

**LOUISA-MUSCATINE
FALCONS**



**COACHES'
HANDBOOK**

2024-25

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Forms at the back of this handbook:

- *Coach's Evaluation form*
- *Unified Activities Calendar*
- *Conference Activities Calendar*
- *Volunteer Agreement*
- *Dual Sport Enrollment Form*

- *Junior High Regulations*
- *Junior High Eligibility form*
- *Harassment Policy*
- *Fundraiser Request form*
- *Concussion form*
- *Physical Form*

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

programs) in its educational programs and its employment practices.

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

JUNIOR HIGH STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

JUNIOR HIGH ACADEMIC ELIGIBILITY:

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

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

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

HIGH SCHOOL STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

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

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

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

ACADEMIC ELIGIBILITY:

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

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

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

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

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

Athletic/Activity Requirements:

Forms and Fees

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

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

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

Attendance

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

Trips

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

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

GOOD CONDUCT POLICY

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

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

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

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

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

Penalties

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

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

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

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

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

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

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

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

Reduction in penalty

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

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

Additional consequences

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

Appeal Process

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

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

The appeal order is as follows:

Activities Director/Principal

Superintendent

Board of Education

TEAM/ACTIVITY PRACTICES

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

PRESEASON PARENT MEETING

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

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

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

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

BUS TRIPS- SUPERVISION AND RESPONSIBILITIES

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

LOCKER ROOM PROCEDURES

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

Falcon Performance Training (FPT)

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

OPEN GYM

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

SWITCHING SPORTS/DUAL PARTICIPATION

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

MEDIA

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

UNIFORM ROTATION

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

2021-2022

Wrestling
Volleyball
Cheer
HS Boys Track

2022-2023

HS Softball
HS Baseball
HS Girls Track

2024-2025

Golf
Bowling
JH Basketball B/G
JH Track

2025-2026

JH Football
JH Baseball
JH Softball
JH Wrestling

2026-2027

Football
JH/HS Cross Country
Boy's Basketball

UNIFORM EQUIPMENT/REPLACEMENT

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

ORDERING AND PURCHASING

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

BANQUET CONSIDERATIONS

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

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

LETTERING PROCEDURES

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

COACHES' CLINICS

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

VOLUNTEER COACHES

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

Athletic/Activity Fundraising Deposit Options and Clarifications

Booster Money Fundraising and Distribution:

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

L-M Activities Money and Program Accounts :

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

Donations/Gifts:

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

Individual Activity Fundraising Deposit Options:

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

COACHES/SPONSORS CHECK LIST

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

Louisa-Muscatine Activities Performance Evaluation Process

The Louisa-Muscatine Activities Department provides opportunities for students to participate in extracurricular events that improve self-confidence, physical well-being, and responsibility while working together to achieve a common goal. In order for that growth to happen, Louisa-Muscatine administration works with the adults sponsoring each activity to continually enhance their leadership skills.

Coaches and sponsors will receive a written evaluation on a yearly basis. The head coach or lead sponsor will complete the evaluation form(s) for the assistants involved in their program 7th-12th grades. That person will then meet with the Activities Director to discuss the evaluations. The Activities Director will sign off on the evaluations and make any necessary recommendations to the head coach/sponsor and the superintendent. The Activities Director will meet with the head coach/sponsor to complete that person's evaluation process and make any necessary recommendations to the superintendent. Evaluations should be completed within four weeks of the end of the season.

Fall:

Cheerleading Coach- Football
 Cross Country Head Coach
 JH Coach
 Football Head Coach
 7th grade Coach
 8th grade Coach
 Asst HS coaches (3)
 Volleyball Head Coach
 7th grade Coach
 8th grade Coach
 Asst HS coach
 Weightlifting Supervisor

Wrestling Head Coach
 JH coach
 Asst HS coach

Spring:

Golf Head Coach
 Asst HS Coach
 Track- Boys Head Coach
 JH boys coach
 Asst HS coach
 Track- Girls Head Coach
 JH girls coach
 Asst HS coach
 Weightlifting Supervisor

Winter:

Bowling Head Coach
 Asst HS coach
 Basketball- Boys Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Basketball- Girls Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Cheerleading Coach- Basketball
 Cheerleading Coach- Wrestling
 Weightlifting Supervisor

