



WEST LIBERTY ACTIVITIES DEPARTMENT

WLCSD MISSION

To Partner with our families, staff and community
To Prepare our students for full and productive lives
To Become empowered citizens here and around the world

TABLE OF CONTENTS

A Message From the Activities Director	2
Notice of Nondiscrimination	2
Organization and Administration	3
Iowa High School Athletic Association – Iowa Girls High School Athletic Union	3
Iowa High School Speech Association – Iowa High School Music Association	3
River Valley Conference	3
West Liberty Community School District	3
Statement of Educational Philosophy	3
Sports Offered by Season	4
Activities Offered at West Liberty High School	4
Sportsmanship Policy	5
Academic Eligibility	6
School Attendance	8
Good Conduct Rule	9
Academic Consequences	12
Appeals	12
Bullying, Hazing & Harassment	13
Bullying	13
Harassment	13
General Rules and Regulations	14
Changing Sports	14
Bus Behavior	14
Dress and Appearance	15
Conduct on Trips	15
Athletes Driving to Practices or Contests in Local Area	15
Practice Not Held on School Grounds	15
Travel Rules	15
Carryover Sports Guidelines	16
Students Involved in Multiple Activities Simultaneously	16
Equipment	17
Student Physicals and Insurance	17
Physical Examination	17
Insurance	17
Concussion Form	18
Parent Guide	18
How to be an All-Star Parent	19
Acceptable and Unacceptable Behavior	20
Practice Session and Games	20
Parent/Coach Communication	20
Lettering Standards	21
General Standards for All Sports/Activities	21

Activities Department Handbook

A Message From the Activities Director

Dear West Liberty Parents, Faculty and Students,

Welcome to the West Liberty High School and Middle School Activities Program. I hope that your decision to take advantage of our extracurricular programs will be educational, challenging and rewarding. As the Activity Director, I encourage you to take advantage of as many programs as your time and talent will permit. At West Liberty, we do not encourage specialization in one sport or activity; rather we encourage you to experience a variety of sports as well as other school activities.

Successful sports and activities have specific goals. They include: a positive experience for every participant and a great sense of camaraderie and unity within their team or group; an environment that ensures high ethical standards and expectations for fairness, equity and sportsmanship for all of our students, coaches and sponsors.

A successful activities program also includes dedicated coaches and sponsors, active support from the student body, outstanding leadership from school administrators, and most importantly, a great sense of pride fostered by the entire community.

My goal as Activities Director is that you, as a student, will excel academically while you enjoy participating in our activities program and that you will learn the value of teamwork, good sportsmanship and dedication.

I value the importance of extra-curricular activities within the education process and believe that their role in the development of focused and well-rounded individuals cannot be overstated. Work hard, be a good person, dedicate yourself to be the best you can be, and most importantly, HAVE FUN! The rewards will stay with you for the rest of your life.

Good luck and GO COMETS!

Adam Loria
Activities Director

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the West Liberty 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, sex, marital status or disability in admission or access to, or treatment in, its programs and activities.

The West Liberty Community Schools provides equal educational and employment opportunities. Therefore, it is the policy of the West Liberty Community School District not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family, or marital status.

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), the Age Discrimination Act of 1075, 504 or Iowa Code 280.3 is directed to contact the Educational Equity Coordinator, Andrew Genz, High School Assistant Principal, at 319-627-2115 ext. 5003 who 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 (2003). For Title IX specific inquiries please contact Adam Loria, Title IX Coordinator, at 319-627-2116 ext. 1007, or aloria@wl.k12.ia.us.

Activities Department Handbook

ORGANIZATION AND ADMINISTRATION

Iowa High School Athletic Association – Iowa Girls High School Athletic Union Iowa High School Speech Association – Iowa High School Music Association

West Liberty High School and Middle School are members of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the Iowa High School Speech Association and the Iowa High School Music Association. The purpose of these organizations is to promote, develop, direct, protect and regulate amateur interscholastic athletic, music and speech activity relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools and communities throughout the state.

