

CALAMUS-WHEATLAND ATHLETIC DEPARTMENT HANDBOOK 2019 - 2020

The Calamus/Wheatland Community School District does not discriminate on the basis of race, color, creed, gender identity, marital status, sexual orientation, national origin, religion, age, sex, or disability in its educational programs, services, or employment practices. Inquiries concerning application of this statement should be addressed to:

Susan O'Donnell, Equity Coordinator
Calamus-Wheatland Community Schools
110 East Park Rd.
Wheatland, Iowa 52777

The local board also adheres to all policies in regard to sports set down by the Department of Public Instruction and both the Boy's and Girls High School Athletic Associations of the State of Iowa

CALAMUS-WHEATLAND ATHLETIC DEPARTMENT CODE OF ETHICS

As a member of a team, I pledge myself

To demonstrate courtesy by:

- showing respect for the rights, privileges and safety of fellow students and adults;
- having proper hall conduct;
- always being polite.

To aim for higher academic achievements by:

- attending school regularly and being on time for school and classes unless properly excused;
- striving for good study habits;
- being efficient in completing assignments;
- always being honest and trustworthy in my actions;
- setting a reasonable goal and striving to reach it.

To show respect for school property by:

- treating equipment and facilities as my own;
- putting refuse into proper containers.

To practice sportsmanship by:

- upholding fair play;
- being gracious in defeat and modest in victory;
- being a worthy representative at all contests.

To promote school spirit by:
supporting all teams ;
attending all extracurricular activities;
participating in pep rallies;
having pride in, and loyalty to, my school.

ELIGIBILITY STANDARDS AND REQUIREMENTS

- A. Any student who desires to participate in scheduled interscholastic contest must be in attendance at least one half of the school day..... specifically 4 out of 8 class periods on the day of the event. Exceptions: school activities or unavoidable absences approved by the coach and / or administration ahead of time.
- B. have valid physical, insurance, concussion and parent approval forms on file.
- C. must carry the equivalent of (5) academic classes
- D. received NO F's the previous mid-term report, quarter grading period or on a semester grade, including PSEO & college courses taught at Cal-Wheat.
- E. have attended high school (9-12) not more than 8 semesters.
- F. have attended school the preceding semester.
- G. have not changed schools the previous semester, unless like change of residence of parents.
- H. have never accepted an award worth more than \$10.00 for participation on a team.
- I. have never accepted money, expenses or other reimbursement for participation in any high school activity.
- J. have never participated on a team other than the school team during a particular season without written consent of the head coach and one administrator.

******* TRANSPORTATION**

All members of squads are to use school transportation provided; (unless parents, family member, guardian, or neighbor sign transportation waiver sheet to inform coach they are taking student home from a contest).

******* LATE FOR A BUS**

If a student misses a bus to an activity and arrives at the activity by private vehicle; that individual will be subject to sitting out a minimum of (1) game in volleyball, (1) quarter in basketball, (2) innings in baseball or softball, (1) event in track, and in cross country, cheerleading and golf they will not be allowed to participate.

******* INJURIES**

Athletes who are injured during an athletic activity will be given immediate first aid by the coaching staff. If additional attention is required the coach will contact parents or necessary medical personnel to handle the situation. { In some cases the athlete may seek medical attention. In this situation the athlete will be required to bring a medical release to resume participation}.

*** * * * * HEADS UP: CONCUSSION IN HIGH SCHOOL SPORTS**

The Iowa legislature passed a new law, effective July 1, 2011, regarding students in grades 7 - 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13c, Brain Injury Policies:

(1) A child must immediately be removed from participation (practice or competition) if his/her coach or a contest official observes signs or symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

(3) Key Definitions:

“Licensed health provider” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, physical therapist, or athletic trainer licensed by a board.

“Extracurricular interscholastic activity” means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

REASONS FOR BARRING FROM ACTIVITIES

A. SUBSTANCE ABUSE POLICY [CODE # 502.4]

The use, possession, distribution or giving the impression of possession or distribution of alcohol, tobacco, and illegal drug look-alikes, and / or prescription, including steroids, and apparatus used or the administration of controlled substances by students is prohibited.

- I. Possessing or using alcohol, tobacco, or other drugs on school grounds:
 - * The principal using due process, after substantiating possession or use of alcohol, tobacco, or other drugs shall take the following actions:

- A. Notify parents / guardians and request their presence. If unable to locate them, will document the attempt.

