, conventions and professional meetings for the purpose of professional growth and to keep abreast with current knowledge and trends in activities.
20. Attends monthly meetings of the activities directors in the Siouxland Conference.
21. Submits all annual reports required by the IHSAA, IGHS AU and the administration.
22. Works cooperatively with community groups that have a sincere interest in the activities program.
23. Supervises the issuance of awards and maintains an accurate and current record of all awards issued.
24. Maintains an accurate and current record of all students enrolled in the activities program.
25. Coordinates the public relations program of the department.
26. Works cooperatively with parents and coaches in the hosting of activities banquets, recognition night or other events.
27. Coordinates the activities program at the senior high school with the program at the middle school.
28. Performs any other responsibilities deemed necessary by the Principal, Superintendent and Board of Education.

HEAD COACH/DIRECTORS WILL:

1. Cooperate with the Activities Director and/or Principal on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
3. Take care of equipment in regards to safety, check out, collection, cleaning, storage, lost items and inventory. After the completion of season give request for new equipment to Activities Director.
4. Assign duties and responsibilities to all coaches/directors.
5. Administer lock, locker, and towel distribution and collection in cooperation with the Principal and/or Activities Director.
6. Be responsible to the Principal and/or Activities Director for the total conduct of the activity.
7. Begin practices on the earliest date allowed by the regulation of the IGHSAU and IHSAA or of the school district.
8. Organize, oversee, and conduct all practice sessions.
9. Check all squad members to make sure they have a physical examination that is complete in detail and signed by the examining physician.
10. Check records to determine if all squad members have school insurance or have a signed insurance waiver.
11. Accompany squads to all home and away competitions.
12. Hand out to all squad members a copy of the activities code and training rules set up by the state, district, and school.
13. Check to determine if all high school participants have on file a Student Activities Code Acknowledgement Form, signed by parent and participant.
14. Report all training rule violations to the Principal and/or Activities Director.
15. Instruct squad members on proper use, care, and the safety measures required in the use of equipment.
16. Responsible for supervision of participants.
17. Care for all injuries in a professional manner.
18. Work out details of out-of-town transportation for tournaments with Principal and/or Activities Director.
19. Obtain authorization from the building Principal involving long trips.
20. Cooperate with the various news media in providing publicity materials and arrange for reporting results of all contests.
21. Establish the fundamental philosophy, skills and techniques to be taught in grades 7-12.
22. Keep daily attendance records.
23. Keep such statistics as are necessary for school records, Siouland Conference, IHSAA and IGHSAU.
24. Award letters in accordance with requirements and submit/verify requirements for All-Conference, All-District/Region, and All-State awards. This includes the IHSAA/IGHSAU and the various awards from the coaches associations including academic teams.
25. Rate officials, when required by the IHSAA and IGHSAU.
26. Complete and return any required forms, statistics, and year-end reports to the Principal or Activities Director.
27. Due to the legal liability involved, only students enrolled in the Sheldon Community School District shall be allowed to participate in practices and scrimmages.
28. Approve all fundraisers through the Superintendent's office.
29. Arrange for any videotaping for home and away events.
30. Make arrangements for meals and lodging as stated in "State Participation Food and Lodging".
31. Any purchase of t-shirts or other resale items must be paid in advance before order is submitted and approved. Failure to do this may transfer cost to individual that ordered items.

ASSISTANT COACHES/DIRECTORS / MIDDLE SCHOOL

As a coach/director, or middle school coach he/she will be expected to attend all events during the season and any other events related to job area and adhere to all duties and responsibilities expected of the head coach or sponsor. Assistant coaches/directors are to assist the program in operating efficiently and in the best interests of the student who participates. An assistant will carry out the various duties assigned by the head coach or director, support and become involved in the decisions made affecting the program, and be a positive influence on the activity. An assistant will offer suggestions on ways to improve the activity, and cooperate with the head coach or sponsor in assuring that such changes (whether theirs, the head coach, or sponsor's) be carried out. The assistant will inform the head coach or director of any problems, irregularities, ethical concerns, or misconduct existing in the program.

All middle school Coaches/Directors and assistant coaches/directors will follow these procedures relative to purchase, care, and issuance of equipment:

- a. No equipment is to be given away
- b. Instruct squad members that school equipment is to be worn only during practices and/or days of competition. None is to be worn during school time or in P.E. classes.
- c. When a student is seen wearing school owned items in public, ask for prompt return.
- d. Sometimes it is desirable to issue equipment to certain squad members during the off-season. If this is done a record should be kept of the items issued and a careful check should be made that the equipment is returned.
- e. Towel service is provided for all activities. Squads can get careless about the use of both clean and used towels. Final responsibility rests with the head coach/director or coach/director in charge to see the locker room is left neat and "picked up" after practices and games.
- f. Equipment that is no longer safe and serviceable should be discarded in such a manner that it cannot be reclaimed by a participant. All such equipment should be discarded with the approval of the Activities Director.

DIRECTORS OF CO-CURRICULAR PROGRAMS: DUTIES AND RESPONSIBILITIES

1. Submit field trip requests to the Activities office for events or meetings your students may attend.
2. Verify transportation requests with Transportation Director the week your activity takes place.
3. Verify building availability and calendar scheduling with the Activities office.
4. Guidelines for sponsoring dances.
 - a. Schedule the dance at least three weeks before the dance date.
 - b. Secure at least 2 faculty chaperones and 5-7 parent chaperones.
 - c. Request a cash box the day before the event.
 - d. Secure a pay voucher to pay for disc jockey services one week in advance.
 - e. Arrange with custodians for clean up.
 - f. Secure at least one security officer to serve as law enforcement official.
 - g. Set up a ticket selling or ticket-taking schedule to guarantee adequate financial regulation. Dances will begin after the varsity game and end at 11:30 p.m.
 - h. If Sheldon students desire to bring a date or guest from another school, they must be registered in the front office.
 - i. A no "PASS OUT" policy will be followed for all dances. Once a student has entered the dance, he/she will not be allowed to leave and re-enter once he/she has left.