River Valley Conference

West Liberty is a proud member of the River Valley Conference (RVC). As a member we are committed to adhere to the rules, regulations and bylaws of the conference. Beginning with the 2022-2023 school year, 15 member schools make-up the RVC:

RVC SOUTH

Durant
Mid-Prairie
Regina
Tipton
West Branch
West Liberty
Wilton

RVC NORTH

Anamosa
Beckman
Bellevue
Camanche
Cascade
Maquoketa
Monticello
Northeast

West Liberty Community School District

The Board of Directors believes that a dynamic program of student activities is vital to the complete development of the student. Such activities offer opportunities to serve the institution, to assist in the development of fellowship and social goodwill, to promote self-realization and all-around growth, and to encourage good citizenship qualities.

Statement of Educational Philosophy

The students of this district are one of our most important resources. It is the responsibility of parents and the district's schools, with the support of the community, to help prepare these students to be independent, responsible contributors to a rapidly changing world and to develop those attitudes that encourage them to be respectful and understanding of self and others in a diverse society.

Activities Department Handbook

SPORTS OFFERED BY SEASON

Fall

- Boys and Girls Cross Country (Middle School and High School)
- Football (7th grade, 8th grade, JV and/or Freshman/Sophomore, Varsity)
- Volleyball (7th grade, 8th grade, Freshman/Sophomore, JV, Varsity)
- Cheerleading (High School)
- Dance (High School)

Winter

- Boys and Girls Basketball (7th grade, 8th grade, Freshman/Sophomore, JV, Varsity)
- Boys Wrestling (Middle School and High School)
- Girls Wrestling (Middle School and High School)
- Cheerleading (High School)
- Dance (High School)

Spring

- Boys and Girls Golf (High School)
- Boys and Girls Soccer (High School)
- Boys and Girls Track (Middle School and High School)

Summer

- Softball (Middle School, JV, Varsity)
- Baseball (Freshman/Sophomore, JV, Varsity)

ACTIVITIES OFFERED AT WEST LIBERTY HIGH SCHOOL

- Art Club
- Band and Concert Band
- Chess Club
- Drama
- E-Sports
- Future Business Leaders of America
- F.C.C.L.A.
- FFA
- GSA Club
- Improv Troupe
- Interact Club
- Jazz Band
- Mariachi Band
- National Honor Society
- Science Club
- Show Choir
- Spanish Club
- Speech Team
- Student Council
- T.O.P. Club
- Upward Bound
- Vocal Music Concert Choir

Activities Department Handbook

SPORTSMANSHIP POLICY

The West Liberty Community School District recognizes the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school related activities. With this in mind, the following are fundamentals of good sportsmanship in all activities that the district urges fans, spectators, participants, staff members, and parents to follow:

- Gain an understanding and appreciation for the rules of the game.
- Exercise positive behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the opponents and officials at all times.
- Openly display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to, the following types of conduct. Such conduct will result in removal from the activity:

- Insubordination to referees, coaches, or other school personnel supervising the activity.
- Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches, players, participants or spectators.
- Throwing debris or littering the playing field or facility.
- Verbal abuse or use of profane or obscene words or gestures before, during or after a game or activity.
- Disruptive behavior or conduct.

The West Liberty Community School District will not tolerate any violations of the above. Good sportsmanship is expected from everyone before, during or after any interscholastic contest or other school related activity in our schools or any other place our students are competing/participating. During or immediately after an event is NOT the proper time to raise questions or concerns about a program. Violations of any of the above “FUNDAMENTALS OF GOOD SPORTSMANSHIP” guidelines will result in the following consequences:

- Immediate removal from the contest or activity.
- Upon investigation by the administration of the schools involved, violator(s) may be suspended from activities for a period up to one year depending upon the severity of the infraction.

Activities Department Handbook

ACADEMIC ELEGIBILITY

36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days. Unless the student has already served a period of ineligibility for 30 consecutive calendar days in another school-sponsored activity. A student shall not serve multiple periods of ineligibility because of a failing grade.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions of the comprehensive school improvement plan.

g. A student is academically eligible upon entering ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a

Activities Department Handbook

collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Other related rules

281-36.1(280), definition of "compete" added to definitions:

"Compete" means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. "Compete" does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

281-36.15(1) amended to add the following sentence:

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

Summary of Scholarship Rule, 281-IAC 36.15(2)

The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all classes at the end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all classes at any check point (**if** school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rules now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

Activities Department Handbook

SCHOOL ATTENDANCE

Students must attend a minimum of one-half school day (3 whole class periods) to be eligible to participate in a practice, competition, program or performances scheduled on the same day **UNLESS** special permission is received from the principal or his/her designee in advance (exceptions might include, but are not limited to funerals, medical appointments, etc.)