Summer:

Baseball Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Softball Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Weightlifting Supervisor

**Louisa-Muscatine Activities
Performance Evaluation- Head Coach**

Sport _____
Name _____

Date _____

Evaluation based on- observation, discussion, conferences, written documentation, and interviews with assistant coaches, student-athletes, and/or administrators

Rating Scale: EE= Exceeds expectations; ME= Meets expectations; I= Improving; AC= Area of concern (must comment on any area marked "I" or "AC")

Responsibilities:	EE	ME	I	AC	Comments
1. Communicates goals and outcomes to constituents.					
2. Provides feedback to athletes and staff and is approachable.					
3. Delegates responsibilities as appropriate.					
4. Builds an environment of respect, discipline, and positive spirit.					
5. Displays organizational skills (scheduling, budgeting, game/meet management,...).					
6. Displays a strong work ethic, enthusiasm, and commitment to program excellence.					
7. Teaches fundamentals, skills, and competition strategies and techniques in an effective manner					
8. Effectively motivates athletes and staff to maximize talents/abilities.					
9. Communicates and informs parents effectively.					
10. Keeps school administration informed of team situations.					
11. Displays respect for other school activities.					
12. Displays a positive image for the community and school system.					

13. Demonstrates concern for the athlete's academic program and personal conduct.					
14. Assumes responsibility for the 7 th -12 th grade program.					
15. Respects and enforces the letter and intent of all rules and regulations, sportsmanship codes, etc.					
16. Adequately develops team spirit and unity.					
17. Provides clear rules with consequences and expectations.					
18. Team performance is consistent with quality of athletes.					
19. Encourages off-season conditioning/improvement of athletes.					
20. Treats/maintains equipment and facilities with utmost care and respect.					
21. Complies with deadlines set by the school district, conference, state, and local media.					

Overall Comments:

Evaluator Signature

Date _____

Coach Signature

Date _____

Louisa-Muscatine Activities Performance Evaluation Process

The Louisa-Muscatine Activities Department provides opportunities for students to participate in extracurricular events that improve self-confidence, physical well-being, and responsibility while working together to achieve a common goal. In order for that growth to happen, Louisa-Muscatine administration works with the adults sponsoring each activity to continually enhance their leadership skills.

Coaches and sponsors will receive a written evaluation on a yearly basis. The head coach or lead sponsor will complete the evaluation form(s) for the assistants involved in their program 7th-12th grades. That person will then meet with the Activities Director to discuss the evaluations. The Activities Director will sign off on the evaluations and make any necessary recommendations to the head coach/sponsor and the superintendent. The Activities Director will meet with the head coach/sponsor to complete that person's evaluation process and make any necessary recommendations to the superintendent. Evaluations should be completed within four weeks of the end of the season.

Fall:

Cheerleading Coach- Football
 Cross Country Head Coach
 JH Coach
 Football Head Coach
 7th grade Coach
 8th grade Coach
 Asst HS coaches (3)
 Volleyball Head Coach
 7th grade Coach
 8th grade Coach
 Asst HS coach
 Weightlifting Supervisor

Wrestling Head Coach
 JH coach
 Asst HS coach

Spring:

Golf Head Coach
 Asst HS Coach
 Track- Boys Head Coach
 JH boys coach
 Asst HS coach
 Track- Girls Head Coach
 JH girls coach
 Asst HS coach
 Weightlifting Supervisor

Winter:

Bowling Head Coach
 Asst HS coach
 Basketball- Boys Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Basketball- Girls Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Cheerleading Coach- Basketball
 Cheerleading Coach- Wrestling
 Weightlifting Supervisor

Summer:

Baseball Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Softball Head Coach
 7th grade coach
 8th grade coach
 Asst HS coach
 Weightlifting Supervisor

**Louisa-Muscatine Activities
Performance Evaluation- Assistant/JH Coach**

Sport _____
Name _____

Date _____

Evaluation based on- observation, discussion, conferences, written documentation, and interviews with assistant coaches, student-athletes, and/or administrators

Rating Scale: EE= Exceeds expectations; ME= Meets expectations; I= Improving; AC= Area of concern (must comment on any area marked "I" or "AC")