CO-CURRICULAR AWARD POLICY

Vocal music, speech, band, or any other co-curricular activity that awards certificates, letters, medals, or pins should have on file, in the Activities office, a policy regarding distribution of such awards. This policy shall be consistent with the activities program.

CO-CURRICULAR AWARDS

1. Varsity letters may be awarded for participation in varsity co-curricular programs. team members 9-12 that do not letter will receive a certificate.
2. All varsity letters shall be a white "S" on orange and black background 7 ½ inches high.
3. When the requirements for a varsity letter are met for the first time, the participant shall be awarded a varsity letter and a varsity letter certificate. Student will only receive one cloth letter while in high school.
4. After the first varsity award, as noted in item #3, the qualifying participant shall be awarded a varsity letter certificate and hardware.
5. In order to be eligible to receive an activity award from Sheldon Senior High School, a participant shall be academically eligible and satisfy the eligibility requirements of the IHSA, IGHS, IHSMA, and IHSSA.
6. If for any reason other than injury or illness, a participant is dismissed from his squad, he shall not receive any type of activity award for that particular activity in that season.
7. The captains of the various activity squads of Sheldon Senior High School shall be determined by methods established by the coach/director in charge of the squad.
8. The head coach/director of each activity squad has the authority to deviate from this general guide in order to take care of all special cases that are brought to his attention.
9. All awards must be approved by the Activities Director and/or Principal before they may be granted to the recipients. The head coach/director of each activity shall be held responsible for keeping adequate and systematic records to substantiate his recommendations for awards.
10. Any senior who has been a dependable member of a team for two or more years, but who did not meet the standards in a given year is to receive an award.
11. Procedure for Issuing Letters: Letters will be given at the end of each season. Each coach/director will determine the standard set in his activity for winning a letter. These standards shall be posted before the season starts. Each coach/director will be responsible for issuing the letters and awards for his/ her activity.
12. Sophomore and Junior Varsity – award will be certificate only.

Awards Athletes May Accept Other Than School Letter (36.14(3) Awards)

- a. *Awards from the student's school.* A student will be permitted to receive only the customary ribbon or medal for participation in an interscholastic athletic contest. A student will be allowed to receive from the student's school, for participation in the interscholastic athletic program, an award whose value cannot exceed \$50. Nothing in this sub-rule shall preclude or prevent the awarding and the acceptance of an inexpensive, un-mounted, unframed paper certificate of recognition as an award, or an inexpensive table favor which is given to everyone attending a banquet.
- b. *Awards for participation in school programs from other than the student's school.* No student shall receive any award from an individual or outside organization, for high school participation while enrolled in high school, except that nothing in this sub-rule shall preclude the giving of a complimentary dinner by local individuals, organizations, or groups, with approval of the superintendent, to members of the local high school athletic squad. No student shall accept any trip or excursion of any kind by any individual, organization, or group outside the student's own school or the governing organization, with the exception of bona fide recruiting trips that meet NCAA requirements. Nothing in this sub-rule shall preclude or prevent the awarding and the acceptance of an inexpensive, un-mounted, unframed paper certificate of recognition as an award, or an inexpensive table favor which is given to everyone attending a banquet.
- c. *Awards for participation in nonschool programs.* If a student participates in an outside school activity during the school year, the student may not receive any award the value of which exceeds \$50. During the summer months, a student may enter an event in any sport as an individual or as a member of a team not representing the student's school, subject to sub-rule 36.15(6). If the student wins an award, the student may accept the award provided it does not violate the amateur award rule of the amateur sanctioning body for that sport. At no time may any student accept an award of money or the form thereof.

What is an Amateur? To determine whether or not a student is an amateur can be explained as follows: If a student were asked to play on the town baseball team and if the student accepted \$5 for playing in the game, this would make him a professional baseball player and he would lose his eligibility in high school baseball. Likewise, if he was asked to play on this team and he accepted money for expenses to provide for his transportation and meals, he would be ineligible for high school baseball because the acceptance of any money is a violation. If a student plays on a town team and the manager furnishes him transportation and purchases his meals, such student takes no money whatsoever and is considered an amateur, and thus he would not lose his eligibility in high school baseball.

Gift Law Issues: What Coaches and AD's need to know. The Scenario: A clothing company contacts an activities director and coaching staff with a deal for their school. To get the AD and coaches to recommend the company to the superintendent and school board members, the company wants to give clothing to the AD and coaches. The Reality: Iowa's gift law (Iowa Code Chapter 68B) Prohibits the above conduct.

The law applies to all public employees, which includes administrators, teachers, and coaches at school districts. The gift law prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor."

A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease, or other type of contract with the employer of the public employee. Thus, in the above scenario the clothing company and all of its representatives are restricted donors. They want a contract with the school. They want to sell goods to the district.

There are some exceptions to the prohibitions in the gift law. The ones that would most commonly occur regarding school employees are as follows:

- Non-monetary items with a value of three dollars or less that are received from any one donor during one calendar year.
- Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient

The consequences for violating the gift law are severe. A person who knowingly and intentionally violates the gift law may be punished in ALL of the following three ways:

- Both donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one year incarceration and a fine between \$250 and \$1500, plus surcharge and court costs.
- The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.
- Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics. Therefore, the public employee who is also licensed by the BoEE could lose his or her license.

CHANGING SPORTS DURING SEASON

During seasons when two or more sports are running concurrently, the athlete will not be allowed to change from one sport to another without previous consent of both coaches involved and the approval of the Activities Director and Principal. When both coaches agree that the athlete may make a better contribution to both himself and the other sport, transfer to another squad is recommended. When coaches involved cannot agree on a change, the final decision will be made by the Activities Director.

Once a student has determined his/her direction in athletics, no pressure is to be brought to bear on them by another coach to change sports. The initiative to switch sports shall originate from the athlete and not the coach of the other sport.

PROCEDURE FOR PARTICIPANTS DROPPING FROM ACTIVITY

1. Participants notify coach/director.
2. Coach/director retrieves all equipment and supplies, which have been issued.
3. Report to the Activity Director or his secretary the name of the participant who drops and the reason.
4. If necessary, communicate with the parent by phone or in writing.