Students who are truant to school or skip a class on the day of a practice, competition, program or performance will be suspended from the practice, competition, program or performance for that day.

If a student is suspended for any reason (in-school or out-of-school) they will be ineligible to participate in any practice, competition, program or performance that same day.

The Board of Directors of the West Liberty 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 and Activities Director shall keep records of violations of the Good Conduct Rule (see below).

The board's policy and these rules cover the following activities:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all honorary and elected offices (Homecoming King/Queen/court, class officer, student council member), state contests and performances for cheerleading, mock trial, Academic Decathlon or any other activity where the student represents the school outside the classroom. In the event of a good conduct violation, the previously mentioned activities will be treated as separate entities. Penalties will apply to each activity the student is involved with in accordance with the bylaws of that respective activity, and their state association when applicable.

Activities Department Handbook

GOOD CONDUCT RULE

To retain eligibility for participation in West Liberty 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.

The following are considered violations of the Good Conduct Rule:

1. Possess, use or purchase of illegal drugs, controlled substances, imitation substances, or drug paraphernalia. This includes the use, possession or purchase of tobacco products and imitation substances.
2. Possess, use or purchase of alcoholic beverages, including beer, wine and liquor ("use" includes having the odor of alcohol on one's breath).
3. Engages in any act that leads to a felony, aggravated misdemeanor, or serious misdemeanor charge or citation in criminal or juvenile court system, excluding minor traffic violations.
4. **Exhibit misconduct or behavior/citizenship that is considered detrimental to his/her activity or school.** Student behaviors must be in compliance with acceptable standards of conduct per the current edition of the Student Parent Handbook. Behaviors that could be considered detrimental include, but are not limited to vandalism, theft, physical aggression, etc.

If a student is observed violating one of the above by faculty, administrators or law enforcement personnel, admits to violating any of the above, or upon through investigation by school personnel which determines the student committed the violation, he/she will be declared ineligible as described below.

If a student transfers in from another 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 they will be required to serve the remaining period of ineligibility at West Liberty Community Schools.

Penalties

When a violation of good conduct requirements 1-6 (above) has been determined to have occurred, during the school year or summer, the student is subject to a loss of eligibility as follows:

Activities Department Handbook

First Offense: declared ineligible for 30% of all activities the student is currently involved in as detailed in the Good Conduct Rule violation chart. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity.

Second Offense: declared ineligible for 60% of all activities the student is currently involved in as detailed in the Good Conduct Rule violation chart. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity. The second offense rule applies if the second offense occurs within a twelve (12) month period after a first offense.

Third Offense: declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility. The third offense rule applies if the third offense occurs within a twelve (12) month period after a second offense.

FALL SEASON	1 st VIOLATION	2 nd VIOLATION
Academic Competitions (Speech, Math, etc.)	Determined on Individual Basis	Determined on Individual Basis
Band (Concert/Marching)	Determined on Individual Basis	Determined on Individual Basis
Cheerleading – Football (8 games)	2 Games	4 Games
Class Officer	1 Year Probation	Dismissal
Club Activity (FFA, Science Club, etc.)	Determined on Individual Basis	Determined on Individual Basis
Cross Country (10 dates)	3 Dates	6 Dates
Fall Play	Determined on Individual Basis	Determined on Individual Basis
Color Guard (4 games)	1 Game	2 Games
Football (8 games)	2 Games	4 Games
Homecoming Royalty	Loss of Candidacy and/or Selection	Loss of Candidacy and/or Selection
National Honor Society	NHS Faculty Council Determination	NHS Faculty Council Determination
Student Council	1 Year Probation	Dismissal
Vocal (Concert/Show)	Determined on Individual Basis	Determined on Individual Basis
Volleyball (14 dates)	4 Dates	8 Dates