- B. Notify law enforcement

- C. Notify school’s Counselor Team of circumstances.

- D. Make a recommendation for a professional assessment and follow-up on any recommendation. The Counselors Team team will provide a list of state approved agencies for substance abuse treatment for the family and student involved. The school will not assume liability for any cost that might be incurred through assessment or participation in treatment.

- E. Receive a (5 day) in school suspension, and twelve weeks of ineligibility ; [six weeks if the possession or use is substantiated by student admission and the student goes for assessment and participates in a recommended program]. If the recommendations are not completed, the ineligibility will

revert back to twelve weeks.

- F. A student who is found to be ineligible will serve 12 hours of community service that is developed by the student and approved by the school administrator. If the student completes the substance abuse use assessment and participates in a recommended program, the community service plan will be reduced to 6 hours.

- G. The student will not be eligible until either plan is completed, The school administrator will make the final determination of whether a community plan has been completed in a satisfactory manner.

- H. If this is the students first offense the original ineligibility time may be reduced to 21 calendar days if the community service plan is completed within 21days.

- I. Ineligibility will begin the day that the Principal substantiates by due process, that there was possession or use of alcohol, tobacco or other drugs. The ineligibility of the in-school suspension and violation of this policy will not be served concurrently.

- II. Found Guilty of Violation of possessing or using of alcohol, tobacco, or other drugs off school grounds:* Principal using due process, after substantiating possession or use of alcohol, tobacco, or other drugs shall take the following actions.
 - A. Notify parents / guardians and request their presence. If unable to locate them, will document the attempt.

 - B. Notify school's Counselor Team of the circumstances.

 - C. Make recommendation for a professional assessment and follow-up on any recommendation. The Counselors Team will provide a list of state-approved agencies for substance abuse treatment for the family and student involved. The school will not assume liability for any cost that might be incurred through assessment or participation in recommended treatment.

 - D. The student will be ineligible for twelve weeks, [or six weeks if the use or possession is substantiated by student admission and the student goes for substance use assessment and participates in a recommended program]. If the recommendations are not completed, the ineligibility will revert back to twelve weeks.

 - E. A student who is found to be ineligible will serve 12 hours of community service that is developed by the student and approved by the school administrator. If the student completes the substance abuse assessment and participates in a recommended program, the community service plan will be reduced to 6 hours.

 - F. The student will not be eligible until either plan is completed. The school administrator will make the final determination of whether a community

service plan has been completed in a satisfactory manner.

- G. If this is the student's first offense the original ineligibility time may be reduced to 21 calendar days if the community service plan is completed within 21 days.
- H. Ineligibility will begin the day that the Principal substantiates by due process, that there was possession or use of alcohol, tobacco or other drugs.

III. Second Offense

- A. The involvement of possessing or using of alcohol, tobacco, or other drugs on or off school grounds would involve the same procedures as used in sections A and B. During the conference with the Counselor Team, the principal will outline school administrative regulations governing the second substance abuse offenses.
- B. The period of ineligibility for the second offense will be (24) weeks. If the student voluntarily admits to the offense and goes for substance use assessment and participates in the recommended program, the period of ineligibility will be (12) weeks. Community service would be 12 hours.

IV. Three or more Violations

- A. Period of ineligibility will be one calendar year.

V. Selling, Delivering of Alcohol, Tobacco or Drugs on School Grounds

- A. Following due process if student is found guilty, the parents will be notified.
- B. Notified law enforcement
- C. Suspend student from school (out of school suspension) and make a recommendation to Board of Education for an expulsion hearing.
- D. Options for returning to school may be one or more of the following:
 - 1. Professional assessment of substance use/abuse and adherence to recommendations made. The school will not assume liability for costs that might be incurred.
 - 2. Attendance by the student and/or parent(s)/guardian(s) at a series of substance abuse meetings.
- E. A second offense of selling, delivering of alcohol, tobacco or drugs on school grounds will result in a recommended expulsion to the Board of Education.

VI. Self-Referral for Chemical Use

- A. A student who self-refers to the Counselor Program who is making satisfactory progress in following his/her recommendations will not be liable to suspension, expulsion or banned from extra-curricular activity participation or disciplinary action for behavior which occurs prior to self-referral unless:
 - 1. The student discloses conduct already reported under Section I or,
 - 2. The student fails to follow the Counselor team recommendations or fails to make satisfactory progress in the recommended program.
- B. A student who self-refers will be seen by the program coordinator. The program coordinator will provide a list of state-approved agencies for substance abuse treatment. Parent notification will be encouraged in all cases before student contact with any Certified Alcohol/Drug Abuse Counselor who is from an approved agency and who is not a school employee.