COACHES/DIRECTORS LEAVE

The coach/director is allowed one day of school for clinics or state meets, not counting meets in which they have participants competing. Varsity, Junior Varsity, 9th grade coaches/directors will be allowed to attend state meets only when they are needed or as their meeting day. Middle School Coaches will be allowed one clinic day. This professional day has to be in the activity they directly supervise. Special situations will be handled individually. Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the Superintendent, shall be approved by the Superintendent. Board approval will be required for all trips that involve travel over 250 miles. Reimbursement for actual and necessary expenses will be allowed for travel outside the school district of the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the Superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of claim. Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration. Pre-approved expenses for transportation within three hundred miles of the school district administrative office shall be by automobile. If a school district vehicle is not available, the employee will be reimbursed at the current state rate. All coaches/directors will be expected to keep abreast of the latest coaching

techniques, philosophies, rule changes, and trends in activities. It is a good policy for all coaches/directors at all levels to attend rules meetings in their activity. The activity fund will provide for registration, transportation, food, and housing up to \$300.00 per activity; a maximum meal allotment of \$35.00 per day will be allowed per person. Expenses need to be itemized receipts which are to be given to the activities office for reimbursement.

COACHES/DIRECTORS CONDUCT

Good coaches/directors set examples on and off the field and court. Refrain from using “Foul” language. A team reflects its coaches/directors. Therefore, our coaches/directors will stress good sportsmanship at all times. Administrative action will be taken against coaches/directors who violate good conduct and sportsmanship during practices and games up to and including termination.

COACHES/DIRECTORS DAY OF ACTIVITY

Coaches/Directors must be in school the entire day, if they wish to conduct rehearsals or performances, practices or any event, unless excused by the principal or on school related business.

COACHES/DIRECTORS OFFICES

1. Store clothing in provided lockers
2. Lock unoccupied office.
3. This is not a place for participants to lounge.
4. Present an orderly appearance.

COACHES/DIRECTORS’ EVALUATION

Each new position as a coach/director shall be evaluated formally by the Activities Director/Principal each year for three years. After the first three years coaches/directors will be evaluated every third year.

COMPETITION

Competition may be offered on the following levels:

- a. Football – Varsity, Junior Varsity, 9th, 8th, and 7th grades.
- b. Girls’ Basketball – Varsity, Junior Varsity, 9th, 8th, and 7th grades.
- c. Boys’ Basketball – Varsity, Junior Varsity, 9th, 8th, and 7th grades.
- d. Wrestling – Varsity, Junior Varsity, 9th, 8th, and 7th grades.
- e. Girls’ Track – Varsity (12-11-10-9) 8th, and 7th grades.
- f. Boys’ Track – Varsity (12-11-10-9) 8th, and 7th grades.
- g. Boys’ Golf – 9th graders permitted to participate with the Senior High School.
- h. Girls’ Golf – 9th graders permitted to participate with the Senior High School.
- i. Summer Softball – Varsity, Junior Varsity and 9th grade; 8th grade may participate at higher level
- j. Summer Baseball – Varsity, Junior Varsity and 9th grade, 8th grade may participate at higher level
- k. Boys’ Cross Country – Varsity – Junior Varsity – 8th and 7th grades
- l. Girls’ Cross Country – Varsity – Junior Varsity – 8th and 7th grades
- m. Volleyball – Varsity, Junior Varsity, 9th graders. Also 7th and 8th grade schedule.
- n. Speech/Vocal Music/Instrumental Music
- o. Dance Team
- p. Cheerleading

DAY OF ACTIVITY

Students must be in school by 9:00 am, unless excused by the principal, if they wish to participate. If a student is in band or first choir, they would then need to be in school by 8:40 am. Guidelines pertaining to participation by an ineligible student will be made by the coach/director and Activities Director.

SUSPENSIONS: IN AND OUT OF SCHOOL

Students suspended in school or out of school are not eligible to represent their school in any activity for the duration of their suspension. This would also include practice time. If a suspension is 3 days, or has an accumulation of 3 days the participant will be on step 1 of the Student Conduct Eligibility.

EXTRA DUTIES

Coaches/Directors, as well as Sheldon High school and Middle school faculty members, will serve in some capacity during activities events (ticket seller, takers, crowd supervisors) throughout the year. In exchange for this, athletic tickets will be issued to the faculty and spouse. Other staff and/or community members may receive tickets for helping at events at the discretion of the Activities Director.

FACILITIES – USE OF

Because more than one activity group uses the same facility, everything must be picked up and in order.

Return items to their place of storage after use. If any facility is broken or in non-working condition, report this to a custodian and Principal.

A. When using the Senior High School gym and weight room please observe the following;

1. Gymnasium
 - a. Bleachers must be pulled out for seating.
 - b. Only the coach and manager are permitted to raise or lower the baskets.
 - c. Balls and equipment must be stored following practice.
 - d. Scoreboard lights are to be turned off except when in use.
 - e. Scoreboard control box is to be returned to proper storage area at all times.
 - f. Spitting is not allowed.
 - g. Hanging on the rims is not allowed.
2. Weight Room
 - a. Must be supervised by a coach.
 - b. Must be locked when not in use.
 - c. Participants must be properly instructed in the use of the weights and under direct adult supervision at all times.
 - d. The participant shall use a spotter in the lifts that require one.
 - e. Administration shall be informed of the lifting schedule.
3. All other facilities leave as you find them.

B. Facility Scheduling

All reservations regarding use of facilities will be coordinated through the Activities office. This includes but is not limited to the gymnasiums, auditorium, wrestling room, classrooms, and any outdoor playing fields or courts. Report any changes in scheduling or use of facilities to the Activities office as soon as possible. School functions will take priority on scheduling which may result in an event having to be rescheduled.

C. Supervision

At least one coach/director of the squad must be present prior to the practice time and before departing time on a trip. The same applies to leaving after practice, rehearsals or games. It should be clearly understood which coach/director has this responsibility on which days. Coaches will remain until the last squad member has exited the athletic area or the school building.