WINTER SEASON	1 st VIOLATION	2 nd VIOLATION
Academic Competitions (Speech, Math, etc.)	Determined on Individual Basis	Determined on Individual Basis
Band (Concert/Jazz)	Determined on Individual Basis	Determined on Individual Basis
Basketball (21 games)	6 Games	12 Games
Cheerleading – Basketball (21 games)	6 Games	12 Games
Cheerleading – Wrestling (15 dates)	4 Dates	9 Dates
Class Officer	1 Year Probation	Dismissal
Club Activity (FFA, Science Club, etc.)	Determined on Individual Basis	Determined on Individual Basis
National Honor Society	NHS Faculty Council Determination	NHS Faculty Council Determination
Student Council	1 Year Probation	Dismissal
Vocal (Concert/Show)	Determined on Individual Basis	Determined on Individual Basis
Wrestling (15 dates)	4 Dates	9 Dates

Activities Department Handbook

SPRING SEASON	1st VIOLATION	2nd VIOLATION
Academic Competitions (Speech, Math, etc.)	Determined on Individual Basis	Determined on Individual Basis
Band (Concert/Jazz)	Determined on Individual Basis	Determined on Individual Basis
Boys Soccer (15 dates)	4 Dates	9 Dates
Class Officer	1 Year Probation	Dismissal
Club Activity (FFA, Science Club, etc.)	Determined on Individual Basis	Determined on Individual Basis
Girls Soccer (17 games)	5 Games	10 Games
Golf (12 dates)	3 Dates	7 Dates
National Honor Society	NHS Faculty Council Determination	NHS Faculty Council Determination
Spring Play	Determined on Individual Basis	Determined on Individual Basis
Student Council	1 Year Probation	Dismissal
Track and Field (16 dates)	4 Dates	9 Dates
Vocal (Concert/Show)	Determined on Individual Basis	Determined on Individual Basis

SUMMER SEASON	1st VIOLATION	2nd VIOLATION
Baseball (40 games)	12 Games	24 Games
Club Activity (FFA, Science Club, etc.)	Determined on Individual Basis	Determined on Individual Basis
Softball (40 games)	12 Games	24 Games

All suspensions are based on competitions/performances allowed by their respective state association as noted in parentheses. If the school activity in question does not participate in the full amount of competitions/performances/events allowable, the penalty may be prorated to reflect the schedule. The period of ineligibility for sports is determined by multiplying the percentage stated for the first or second offense by the total number of regular season contest/performance/event dates. That number is then rounded to the lower nearest whole number.

“Determination on Individual Basis” has been noted for some violations. This is because the nature of these activities makes it difficult to define a period of ineligibility unless looking at the activity and/or the student on an individual basis. The same principals of 30% / 60% / Dismissal will be applied when analyzing ineligibility for these activities.

Date(s)/Game(s): Due to some sports having a limitation on number of games, and others having a limitation on number of dates, the penalty for a violation of the Good Conduct Rule will be based on each sports number of dates or games allowed. For example, a tournament played on a given date including multiple games counts as one contest for those sports that count dates. If the sport counts games, each game played in the tournament will count as one game.

Any reported offense must have taken place within twelve (12) calendar months of the report. Any possible Good Conduct Rule violation that has taken place over twelve (12) months ago will not be taken under consideration or reviewed.

If there is not a sufficient number of contests or performances in the scheduled season to fulfill the terms of the period of ineligibility for violations of Good Conduct requirements 1-6, the ineligibility period will be carried over into the post-season series (including any and all tournaments) and to the next season in which the student participates. If a student remains free of violations for one (1) calendar year from the time of the last violation, he or she will return to the first violation state for any subsequent violation.

Activities Department Handbook

If a student transfers into the West Liberty Community School District from another 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 if the administration determines that there is general knowledge in our school district of the fact of the student's violation in the previous district. The period of ineligibility shall follow the guidelines of the West Liberty Community School District penalties and will take into account the amount of the penalty already served at the previous school or school district.