Responsibilities:	EE	ME	I	AC	Comments
1. Demonstrates a respect for authority, accepts criticism, and is loyal to program/school.					
2. Serves as a role model for athletes.					
3. Demonstrates effective teaching and motivating skills.					
4. Displays a strong work ethic and is punctual and organized.					
5. Serves as an advocate for "selling" the program to students to maintain appropriate participation.					
6. Assists in the organization and management of the total program.					
7. Provides feedback and ideas to the head coach on program improvement.					
8. Communicates effectively with players, the head coach, and other coaches on staff.					
9. Displays enthusiasm, commitment, ethics, and responsibility toward the program.					
10. Assists head coach in performing duties consistent with the nature of the assistant's position.					

Overall Comments:

Head Coach Signature

Date _____

Assistant Coach Signature

Date _____

Activities Director Signature

Date _____

2024			
4/5	July/Aug.	28-4	Unified Iowa High School Activities Federation Non-Contact Period
6	August	12	FB, 4A Golf, B/G Cross Country, VB & Girls Swimming Practice Starts
		14	IHSAA/IGHSAU New Athletic Directors Workshop
		17	IHSSA Judges/Coaches Workshop
9	September	2	Labor Day
13	October	5	State Debate Clinic
		7 or 8	Boys Fall District Golf Meets
		11,12	IHSSA Coaches Convention
		12	State Marching Band Festival: North
15		14,15	Boys Fall State Golf Meet
		18, 19	IHSSA Coaches Convention
		19	State Marching Band Festival: South
16		21,23	Girls Regional Volleyball Tournament, 1A,2A
		22,24	Girls Regional Volleyball Tournament, 3A,4A,5A
		23	Piano Auditions: All State Music Festival
		23	Joint Girls and Boys State Qualifying Cross Country Meets, 3A,4A
		24	Joint Girls and Boys State Qualifying Cross Country Meets, 1A,2A
		25	First Round State Football Playoffs, 8PL,A,1A,2A
		26	District Auditions: All-State Music Festival
17		28,30	Girls Regional Volleyball Tournament,1A,2A
		29	Girls Regional Volleyball Tournament, 3A,4A,5A
	November	1	First Round State Football Playoffs, Classes 3A,4A,5A
		1	Second Round State Football Playoffs, 8PL, A, 1A, 2A
		1	Joint Girls/Boys State Cross Country Meet, 3A,4A
		2	Joint Girls/Boys State Cross Country Meet, 1A,2A
18		4	Girls Wrestling Practice Starts
		4-7	Girls State Volleyball Tournament, All Classes
		7	Girls State Qualifying Diving Meet
		7	Quarterfinal Round State Football Playoffs, 8 PL
		8	Quarterfinal Round State Football Playoffs, A, 1A, 2A, 3A, 4A, 5A
		9	Girls State Qualifying Swimming Meet
19		11	Girls Basketball, G/B Bowling, Boys Swimming Practice Starts
		11	IHSAA/IGHSAU New Athletic Directors Workshop, Part 2
		13	Semifinal Round State Football Playoffs, 8 PL
		14	Semifinal Round State Football Playoffs, A, 4A
		15	Semifinal Round State Football Playoffs, 1A, 5A
		15,16	Girls State Swimming & Diving Meet
		16	Semifinal Round State Football Playoffs, 2A, 3A
20		18	Boys Basketball and Boys Wrestling Practice Starts
		21,22	Final Round State Football Playoffs, All Classes
		21-23	All-State Music Festival
21		28	Thanksgiving Day
2025			
27	January	10,11	State Debate Tournament
29		25	District Speech Contest, Large Group
30		27	Jazz Band State Festival, North, All Classes
		31	Girls Wrestling State Qualifying Meet
	February	1	Jazz Band State Festival, South, All Classes
31		3	State Show Choir Festival, All Classes
		4	Regional Dual Team Boys' Wrestling Meet, All Classes
		6,7	Girls State Wrestling Tournament
		8	State Speech Contest, Large Group
		8	State Dual Team Wrestling Meet, All Classes
		8	Boys District Swimming Meets
32		10	State Jazz Choir Festival, All Classes
		13	Girls Regional Basketball Tournament, 1A
		14	Boys District Basketball Tournament, 1A
		14,15	Boys State Swimming Meet
		15	Boys' District Wrestling Meets, All Classes