The coach/director of the last group to use a facility shall lock doors, extinguish lights, store equipment, turn off showers, tidy the room, store towels, etc.

STATE PARTICIPATION FOOD AND LODGING

When a squad or an individual squad member is participating in state activities:

- (1) Meals will be covered with a school credit card with a suggested allowance of a \$5.00-breakfast, \$7.00-lunch, \$10.00-supper. Coaches/directors will use discretion if meals exceed the suggested allowance. If a complimentary breakfast is served at the hotel, students will not be given the breakfast stipend.
- (2) The arrangement for meals will be made by the head coach/director, taking into consideration nutrition, participation, and expense.
- (3) Lodging will be provided based on a determination made by the coach/director and Activities Director. Factors that shall be considered are distance, length of tournament, expense, and providing an appropriate opportunity for success.
- (4) Coach's/Directors itinerary sheet must be submitted to the Activities director and Principal in advance of each trip.

CHEERLEADERS

Cheerleaders will ride with their respective teams to and from events where cheerleaders perform. When a team qualifies for State competition, varsity cheerleaders will accompany the team. If there is a layover between games (1-2 day etc.) cheerleaders will ride to/from the state event with the pep bus. Cheerleaders will help pay for their expenses from the cheerleader fund.

PHYSICAL EXAMINATIONS (Required Before Participation)

All participants must have at least one physical examination during the school year previous to their joining any sport (activity). This physical is good for 12 months. Physicals for students in grades 7-8-9-10-11-12 will be scheduled by Sheldon Family Practice. Students will be notified before school is let out for the summer of the date/time for these physicals. Dates/times of physical examinations will be published in the paper. All students (6-11) will receive a physical form prior to last day of school to be taken home to be completed by parents.

PRACTICES

Practice time is valuable. Use it wisely by having each practice session planned on a time schedule. Remember the participant has other school, community and personal commitments.

Typically, the season ends when that squad has been eliminated from the State Tournament Series. Practice will cease and the I.H.S.A.A. and I.G.S.H.A.U. regulations shall be followed.

Board – Code No. 508.4: Sunday Practices/Rehearsals: There shall be no meetings, practices, or rehearsals by student groups, teams or organizations if school is canceled or dismissed early due to hazardous weather conditions affecting the transportation of students to and from school. There shall be no Sunday use of the school facilities for meetings, practices, or rehearsals by student groups, teams or organizations unless prior approval has been given by the Superintendent. Approval will only be granted if an athletic team is scheduled for IHSSA or IGHSAU tournament play on a Monday. There will be no activities on Sunday morning in the school. Open gym is allowed on Sunday afternoon and must be supervised by an adult who is not a coach/sponsor and scheduled in advance through the Activities office.

If there is a school late-start due to hazardous weather conditions, scheduled before school activities shall be conducted the following manner: 1) Middle School – the activity shall be cancelled; 2) High School – the activity or practice may be scheduled by the activities coach or sponsor no earlier than 8:30 a.m. It will be the coach or sponsor's responsibility to communicate or contact the students involved in the activity or practice regarding the procedure for late-starts due to hazardous weather conditions.

When school is dismissed early due to winter weather – activities will not be held.

Wednesday night is "Family Night" and there are no games scheduled. All participants are out of the building by 6:45 on Wednesday evenings and no practices later than this time – No Exceptions.

PROMOTION OF ACTIVITY

To insure each squad of the best talent available in school, each coach/director should be aware of the progress individuals are making on the 7th grade, 8th grade, freshmen and sophomore levels. Head coaches/directors should attend games and practices when possible. All coaches/directors shall encourage, but not require, participants to participate in additional activities.

TRANSFERRING OF A PARTICIPANT

No participant will be arbitrarily moved from one squad to another level squad without first discussing this move with the Activities Director, Principal and parents. It must be conclusive that such a move will be beneficial for the individual.

SQUAD SELECTION

Squad selection in all activities is controlled by the coach/director. 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 performance team/squad, but all will be given the opportunity to practice. All students will be evaluated during the beginning of the season. If it becomes necessary to reduce the squad size after the tryout period, the coach shall discuss the conditions that exist with the Activities Director and/or Principal. Then the coach/director 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 or perform.

TEAM ROSTER

Accurate rosters are important. Submit rosters to the Activities Office the first day of practice and notify the Activities Office of new participants and drops throughout your season. Be accurate in the spelling and numbers of the squad members. This is needed to check eligibility, insurance, physicals, etc.

SQUAD TRANSPORTATION

Squads will be transported whenever possible by school bus, van, car, station wagons.

*Coaches/directors must arrange with the Activities Director for transportation of their squads well in advance of their road trips. If there is a change in starting time or place, the coach/director must notify those involved – generally the Principal, Activities Director, and Bus Driver.

The coach/director will be in charge and responsible for the behavior of the squad/group while traveling to and from school activities. Coaches/Directors will accompany squads/groups to and from all events.

All students must use school transportation to and from the activity. The only exception is when the parents are at the activity, sign a checkout sheet and pick up their child. Students may not come home with other students. Other exceptions need administrative approval. If a student wishes to come home with another parent, prior written approval from the administration is necessary.

COACHING REQUIREMENTS

No one can serve as a coach, give any instructions/supervision unless they are either certified or have a coaching endorsement. Violation of this rule will prohibit your school from competing in state association sponsored events. If a violation happens, with the knowledge of the administration, a more severe reprimand will follow.

VOLUNTEER COACHES

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

281-36.1 (280) Definitions: “Coach” means an individual, with coaching endorsement or authorization as required by Iowa law, employed by a school district under the provisions of an extracurricular athletic contract or employed by a nonpublic school in a position responsible for an extracurricular athletic activity. “Coach” also includes an individual who instructs, diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic endeavor on a voluntary basis on behalf of a school or school district.

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

- A coach is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition.
- A volunteer coach is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition, but does not receive compensation from a school or school district for his or her efforts.
- All coaches, whether paid or volunteer, are subject to all coach-athlete contact rules, as prescribed by Coach-Athlete Contact guidelines under 36.15(6) of the State regulations.