The number of contests or performance dates served on suspension is computed using the allowed number of games or competition dates as set by the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union for a season. Post season competitions are not part of this formula but will be used as part of the ineligibility period.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently participating in an extracurricular activity. If the period of ineligibility is not completed with the current activity, the balance of the ineligibility will carry over to the next activity. If the student is involved in multiple activities at the time the ineligibility is to be served, the ineligibility shall apply to all applicable activity programs. However, if the period of time between the finding of a violation and an activity is 365 calendar days or more, the student shall not serve an ineligibility period for the violation. Students are not allowed to join any sport after the first legal competition date of the season, as determined by the Iowa High School Athletic Association/Iowa Girls High School Athletic Union, and apply their ineligibility to that sport in order to avoid the consequences during another sport. A student must complete a season or sport in good standing for an ineligibility period to be accepted. If a student drops out or is dismissed from an activity prior to the completion of the period of ineligibility and season, the entire penalty will be applied to the next activity the student participates in, subject to the 12 month limitation above. An ineligible student shall attend all practices or rehearsals but may not dress or participate in contests (at any level) during the designated ineligibility period.

If a student is academically ineligible at the time of the violation of the Good Conduct Rule, the penalty for the violation of the Good Conduct Rule shall not begin until the student regains academic eligibility.

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (detention, suspension from school, etc.) for the violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) school days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

Activities Department Handbook

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18 years-old or older) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

BULLYING, HAZING & HARASSMENT

Bullying

Any intentional hostile or offensive verbal, written, graphic, demonstrative or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing or adversely controlling the student, and that is disruptive to the educational process. This may include, but is not limited to verbal, graphic or written activities such as name calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping and damaging clothing or possessions.

1. **First Offense:** Consequence can range from conference with principal, to in-school-suspension, to a 3-day out-of-school suspension. The consequence may be upgraded depending upon the seriousness of the offense.
2. **Second Offense:** Five (5) days out-of-school suspension.
3. **Third Offense:** Ten (10) days out-of-school suspension; possible recommendation to the Board of Education for expulsion.

Harassment

Harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or family status: includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities.
2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Activities Department Handbook

Harassment based upon factors other than sex includes, but is not limited to:

1. Verbal, physical or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, job, etc.
4. Demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

1. If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should:
 - a. Tell a teacher, school social worker, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, social worker, counselor or principal including: what, when and where it happened; who was involved; exactly what was said or what the harasser did; witness(s) to the harassment; what the student said or did, either at the time or later; how the student felt; and how the harasser responded.
 - i. First Offense: One (1) day in-school suspension; a harassment report form will be completed.
 - ii. Second Offense: One (1) to three (3) day out-of-school suspension; a harassment report will be completed.
 - iii. Repeated Offenses: Three (3) day out-of-school suspension, recommendation for expulsion. A harassment report will be completed.

GENERAL RULES AND REGULATIONS

Changing Sports

- Athletes will **NOT** be allowed to transfer from one sport to another during a given season without both head coaches and the Activities Director's approval.

Bus Behavior

- Students will be expected to behave at all times on buses in accordance to the expectations of the bus driver.
- Bringing food on buses is permissible only with the permission of the bus driver.
 - If food is permitted by the driver, students will be responsible for the following:
 - Putting all waste and refuse in designated trash receptacles.
 - Checking the bus for loose trash and refuse, cleaning when appropriate.
- Any damage to buses, caused by students, will be paid for by the student(s). Said student(s) will also be subject to further disciplinary action appropriate to the misconduct as determined by the Activities Director/head coach/activity sponsor in accordance to our Good Conduct Rule. The student handbook will also be consulted.

Activities Department Handbook

Dress and Appearance

- Coaches/activity sponsors will have authority to set reasonable guidelines for athletes regarding dress and appearance.

Conduct on Trips

- Students will be considered as “good will ambassadors” for the West Liberty Community School District.
- Students will conduct themselves in a respectful manner at all times, both on and off the competition areas.
- Failure to comply with the above articles will result in disciplinary action appropriate to the misconduct as determined by the Activities Director and head coach or activity sponsor in accordance to our Good Conduct Rule.