		15	Girls Regional Basketball Tournament, 2A, 3A
33		17, 20	Boys District Basketball Tournament, 1A, 2A
		17	Girls State Qualifying Bowling Tournaments, All Classes
		18	Boys State Qualifying Bowling Tournaments, All Classes
		18, 21	Girls Regional Basketball Tournament, 1A, 2A
		19-22	Boys' State Individual Wrestling Meet, All Classes
		19, 22	Girls Regional Basketball Tournament, 3A, 4A, 5A
		22	IHSSA All-State Festival, Large Group
34		24	Girls/Boys Track Practice Starts
		24, 27	Boys Substate Basketball Tournament, 3A
		24, 28	Boys Substate Basketball Tournament, 4A
		24	State Co-Ed Bowling Tournament, 2A Team 1A Individual
		25	State Co-Ed Bowling Tournament, 3A Team 2A Individual
		26	State Co-Ed Bowling Tournament, 1A Team 3A Individual
		25	Girls Regional Basketball Tournament, 4A, 5A
		25	Boys District Basketball Tournament, 1A, 2A
		26	Girls Regional Basketball Tournament, 1A, 2A
	March	1	Boys Substate Basketball Tournament, 1A, 2A
		1	District Speech Contest, Individual Events
35		3-8	Girls State Basketball Tournament, All Classes
		3	Boys Substate Basketball Tournament, 3A
		4	Boys Substate Basketball Tournament, 4A
36		10-14	Boys State Basketball Tournament, All Classes
		15	State Speech Contest, Individual Events
37		17	G/B Golf, G/B Tennis, G/B Soccer Practice Starts
38		29	State Music Festival, Solos and Ensembles, 3A
39		31	IHSSA Individual Events All-State Festival
	April	5	State Music Festival, Solos and Ensembles, 2A
40		12	State Music Festival, Solos and Ensembles, 1A, 4A
44	May	5	Baseball & Softball Practice Starts
		9	State Music Festival, Large Group, 2A, 4A Orchestra-Quad Cities Area Only
		9	State Music Festival, Large Group, 1A, 3A
		10	State Music Festival, Large Group, 2A, 4A
45		12	Girls Regional Individual/Doubles Tennis Meets, All Classes
		14	Boys Sectional Golf Meets, All Classes
		14	Boys District Individual/Doubles Tennis Meets, All Classes
		15	Joint Girls and Boys State Qualifying Track Meets, All Classes
		16	Girls Regional Golf Meets, 1A, 2A
		16	Girls Regional Team Tennis Meets, All Classes
		17	Boys Substate Team Tennis Meets, All Classes
46		19	Boys District Golf Meets, All Classes
		19	Boys Substate Soccer Tournament, Class 3A, 4A
		19	Girls Regional Soccer Tournament, 1A
		20	Girls Regional Team Tennis Meets, All Classes
		20	Boys Substate Soccer Tournament, Class 1A, 2A
		21	Girls Regional Soccer Tournament, 1A
		21	Girls Regional Golf Meets, All Classes
		21	Boys Substate Team Tennis Meets, All Classes
		22-24	State Co-Ed Track Meet, All Classes
		23	Girls Regional Soccer Tournament, 2A, 3A
		24	Girls 1st Round State Team/Regional Team Tennis Meets, All Classes
47		26	Memorial Day
		27	Girls 1st Round State Team Tennis, 1A if needed
		27, 28	Boys State Golf Meet, All Classes
		27, 29	Boys Substate Soccer Meets, All Classes
		28, 30	Girls Regional Soccer Tournament, All Classes
		28, 29	Boys State Tennis Meet, All Classes
		29, 30	Girls State Golf Meet, All Classes
		30, 31	Girls State Individual Tennis Meet, All Classes
48	June	2, 4, 6	Boys State Soccer Tournament, All Classes
		2	Girls State Team Tennis Meet, All Classes
		3, 5, 7	Girls State Soccer Tournament, All Classes
		3, 4	Boys State Team Tennis Meet, All Classes