ELIGIBILITY POLICY (Code No. 503.4R1)

STATEMENT OF PHILOSOPHY

The staff, administration, School Board, and parents of the Sheldon Community Schools believe that participation in co-curricular activities by the students of Sheldon Community Schools can have a positive effect on the development of constructive attitude for future citizenship. It is in this phase of the total educational program that youth have an opportunity to develop leadership, principles of justice, fair play, sportsmanship, respect for rules and regulations, respect for others, respect for one’s own health and physical well being, group pride, team work, self-discipline and values of self-sacrifice. It is further deemed important that participants, before starting in the program should be made clearly aware of its philosophy, opportunities, and the set of policies and procedures under which they will be participating.

The Sheldon Community School District recognizes that the rules and regulations concerning the decorum and conduct of the students will vary with the times and mores of the community. It is our belief that the individual family should be the guiding influence and determinate of student behavior. It is also the belief of the Sheldon Community School District that participation in any co-curricular activity is a privilege. Therefore, certain types of conduct shall be deemed inappropriate for the generally accepted standards subscribed to by the Sheldon Community School District.

In the view of the above statement, the Sheldon Community School District will enforce the following policies and procedures relative to standards for participation in co-curricular activities throughout the calendar year of school. The activities include, but are not limited to, the following: Football, Boys Basketball, Girls Basketball, Wrestling, Boys Track, Girls Track, Boys Golf, Girls Golf, Cross Country(Girls & Boys), Baseball, Softball, Volleyball, Cheerleading, Jazz Band, Intramurals (Girls & Boys), Show Choir, Musical, Speech, Dance Team, Summer Theater, Art Club, FFA, FCCLA, Orab Outlook, Science Club, Spanish Club, Speech Club, Weightlifters, Yearbook, FBLA, Student Leadership Team, Marching Band, Flag Corp, Choir, National Honor Society, Concert Band, Mock Trial, and Future Problem Solving

ACADEMIC AND ATTENDANCE REGULATIONS

- A. A student in grades 7-12 shall be in school the entire day of performance, practice, scheduled contest, program, or trip if he/she expects to participate. Any exception must be cleared through the administration. Seniors are required to be in school for all classes.
- B. If a student will miss a class or classes because of a performance, scheduled contest, program, or trip, he/she must notify their instructors in advance of the date(s) they will be gone. It will be up to the teacher if the student will make up the schoolwork in advance or require it made up after the event.
- C. A student must pass all classes in each grading period to be eligible to participate in co-curricular activities. See Board Policy 503.4R2.

INTERSCHOLASTIC COMPETITION

STUDENT CONDUCT REGULATION

A student shall be declared ineligible for a participation in co-curricular competition or any activity where the student appears before the public in the event any of the following occur:

- A student admits he or she has used and/or possessed alcohol, tobacco, or controlled substances;
- A student attends the Juvenile Court Diversion Program;
- A student is found guilty of use and/or possession of alcoholic, tobacco, or controlled substances;
- A student is sanctioned for a breach of discipline (as defined by Section II of the Student Discipline Policy (Code 503.1R1)) under the provision of III of the Student Discipline Policy

(503.1R1) and administrative rules of the district. A student is “sanctioned” for purposes of activating the ineligibility provisions of this student Eligibility Policy when a student receives three (3) or more days cumulatively of any combination of in-school or out-of-school suspension(s) during any one academic school year; or

- School district authorities determine a student has engaged in any conduct which makes him or her unworthy to represent the ideals, principles and standards of the Sheldon Community School District.

A student may also be declared ineligible under the same terms listed above if the student admits guilt, or if found guilty of other conduct which violates the Iowa Criminal Code either in or out of school, during the school year, or during the summer months that in the opinion of the school administrator makes the student unworthy to represent the ideals, principles and standards of the Sheldon Community School District. A student’s period of ineligibility shall be determined according to the following schedule:

1. **FIRST OFFENSE** – The student will be declared ineligible for the equivalent of one third (1/3) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 6 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 6 weeks in which student is a participant he/she will be ineligible for the next activity/public appearance.
2. **SECOND OFFENSE** – The student will be declared ineligible for the equivalent of one-half (1/2) of a season schedule in all activities with a set schedule as set forth in Category A (see Category A for these activities). The calculation for determining the ineligibility shall be made in the activity in which the student is participating when the ineligibility occurs or will be participating next. If the student is not in a set schedule activity when the ineligibility occurs, the student will be ineligible for 18 school calendar weeks and any summer activities for those activities set out in Category B (see Category B for these activities). If no activities/public appearances occur during the 18 weeks in which student is a participant he/she will be ineligible for the next three activities/public appearances. In addition, an outpatient evaluation at an ADTU (Alcohol Drug Treatment Unit) for substance abuse offenses, along with a cessation program for a second offense tobacco violation will be required. The student will be solely responsible for the cost of the ADTU evaluation and any required treatment. The cost of the cessation program will be provided at the expense of the school provided funds are available.
3. **THIRD OFFENSE** – Violation of this policy shall be the loss of privilege of participation in co-curricular activities where the student appears before the public for a period of one year from the date of the third offense. A student may petition in writing to have his/her eligibility reviewed for reinstatement to the school Principal and Board of Education.

| Category A | | Category B | |
|---------------------|--------------------|-------------------|----------------|
| Football | Volleyball | FFA | Art Club |
| Marching Band/Flags | Wrestling | Spanish Club | Science Club |
| Girls Golf | Boys Golf | Choir | Weight Lifters |
| Baseball | Softball | Concert Band | Speech |
| Girls Basketball | Boys Basketball | Jazz Band | FBLA |
| Girls Cross Country | Boys Cross Country | Show/Jazz Choir | Pep Band |
| Girls Track | Boys Track | Dance Team | Speech Club |
| Cheerleading | | Musical | FCCLA |
| | | FPS/Mock Trial | Yearbook |
| | | Summer Theatre | |

Whether an offense is a First, Second or Third Offense shall be determined as follows:

1. **First Offense.** An offense shall be considered a first offense if: (1) the student has had no prior violations of this policy; or (2) the student has had prior violations of this policy, however, the student has had no violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation.
2. **Second Offense.** An offense shall be considered a second offense if the student has had one prior violation of this policy in the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for a prior violation of this policy and then he or she commits another violation that is a second offense, the student shall serve the remaining period of ineligibility for the first offense concurrently with the probationary period of ineligibility imposed for the second offense, which one year period shall begin as of the date of the commission of the most recent violation. In other words, the probationary period of ineligibility imposed for the first and second offenses shall run concurrently to each other, not consecutively.
3. **Third Offense.** An offense shall be considered a third offense if the student has had two prior violations of this policy within the preceding one year period of time measured from the date of the commission of the most recent violation. If a student is already serving a probationary period of ineligibility for prior violations of this policy and then he or she commits another violation that is a third offense, the student shall serve the remaining probationary period of ineligibility for the prior offenses concurrently with the probationary period of ineligibility imposed for the third offense, which one year period shall begin as of the date of the commission of the most recent violation. In other words, the probationary period of

ineligibility imposed for the first, second and any subsequent violations shall run concurrently to each other, not consecutively.

For purposes of this policy, the term "one year period" shall mean 365 consecutive days. This one year period shall be a probationary period.

Students may not use the following activities to serve out their period of ineligibility nor may they participate in these activities during the period of ineligibility: Intramurals, Post-Season Award Banquet, Scrimmages, Jamborees, Future Problem- Solving, Orab Outlook, Student Leadership Team, National Honor Society, Yearbook, Homecoming Court and additional activities at the discretion of the Activities Director and Principal.

Consideration for reinstatement to eligibility shall be based on the student's good conduct in and out of school, school attendance, and scholastic performance during the period of ineligibility. Reinstated students will be placed on probation for 12 months with the conditions of probation stated in writing. Students who voluntarily enter and satisfactorily complete a 30 to 45 day treatment program for substance use/abuse will be eligible upon their return to school after first, second, or third offense.

NOTIFICATION: Any student who fails to notify school officials within three days of receiving a written charge, complaint, or citation regarding conduct which violates the discipline policies is in violation of this eligibility policy. This shall apply both in and out of school and during summer months. Students who fail to notify school officials within three days shall be ineligible to participate in all school activities for 12 calendar months.

If this period of ineligibility to participate cannot be completed during the activity in which the ineligibility occurred, it shall be carried over to the next activity in which the student regularly competes.

If two or more activities are needed to complete the period of ineligibility, the student will be expected to complete, in full, both activities. The period of ineligibility shall begin on the date that the ineligibility is finalized.

INTERSCHOLASTIC COMPETITION RELATED ADMINISTRATIVE RULES AND REGULATIONS

APPEAL PROCESS:

1. A hearing will be held with the student and/or parent(s) or guardian(s), at which the student is given oral or written notice of the accusation.
2. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence.
3. The student shall be given an opportunity, during the hearing, to present the student's side of the story if the student denies the charge.
4. The hearing may be held immediately following the notification of the alleged misconduct.
5. A student may be immediately removed from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing (as provided in Nos. 1, 2, and 3 above) shall be provided as soon as practicable.
6. Immediately following the suspension of a student, parents shall be notified in writing that the suspension has occurred and the reason(s) therefore.
7. The student and parent shall be apprised that they may appeal to the Superintendent of Schools if the suspension is made by the principal or his/her designee and to the Board of Education if the suspension is made or upheld by the Superintendent.
8. Written notice of student suspension shall be given at once to the Superintendent, who will notify the President of the School Board.

SPECIAL PROVISIONS:

1. Each day of actual competition will count as one event when completing the period of ineligibility. Performance is defined as representing the school in any appearance before the public. (Performances would not include scrimmages.) One performance per day counts for eligibility. A person is eligible the day after completion of ineligibility.
2. The student must participate in all practices while ineligible, unless the period of ineligibility is one year.
3. Mid to late season suspensions. If the number of events a student is ineligible to participate in exceeds the number remaining in the current season, the ineligibility will carry over into the next season or activity in which the student regularly competes.
4. After each violation of the good conduct rule a student is on probation for a period of 12 calendar months. If no violations occur during this probationary period, the student's previous violations are eliminated from his/her record.
5. A violation of the School District's Discipline Policy resulting in three or more cumulative days of in-school or out-of-school suspension will also be a violation of the Eligibility Policy and consequences will be enforced appropriately in both policies.

ACADEMIC ELIGIBILITY POLICY (Code No. 503.4R2)

Any student wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must be in compliance with the provisions of this Academic Eligibility Policy. Compliance with this Academic Eligibility Policy shall be in addition to a student's compliance with the provisions of the District's Good Conduct, Student Discipline and Eligibility Policy.

For purposes of this Academic Eligibility Policy Category A and Category B activities are defined as follows:

| Category A | | Category B | |
|---------------------|--------------------|-------------------|----------------|
| Football | Volleyball | FFA | Art Club |
| Marching Band/Flags | Wrestling | Spanish Club | Science Club |
| Girls Golf | Boys Golf | Choir | Weight Lifters |
| Baseball | Softball | Concert Band | Speech |
| Girls Basketball | Boys Basketball | Jazz Band | FBLA |
| Girls Cross Country | Boys Cross Country | Show/Jazz Choir | Pep Band |
| Girls Track | Boys Track | Dance Team | Speech Club |
| Cheerleading | | Musical | FCCLA |
| | | FPS/Mock Trial | Yearbook |
| | | Summer Theatre | |

I. GENERAL RULE

In order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following minimum academic eligibility requirements:

- A. Each participating student must be enrolled and in good standing in the Sheldon Community School District;
- B. Each participating student must be under twenty (20) years of age;
- C. Each participating student shall not have been a member of a college squad, trained with a college squad or participated in a college contest;
- D. Each participating student must be in compliance with the Credit Requirements set forth in Section II of this Academic Eligibility Policy;
- E. Each participating student must be in compliance with the Academic Progress Requirements set forth in Section III of this Academic Eligibility Policy; and
- F. Each participant must have completed any period of ineligibility imposed pursuant to Section IV of this Academic Eligibility Policy.