Athletes Driving to Practices or Contests in Local Area

- Whenever possible and practical, it is our practice to furnish school transportation to contests. However, occasionally it is necessary for us to have athletes report to the site rather than furnish school transportation (example: golf practice). In cases where athletes are asked to drive, we expect and encourage them to observe the following:
 - Observe all traffic regulations
 - Practice driver safety
 - Do not overload your seating capacity
 - Take the shortest, safest route to and from the site

Practice Not Held on School Grounds

- Occasionally practicing off school grounds is appropriate due to lack of appropriate facilities, terrain (cross country) or research (golf). This is allowable only with the approval of the Activities Director.

TRAVEL RULES

The following rules will be enforced whenever it is necessary to travel to other schools for meetings, practices, competitions, etc.:

1. All students must travel to and from meetings, practices, competitions, etc. in which transportation is provided by the school district, except that a student may travel:
 - a. With their own parent, if the parent arranges with the coach/activity sponsor prior to the event of that day or if it is an emergency.
2. Students will remain with their team/group under the supervision of their coach/sponsor when attending any contests.
3. Misconduct of any sort while traveling to and from an away event will be dealt with according to the Good Conduct Rule as outlined in this handbook.

As visiting students, you are direct representatives of our school, community and your family and should conduct yourself accordingly.

Activities Department Handbook

CARRYOVER SPORTS GUIDELINES

The following guidelines are to be followed when dealing with athletes who are completing one sport when another is beginning:

1. Concluding sport has priority. Athletes are **NOT** to be discouraged from attending practice of a beginning sport after the completion of a concluding sport practice. Conversely, athletes are **NOT** to be penalized for completing their commitment to the concluding sport.
2. Appropriate restrictions in the beginning activity may be requested by the concluding sport coach for the dual sport athletes.

These guidelines are **NOT** intended to put the athlete in the middle of any controversy. All athletes who may be involved in the two sports should be identified prior to the start of the beginning season and parameters set at that time to ensure that athletes and parents are clear on the expectations and commitment expected of student athletes.

STUDENTS INVOLVED IN MULTIPLE ACTIVITIES SIMULTANEOUSLY

We believe that co-curricular and extracurricular activities all contribute to the total growth and development of our students, provided these activities are conducted from a balanced educational perspective. It is our intention to encourage and support our students' experiences through participation in as many activities as they are interested in and able to successfully manage.

Coaches/activity sponsors will provide encouragement and support through communicating with each other to avoid and/or resolve conflicts that may occur in the scheduling of practices, rehearsals, games, concerts, performances and competitions. Additionally, no student will incur a penalty or punishment of any kind due to a compromise resulting from conflicting schedules. As a general rule, Iowa High School sponsored post-season events or competitions will be given priority. However, coaches/activity sponsors may consider other factors in their efforts to reach the best resolution for the student(s) involved.

It is also recognized that it is the responsibility of the student who chooses to be involved in multiple activities to notify each appropriate coach/activity sponsor of potential conflicts. This notification should be done providing sufficient time and opportunity for coaches/activity sponsors to then arrange an appropriate compromise in the best interest of the student(s) involved. This compromise should be worked out between the student, adult, or coaches/activity sponsors involved.

Activities Department Handbook

EQUIPMENT

In order to give the student a sense of responsibility and an appreciation of his/her equipment, each athlete/participant will be held responsible and accountable for the abuse and/or loss of equipment. Any equipment lost or stolen must be paid by the student in whose name it was checked out. The following guidelines, if adhered to, will reduce the chance of lost or stolen equipment:

1. Do not exchange or loan any of the equipment checked out to you to another teammate/group member. Exchange or loan only after given permission by the coach/activity sponsor.
2. Keep your equipment locked at all times when it is not in visual contact.
3. Any loss of equipment should be reported immediately to the head coach/activity sponsor, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that is defective should be reported to a coach immediately. For your safety, do not wear the equipment until the necessary adjustments have been made.
5. All equipment should be worn only at school and never outside school unless permitted by the head coach/activity sponsor.
6. Any equipment or uniforms you see out of school that do not belong to the individual or individuals should be reported to a coach/activity sponsor or the Activities Director. By doing this you are helping not only the athletic/activity department but also the individual who must pay for the stolen items.

As part of the lettering policy for all sports/activities at West Liberty, all equipment must be returned in clean condition and cared for or paid for if lost or stolen before any awards will be given. This includes letters, certificates, plaques, etc.