VII. Referral Made By Staff Member, Community Member, or a Student for Any

Reason That May Cause the Student to be Considered "At Risk"

- A. The Counselor Team will be notified and information concerning class performance, attendance, behavior, physical problems, etc. will be gathered by contacting the student's instructors who see the referred student on a daily basis.
- B. Counselor Team will meet to discuss the implications of the data gathered and decide upon a subsequent course of action which may include:
 - 1. Coordinator conducting a pre-assessment interview with student
 - 2. Conference involving the student, staff members, parent(s)/guardian(s), concerned
- C. Based upon the outcome of the interview or conference, a decision is made regarding whether a professional outside assessment will be recommended.
- D. Other options may include:
 - 1. Attendance at information sessions relating to chemical use, abuse, dependency
 - 2. Participation in support groups for specified period
 - 3. Referral to other community resources
 - 4. Assign student to a staff member and/or to a peer counselor

B. GOOD CONDUCT POLICY [Code # 503.9]

Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the school year whether at or away from school. Students who wish to have the privilege of participating in extra-curricular activities and other school sponsored activities, must conduct themselves in accordance with the student handbook throughout the calendar year. Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the Principal to maintain a record of violations of the good conduct policy and supporting administration regulations.

It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding conduct for each school activity.

C. SPORTSMANSHIP, ETHICS AND INTEGRITY [Code # 503.6]

The Calamus-Wheatland Board of Education recognizes the value of extra-curricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support / booster groups.

Students may participate in interscholastic competitions that are sponsored or administered by organizations registered with the Iowa Department of Education. The governing organizations in addition to the Calamus-Wheatland Board of

Education shall prescribe and implement eligibility requirements for students participating in contest or competitions as prescribed by the state guidelines.

The Calamus-Wheatland Board of Education may make any additional good conduct rules not in conflict with those of the governing organization. The Superintendent or his/her designee may suspend a student's eligibility for violation of school rules established for the orderly governance of the school.

D. STUDENT ACTIVITY PROGRAM [Code # 503.5]

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interest and ability in the students during the school years and for their lifetime.

Students will have an opportunity to participate in a school sponsored activity unless the student cannot participate for disciplinary or academic reasons. If the activity is an intramural or interscholastic athletic activity, the students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the Board will take action. The events must not disrupt the educational program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the head coach of the school sport involved and one administrator (Superintendent, H.S. Principal, or Athletic Director) provided the participation does not conflict with the school sponsored athletic activity.

An athlete who violates this policy will be subject to a twelve month suspension for that particular sport.

It shall be the responsibility of the superintendent or his/her designee to develop administrative regulations for each school activity. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

E. ACADEMIC POLICY

1. receive a failing grade (F) on the mid term report or quarter grade [will be ineligible for the following 2 calendar weeks]. If you receive an "F" for the 4th quarter you will be ineligible for 14 calendar days of the summer. Receive a failing grade (F) for the semester [will be ineligible the 30 calendar days of current sport or next sport participating in.]
2. Ineligibility or eligibility will begin on the 3rd day after the grades are due.

F. IN - SCHOOL SUSPENSION

1. an athlete who serves a suspension will automatically be ineligible for all activities for a period of one calendar week provided school is in session.
EXCEPTION: summer activities would be just one calendar week.
2. the ineligibility will start on the day the suspension is served.
3. in the case of a multiple day/ days suspension, 1 calendar week from the final day served, but will be ineligible for all days in suspension.

G. OUT - OF - SCHOOL SUSPENSION

1. an individual who receives a suspension will be ineligible during this period.
2. an automatic four calendar week ineligibility will be served from the final day of the suspension.

STUDENT RESPONSIBILITIES

- A. must follow the rules as set up by the individual coaches for each sport.
- B. inform coaches of any schedule conflicts before the season begins.
- C. understand that if they have a scheduled practice or contest immediately after school that they are to report to that designated area.
- D. an athlete who does not begin the season with everyone else; will be expected to make the time up before they can participate in a contest. [Exceptions: because of an injury or if they have just moved into the district]
- E. treat school equipment with respect. Be willing to help maintain facilities and the equipment, so everyone can be proud of our school.