II. CREDIT REQUIREMENTS

In addition to the other requirement of this policy, in order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following academic credit requirements:

- A. Except for incoming (first time) ninth grade students, each participating student must have earned "credit" in at least four full "credit courses" or the equivalent, each of one period, hour or the equivalent thereof, during the preceding quarter; and
- B. For the term during which the student wishes to participate in any Category A or Category B activity, each participating student must be enrolled in at least four (4) full "credit courses" or the equivalent, each of one period, hour or the equivalent thereof, at all times during the student's participation in any Category A or B activity, except for Baseball and Softball, which occur during the summer when school is not in session and therefore are not governed by this subsection.

For purposes of this policy, the District's school year shall be divided into four separate quarters with beginning and ending dates for each quarter designated by the District on a year to year basis. A student may not use summer school or other means to make up credits to regain eligibility.

For purposes of this policy, the term "earned credit" shall mean that a student has received a letter grade of D- or better in any coursework. Therefore, if a student has received an "F" in a course, the student shall not have "earned credit" for purposes of this policy.

For purposes of this policy, the term "credit courses" shall mean any coursework so designated by the District, but generally includes coursework where a student receives a letter grade, however, Driver's Education shall not be deemed "credit course" for purposes of this policy. In addition, the term "credit courses" shall not include any post secondary, trade or college coursework enrolled in by the student for which the student is not also receiving credit at the Sheldon Community School District, however, any coursework taken under the provisions of Iowa Code Chapter 261C (postsecondary enrollment options) for which the student does receive academic credit towards high school graduation shall be considered "credit courses" under this policy and such coursework shall be used to determine eligibility under both Section II and III of this policy. If a student re-takes a credit course, that course shall again be considered a credit course for purpose of this policy.

III. ACADEMIC PROGRESS REQUIREMENTS

In addition to the other requirement of this policy, in order to be eligible to participate in any Category A or Category B activity, each participating student must meet all of the following academic progress requirements:

- A. Each participating student must have earned a "passing grade" in all coursework for which credit was given during the previous quarter. As stated above, for purposes of this policy, the school year shall consist of four quarters. A student may not use summer school or other means to make up failing grades to regain eligibility. If a student receives a "failing" "final grade" in any course for which credit is given, such student shall be academically ineligible to participate in any Category A or Category B activity for the

period of ineligibility set forth in Section IV of this Academic Eligibility Policy; and

- B. Each participating student must be making adequate progress towards graduation credit requirements (as determined by the District) at the end of each quarter.

For purposes of this policy, the term “passing grade” shall mean that a student has received a letter grade of D– (D minus) or better. For purposes of this policy, the term “failing” grade shall mean that a student has received a “F”. If a student receives an “incomplete” as a “final grade” in any coursework, for which credit is given, a student shall remain academically eligible to participate in Category A and Category B activities during the period that the student completes the required coursework to receive a letter grade, however, such period shall not exceed five (5) consecutive school days after grades are issued at the end of a quarter. The letter grade of “W” which signified that a student has withdrawn from participation in coursework with the school district’s approval, shall not be considered a failing grade unless, as a result of such “W”, the student falls below the minimum credit requirements to maintain academic eligibility pursuant to the requirements of Section II of this Academic Eligibility Policy. For purposes of this policy, the term “final grade” shall mean that grade which appears on the student’s transcript for a school quarter, it shall not include any period less than a school quarter such as any progress report or other like intermediate grading system.

It is the policy of the District that any student with a disability who has an individualized education program (IEP) shall not be denied eligibility based on the credit requirements of Section II or the academic progress requirements of Section III of this Academic Eligibility Policy, if school officials determine, in their sole discretion, that the affected student is making adequate progress towards the goals and objectives set forth on the student’s IEP. These academic grading requirements of Section III of the Academic Eligibility Policy shall likewise not apply to any post secondary, trade or college coursework that the student is enrolled in, for which the student will not be receiving any credit at the Sheldon Community School District. For example, if a student enrolls in and attends a college night course at NCC on his or her own time, that student shall not lose eligibility for purposes of Article III should the student receive a failing grade in such coursework.

IV. PERIOD OF INELIGIBILITY

As more particularly set forth in Section II of this Academic Eligibility Policy, if any student participant (or any student who wishes to participate in any school sponsored athletics or co-curricular activities) receives a failing grade in any course for which credit is awarded, the student shall be ineligible to dress for and compete in any interscholastic athletic contest or competition; to participate and compete in any co-curricular public performance; and to represent the school in any appearance before the public (scrimmages are not public appearances for purposes of this policy) for the following periods of ineligibility:

- A. Category A Activities. A student who is academically ineligible under this policy shall be ineligible to dress for and compete in the next occurring interscholastic athletic contest or competition for a period of thirty (30) consecutive calendar days for all Category A activities. Students in baseball or softball have the same penalty as all other students.
- B. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of thirty (30) consecutive calendar days for all Category B activities. In the event a participating student is declared academically ineligible under this policy, and is thereby prevented from participating and/or performing in any public performance or other event that is graded, or in any other like circumstance where failure of the student to perform or participate in any Category B Activities will otherwise negatively impact the student’s course grade, school officials shall designate a non-public performance alternative for such affected students so that such students may be graded and otherwise have an opportunity to achieve academic credit.
- C. Special Rule for Middle School Students. Any middle school student (students in 7th or 8th grade) wishing to participate in school sponsored athletics or co-curricular activities (See Category A and Category B for a description of these activities) must also be in compliance with the provisions of this Academic Eligibility Policy and if declared academically ineligible under this policy, must serve a period of ineligibility for all Category A and Category B Activities as set forth in Section IV of this Academic Eligibility Policy. However, the following special rules and periods of ineligibility shall apply only to middle school students:
 - i. Category A Activities. A middle school student who is academically ineligible under this policy shall be ineligible to dress or compete for a period of fourteen (14) consecutive calendar days from the first contest date for all Category A activities.
 - ii. Category B Activities. Subject to the special provisions regarding contestants in graded public performances or competitions, a middle school student who is academically ineligible under this policy shall be ineligible to participate and compete in any co-curricular public performance and to represent the school in any appearance before the public for a period of fourteen (14) consecutive calendar days for all Category B activities. However, a participating student may participate and perform in any event that is graded or where failure of the student to perform or participate will negatively impact the student’s course grade. Students shall likewise remain eligible to participate in any non-competition public performances related to any Category B activities should the instructor, in his or her sole discretion, deem an individual student’s participation appropriate under the circumstances.