STUDENT PHYSICALS AND INSURANCE

Physical Examination

The Iowa High School Athletic Association and the Iowa Girls High School Athletic Union require **ALL** athletes have a physical examination **BEFORE** starting athletic practices each year.

Every year, each student shall present to the Activities Director a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath or qualified doctor of chiropractic to the effect that the student has been examined and may safely engage in athletic competition.

The certificate of physical examination is valid for the purpose of this rule for one (1) calendar year. A grace period not to exceed thirty (30) days is allowed for an expired physical.

Insurance

The West Liberty Community School District requires all athletes to be covered by insurance (health and accident) or acknowledgement is provided of financial coverage.

Activities Department Handbook

Concussion Form

Students in grades 7th-12th who participate in extracurricular interscholastic activities must sign and have their parents sign an acknowledgement form and return it to their school. Students cannot practice or compete in those activities until this form is signed and completed. Freshman and juniors who participate in extracurricular interscholastic activities will be given a concussion test at the beginning of their first sporting participation event. Students who are new to the district will also be given the test. The test is good for two (2) years.

PARENT GUIDE

1. If you express a negative opinion in front of your child, you need to remember that he or she will return to practice the next day remembering your comments. Your child will be expected to interact with the coach/sponsor in a cooperative manner. Your positive reinforcement will help both your child and the coach/sponsor.
2. Receiving technical or strategic instruction at home may interfere and conflict with the instructional process at practice sessions and games/competitions. This may ultimately impede your child's progress and affect playing time, position or role.
3. Should you have any questions or concerns, do not approach the coach/sponsor immediately at the conclusion of a contest/competition. At this time, coaches/sponsors have other responsibilities, and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous and logical manner.

Athletic/Activity Chain of Command

- Player/Participant
 - Head Coach/Sponsor/Director
 - Activities Director
 - Principal
4. One of the responsibilities that a coach/sponsor has at the conclusion of a contest/competition is to have a brief meeting with the players/participants. Students should not pause to talk to parents or friends immediately after the games/competitions. These brief meetings are essential to the learning process involved in athletics/activities.
 5. When you speak with your child after a contest/competition, don't dwell on his/her play/performance. Instead, first ask how the team/group did, did he/she give 100% effort, did he/she have a good experience?
 6. It is important to understand that participation in an activity at West Liberty High School is a privilege and not a right. Being on/in a team/group and maintaining one's membership on/in a team/group means accepting all the responsibilities of a participant. However, unlike recreational or intramural activities, equal or guaranteed participation does not exist. In an effort to win, a coach/sponsor will use participants best suited to the conditions or demands of the contest at a given time.

Activities Department Handbook

HOW TO BE AN ALL-STAR PARENT

By: Dr. Rob Gilbert

How do you define an all-star parent? Very simply, he or she is a parent who is a good sport and a great fan. To become an all-star parent of an athlete, there are times when you must stop parenting. When your son and daughter changes into uniform and becomes an athlete, you also have to change – from parent to fan. Your job on the sidelines or in the stands is not to be a parent, but to be your child's greatest fan.

There's no trick to learn here. You already know how to do this. Remember how you behaved when your baby was learning to walk? You were a fan and a supporter, weren't you? You applauded the "downs" as well as the "ups".

You never said things like, "What's taking you so long?" "How come the kid down the street is walking better than you?" "Why do you keep making the same mistakes over and over again?" You were the world's most appreciative audience.

Why should it be any different now that your child is an athlete? Your job is not to be the coach (unless you are the coach) or the expert. You are there so that you can share the thrill of victory and the agony of defeat – together.

In fact, your child needs your support more in defeat than in victory. Did you ever notice that strangers feel free to come out of the stands and congratulate the winners? But, in defeat, sometimes the athlete's own teammates and coaches ignore him/her. As a parent you have to be there to cushion setbacks with a positive "We'll get 'em next time!"

Three "B's" For All-Star Parenting

1. Be There
2. Be Positive
3. Be Seated

Be There – You can never hope to be an all-star parent unless you show up at games. Regardless of the skill level of your child or the success of the team – go to the games. Be supportive. Don't be a fickle, fair-weather fan.