49		10	State Co-Ed Golf Meet
		10	State Co-Ed Tennis Meet
52	July	3	Boys District Baseball Tournament, 1A
52	July	5	Boys District Baseball Tournament, 1A,2A
1		7	Girls Regional Softball Tournament, 1A,2A
		8	Boys District Baseball Tournament, 1A,2A
		9	Girls Regional Softball Tournament, 1A,2A
		10	Girls Regional Softball Tournament, 3A,4A,5A
		11	Boys District Baseball Tournament, 3A
		11	Boys Substate Baseball Tournament, 4A
		11	Girls Regional Softball Tournament, 1A,2A
		12	Boys District Baseball Tournament, 1A,2A
		12	Girls Regional Softball Tournament, 3A,4A,5A
2		14	Boys District Baseball Tournament, 3A
		14	Boys Substate Baseball Tournament, 4A
		14	Girls Regional Softball Tournament, 1A,2A
		15	Girls Regional Softball Tournament, 3A,4A,5A
		15	Boys Substate Baseball Tournament, 1A, 2A
		16	Boys Substate Baseball Tournament, 3A, 4A
3		21-25	Boys State Baseball Tournament, All Classes
		21-25	Girls State Softball Tournament, All Classes
4/5	July/Aug.	27-3	Unified Iowa High School Activities Federation Non-Contact Period

SEI SUPER CONFERENCE CALENDAR 2024-25

ACTIVITY

Prin/AD's Meeting
 Vocal/Instr Directors Meeting
 VB Tour Seeding Meeting
 Volleyball Tournament Pool Play
 Finals
 Cross Country Meet
 Rain Date
 Volleyball Coaches Meeting
 Art Directors Meeting
 HS Band Directors Meeting
 Varsity Girls Wrestling Tournament
 Quiz Bowl Directors Meeting
 Varsity Boys Wrestling Tournament
 Girls Basketball "Shootout" (3-8)
 Boys Basketball "Shootout"(3-8)
 G/B Final Four Shootout
 Girls Basketball Coaches Meeting
 Boys Basketball Coaches Meeting
 High School Select Vocal Festival
 Science Fair
 Quiz Bowl
 High School Select Band Festival

DATE/TIME

Wed. Aug 21 / 12:30 PM
 Mon. Sept 16 / 5:00 PM
 Sun. Sept 22 / 3:00 PM
 Thurs. Sept 26 / 5:00 PM
 Sat. Sept 28 / 5:00 PM
 Tues. Oct 15 / 4:30 PM
 Thur. Oct 17 / 4:30 PM
 Sat. Oct 26 / 9:00 AM
 Mon. Nov 11 / 6:00 PM
 Mon. Nov 18 / 5:00 PM
 Thur. Nov. 21 / 5:00PM
 Mon. Jan 13 /6:00 PM
 Sat. Feb 1// 10:00 AM
 Thur. Feb 6 / 6:00 PM
 Fri. Feb 7 / 6:00 PM
 Sat. Feb 8/ 2:00/3:30/5:00/6:30
 Sat. Feb 8 / 9:00 AM
 Sat. Feb 15 / 9:00 AM
 Tues. Mar 11 / 9 AM & 6:30 PM
 Thurs. Mar 13 / 9 AM to 2 PM
 Tue. Mar 25 /4:00 PM
 Thurs. Mar 27 / 10 AM & 6:30 PM

HOST/SITE

Twin Lakes (Winfield) HTC
 Mt. Pleasant (Pizza Ranch) Central Lee
 WMU
 Hill/HTC/LT/Mepo (5 teams)
 SCC
 Columbus

 New London & Columbus
 Mt. Pleasant (Pizza Hut) Central Lee
 Mt. Pleasant (Pizza Ranch) New London
 Columbus
 Mt. Pleasant (Pizza Ranch) Pekin
 Pekin
 @ South Division Schools
 @ North Division Schools
 South-Girls/North-Boys
 N-W-MU; S-New London
 N-Columbus; S-Danville
 Notre Dame
 Holy Trinity & Central Lee @ SCC
 WACO
 Danville