For purposes of this policy, such periods of ineligibility for both Category A and Category B activities, will start no sooner than the first day of the next grading period and the day after the athletic administrator has been notified that a student received a failing grade. The school shall have up to three school days after the grading period to notify the athletic administrator of the final grade for an eligible grading period. During the period of ineligibility, the affected student must attend and actively participate in all practices. So, for example, if a student who is a bona

vide contestant in football is declared academically ineligible following the issuance of fourth quarter grades and football practice begins August 15; the first school day is August 22; and the first football game is September 7; the student's thirty (30) consecutive calendar day period of ineligibility under this policy will not begin until September 7, the date of the first interscholastic athletic performance.

If a student is a participant in both Category A and Category B activities at the time he or she is declared academically ineligible under this policy, the periods of ineligibility shall run concurrently. That is, should a student be contestant in a Category A activity (such as basketball) and a participant in a Category B activity (such as speech) at the same time, the maximum period such student shall be academically ineligible is a period of 30 consecutive calendar days as otherwise calculated in this policy. However, upon expiration of the maximum period of ineligibility applicable to a Category B activity, such student may become eligible to participate in any Category B activities, while remaining academically ineligible to participate in any Category A activities, until such student has served the balance of the period of ineligibility applicable to any Category A activities. Additionally, any two or more periods of ineligibility imposed under this policy shall be served concurrently. In other words, if a student who is not participating in any Category A or B activities as a (first time) ninth grade student is declared academically ineligible under this policy following both the first and second quarters, should the student go out for track, that student shall serve a maximum period of ineligibility of 30 (not 60) consecutive calendar days as otherwise calculated under this policy.

For purposes of this policy, grades are considered "issued and final" when report cards are made available, not when a student actually receives such grades.

A student who is academically eligible under this policy at the close of a quarter is academically eligible until the beginning of the subsequent quarter.

NOTICE OF NONDISCRIMINATION (Code No. 102.E1)

Students, parents, employees and others doing business with or performing services for the Sheldon Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex/gender, marital status, sexual orientation, gender identity, disability, or socio-economic status in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact: Cynthia Barwick, Middle School Principal, Sheldon Community School District, 310 23rd Avenue, Sheldon, Iowa 51201, 712-324-4346

Cynthia Barwick, Middle School Principal has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

HOMELESS CHILDREN AND YOUTH (Code No. 501.16)

The Board shall make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the High School Principal, 1700 E. 4th Street, Sheldon, IA 51201, 712-324-2501.

Definition of a Homeless Child/Youth

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate nighttime residence and includes the following:
 - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
 - A child who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings
 - A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting; or
 - A migratory child/youth who qualifies as homeless because of the living circumstances described above
 - Includes youth who have runaway or youth being forced to leave home.

TRIP CHAPERONE DUTIES AND RESPONSIBILITIES

1. Account for all students in your charge (trip family): at departure, at each stop, and with periodic checks. Students will sit in assigned seats on the bus until roll is taken. A detailed schedule will be set up.
2. Get the room keys for your trip families at the hotel check in. Keep a room key for yourself for each room under your care.
3. Check for room damage and report it to the front desk BEFORE the students enter the room. Make daily checks and do a thorough check before final departure.
4. If visitors are in the room make sure that the door stays open.
5. Room should have phones and movie channels disconnected.
6. Check room after curfew and patrol the halls. A schedule will be set up.
7. Call rooms each morning and make sure everyone is awake and getting ready for the day.
8. While in attractions set designated times to check in with your trip families
9. Be available to help load and unload the bus.
10. Be available to intervene with any student issues and report all issues to supervisor
11. Because this is a school activity, all applicable school rules will be in force. Be familiar with and ready to enforce all school rules.
12. Additional assignments and responsibilities may be added to this list as needed.
13. Violators of school policy regarding drugs/alcohol may be sent home at parents' expense.
14. All school policy rules apply throughout the trip.

STUDENT EXPECTATIONS ON TRIPS HOTEL ETIQUETTE

1. Phones and Movie Channels will be disconnected.
2. Lights out means lights out.
3. When others are in your room the doors must be kept open.
4. NO ONE in your room after lights out.
5. Chaperones will have keys and access to your room.
6. Be available to help load and unload luggage and equipment.
7. Additional rules may be added in certain situations.

If these expectations and guidelines are not followed, your child will be confined to the hotel room.

BUS ETIQUETTE

1. Keep the bus clean.
2. You MUST always sit in your assigned seat when you get on the bus – after attendance has been taken you may move.
3. Lights out on the bus at 11:30 – everyone in assigned seat – try to get some sleep.

ATHLETIC SCHOLARSHIP RULE STARTING DATES FOR 2016-2017

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. on the 31st day.

| <u>IHSAA/IGHS AU Sports</u> | <u>1st Competition Date</u> | <u>Eligibility resumes at 12:01 a.m. on THIS date:</u> |
|-----------------------------|--|--|
| Football | August 18 th | September 17 th |
| Cross Country | August 22 nd | September 21 st |
| Volleyball | August 22 nd | September 21 st |
| Wrestling | November 28 th | December 28 th |
| Girls Basketball | November 18 th | December 18 th |
| Boys Basketball | November 28 th | December 28 th |
| Track & Field | March 13 th | April 12 th |
| Girls Golf | March 22 nd | April 21 st |
| Boys Golf | March 27 th | April 26 th |
| Baseball/Softball | May 22 nd | June 21 st |