PRACTICES

1. All participants will be expected to attend all practices, regardless of when they are held unless a reasonable cause has been established with the coach involved prior to practice.
2. All practices during the school year will be finished by 7:00 P. M. except Wednesdays, which will be concluded by 6:00 P. M.

3. Saturday practices will be held to a minimum. (Must be approved ahead of time by the Administration). Attendance by all is required if scheduled.
4. There will be NO Sunday practices with two exceptions.
 - a. before tournaments
 - b. summer programs on a non-mandatory basis [exception: before tournaments]

* * * * * Any correspondence concerning the Athletic Programs between parents, athletes, etc. will be handled through the Athletic Directors Office.

LETTERING SYSTEM FOR ALL ATHLETIC PROGRAMS

1ST YEAR - - - CW letter plus a medal insert of the sport, also a service bar for each sport lettered in.

2ND YEAR - - - service bar for each sport lettered in previously.

3RD YEAR - - - service bar for each sport lettered in previously.

4TH YEAR - - - service bar for each sport lettered in previously.

* * * * * A student may letter after four consecutive years of participation in a sport.

CROSS COUNTRY

The student must participate in at least (7 out of 10) meets at the varsity level.

VOLLEYBALL

The student must participate in at least half of all games played at the varsity level.

BASKETBALL

The student must participate in at least half of all quarters played at the varsity level.

CHEERLEADING

The student must cheer at all varsity contest [exceptions: illness or emergencies].

TRACK

The student must participate in all Varsity meets during the regular season (exceptions: illness or emergencies). Must also participate in a minimum of two events in half of the Varsity meets.

GOLF

The students score must count in [4 out of the 12 meets] at the varsity level.

BASEBALL & SOFTBALL

The student must play in at least half of total innings [exceptions: designated hitter]

MANAGER / STATISTICIAN / VIDEO

The student must attend all activities as designated by the coach [1 of each].

TEN COMMANDMENTS FOR PARENTS WITH ATHLETIC CHILDREN

1. Make sure your children know that win or lose, scared or heroic, you have them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skills level.
3. Be helpful but don't coach them on the way to the court, field, track or on the way home. It is tough not to, but it is a lot tougher for the child to be inundated with advice, pep talk and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel of competing, for trying hard, and having fun.
5. Try not to live your life through your children in a way that creates pressure: you fumbled too; you lost as well as won; you were frightened; you backed off at times; and were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc...., with your athlete.
7. Don't compare the skill, courage, or attitudes of your children with other members of the team, at least within his / her hearing.
8. Get to know the coach, so that you can be assured that the philosophy, attitudes, ethics and knowledge are such that you are happy to have your child learn and play under his / her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

10. Make a point of understanding courage and the fact that is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one and it takes a lot of effort to do it well. It is worth all the effort when you hear you son / daughter say, " My parents really helped, I was lucky in this."

PARENT / COACH RELATIONS

Parent / Coach Relationship

* * * * * Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to student. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

1. Expectations the coach has for your child as well as all the players on the squad.
2. Locations of times of all practices and contest.
3. Team requirements: i.e. fees, special equipment, off-season conditioning.
4. Procedure should your child be injured during participation.
5. Team rules and guidelines; also lettering requirements.

Communication coaches expect from athletes

1. Notification of any schedule conflicts in advance.
2. Special concerns in regards to a coach's philosophy and / or expectations.

As your children become involved in the athletic programs at CWHS, they may experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the

best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, the procedure you should follow:

1. Call to set up an appointment. The CWHS phone number is 374-1794 or 374-1292
2. If the coach cannot be reached, call the Athletic Director. He will set up the meeting for you.
3. **DO NOT ATTEMPT TO CONFRONT THE COACH BEFORE OR AFTER A CONTEST OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR BOTH THE PARENT AND THE COACH. MEETINGS OF THIS NATURE DO NOT PROMOTE RESOLUTION.**

* * * * * If this should occur the student athlete will be held out of competition, until a meeting between the parent, athlete and administration has been held. * * * * *

What can a parent do if the meeting with the coach did not provide a satisfactory resolution.

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

* * * * * Since research indicates a student involved in co-curricular activities has a greater chance of success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here makes both your child's and your experience with the Calamus-Wheatland Athletic programs less stressful and more enjoyable.