Be Positive – On the sidelines, if you can't say something positive, don't say anything at all. Nothing good comes from negative statements and nothing negative comes from positive ones. If you can't be positive, at least be silent.

Be Seated – Even though it's good to be positive, it's not good to overdo it. Don't stick out. Be an admirer – not a cheerleader. Players should not confuse your voice with the public address system.

Activities Department Handbook

Once you start to become a positive, acknowledging fan, an interesting thing may happen. Your child will want you at the games. When this happens, you will know that you are considered to be an important member of your child's personal all-star support team.

Acceptable and Unacceptable Behavior

1. Remember that young people participate in sports/activities for THEIR enjoyment, not to entertain you.
2. Do not have unrealistic expectations and understand that doing one's best is as important as winning. Understand that ridiculing an athlete/student for making a mistake is not acceptable behavior.
3. Respect the officials' decisions and encourage all participants to do the same.
4. The player/student-coach/sponsor relationship is perhaps the most critical relationship in athletics/activities. Unfortunately, a parent can have a pronounced effect on this very important relationship. While you may not agree with all decisions of a coach/sponsor, how and when you express your feelings can have a decided effect upon your child.
5. Encourage students and coaches/sponsors to play by the rules and to resolve conflicts without resorting to hostility or violence.
6. Show respect for your team's/group's opponents and realize no game/activity would exist without them.
7. Do not use bad language and harass athletes/competitors, coaches/sponsors, officials or other spectators. This behavior will result in suspension from activities ranging up to one school year.
8. Always show good sportsmanship since young people learn best by example.

Practice Session and Games

Practice sessions are normally closed to spectators for a sound reason. These sessions are the equivalent of a teacher's classroom, and real, quality instruction is taking place. Interruptions and interference with athletes' concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic setting. Education in any setting cannot be compromised.

Parent/Coach Communication

1. Communication you should expect from your child's coaches/sponsors:
 - a. Overall program/club philosophy.
 - b. Expectations the coaches/sponsors have set for all team members.
 - c. Locations and times of all practices and competitions.
2. Appropriate concerns to discuss with your child's coaches/sponsors:
 - a. The treatment of your child – mentally and/or physically.
 - b. Ways to help your child improve.
 - c. Concerns about your child's behavior.

Activities Department Handbook

NOTE: It is difficult to accept your child not playing/participating as much as you may hope. Coaches/sponsors are professionals. They make judgment decisions based on what they believe best for all students involved. As you have seen from the above list, certain topics can be and should be discussed with your child's coach/sponsor. Other topics, such as those to follow, must be left to the discretion of the coach/sponsor.

3. Issues not appropriate to discuss with your child's coaches/sponsors:
 - a. Playing time/role
 - b. Specific team/group strategy and philosophy
 - c. Play calling
 - d. Other students/athletes

NOTE: Some situations may require a conference between the coach/sponsor and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help resolve the issue of concern.

4. If you have a concern to discuss with the coach/sponsor, the following procedures should be followed:
 - a. The student/athlete must first bring the issue to the coach's/sponsor's attention.
 - b. If the issue needs further attention, a parent can contact the coach/sponsor for clarification or to set up a meeting.
 - c. Parents should not confront a coach/sponsor before or after a contest/performance or practice. These can be emotional times for both parents and coach/sponsor. Meetings of this nature do not promote resolution.
5. What can a parent do if the meeting with the coach did not provide a satisfactory resolution?
 - a. Call or email to set up an appointment with the Activities Director to discuss the situation.
 - b. At this meeting the appropriate next step can be determined.

LETTERING STANDARDS

General Standards for All Sports

1. All equipment must be checked in, cleaned, and/or paid for if lost or stolen. Equipment should be returned in as good a shape as possible.
2. Varsity letters may be awarded in special situations on the head coach's/sponsor's judgment. Examples of this would include, but are not limited to, seniors or injured athletes who do not reach required standards of quarters, etc.
3. The head coach/sponsor must recommend each athlete for the letter award.
4. The head coach/sponsor reserves the right to refuse letters to any athlete/participant not demonstrating good citizenship throughout the entire school year or to any athlete/participant not demonstrating behavior expected of West Liberty High School students.