Easter Vacation

Thur, Fri, Sat, Sun- April 17,18,19,20 - No Conference Scheduled Activities

Junior High Vocal Festival
 Art Set Up –South & North Divisions
 Art Show Runs-South & North Division
 Junior High Band Festival
 Art Workshop-South & North Divisions
 Boys Golf Tournament
 Rain Date
 HS G/B Track – Divisions Combined
 Rain Date
 Soccer Tournament 1st Round
 Soccer Tournament Semi-Finals
 Soccer Tournament Finals
 Girls Golf Tournament
 Rain Date
 JH G/B Track
 Soccer Coaches Meeting
 Baseball Coaches Meeting
 Softball Coaches Meeting

Tue. Apr 15 / 1 PM & 6:30 PM
 Sat. Apr 26 / 8 – 10 AM
 Sat. Apr 26 - Fri. May 2
 Tue. April 29 / 1 PM & 6:30 PM
 Wed. Apr 30 / 9:30 AM
 Wed. May 7 / 9:30 AM
 Thurs. May 8 / 9:30 AM
 Thurs May 8 / 4:00 PM
 Mon. May 12 / 4:00 PM
 Tues.. May 13/ 5:00 PM
 Fri. May 16/ 5:00 PM
 Sat. May 17 / 10:00 AM
 Mon. May 12 / 9:30 AM
 Tue. May 13/ 9:30 AM
 Tue. May 13 / 4:30 PM
 Wed. May 14 / 6:00 PM
 Sat. July 12 / 9:00 AM
 Sat. July 12 / 9:00 AM

S-ND ; C-NL: W-CL: N-LT
 N - LT / S - WB @ SCC

 S-HTC; C-Dan; W-WACO; N-Col
 N - LT / S - WB @ SCC
 Wapello @ Heritage Oaks GC

 WACO

 At top 2 seeded teams
 Central Lee
 Central Lee
 Notre Dame @ Flint Hill Golf Course

 N-.L-M S - NL
 Mt. Pleasant (Press Box) Notre Dame
 New London & Columbus
 New London & Columbus

Louisa-Muscatine Community School District **Volunteer Agreement**

As a volunteer, you are an important member of our staff and act as a representative of our school district to the community at large. This agreement is intended to indicate the seriousness with which we treat our volunteers and to assure them of Louisa-Muscatine Community School District's deep appreciation of their services and to indicate our commitment to do the very best we can to make their volunteer experience a productive and rewarding one.

Louisa-Muscatine Community School District will provide for the volunteer:

- Beneficial and life enriching experiences
- General training sessions plus any specialized training for specific jobs
- Opportunities for professional development and social interaction
- Diligent supervision and feedback on performance
- Safe, secure place to work
- Tools and equipment necessary to do the work
- Respect for the skills, dignity, and individual needs the volunteer may bring to the position
- Open communication for any comments the volunteer may have regarding ways in which we might mutually accomplish our respective tasks
- Recognition as an essential partner with the L-M School District, jointly responsible for the achievement of the district mission

Louisa-Muscatine Community School District asks that the volunteer:

- Choose a volunteer opportunity within his/her abilities, interests, and time
- Perform duties to the best of his/her abilities
- Adhere to policies and procedures as outlined in student, staff, activities' handbooks, including recordkeeping requirements
- Work an agreed upon number of hours on a scheduled basis that is acceptable to him/her and the school district
- Meet time and duty commitments or provide adequate notice so that alternate arrangements can be made
- Conduct himself/herself in an appropriate and ethical manner at all times when dealing with parents, students, staff, and community members
- Ask questions as needed to the appropriate supervisor
- Abide by district confidentiality policies in regards to student and staff information
- Acknowledge the fact that he/she performs voluntary activities with no entitlement to financial reward
- Obtain/maintain any certifications necessary for the volunteer assignment including Mandatory Reporter Training if required

RELEASE: As consideration for being permitted by Louisa-Muscatine Community School District (LMCSD) to participate in these activities and use their facilities, I hereby agree that I, my assignees, heirs, spouses, guardians, and legal representatives will not make a claim against, sue, or attach the property of LMCSD or any of its agents, directors, employees, representatives, contractors, or volunteers from injury or damage resulting from the negligence or other acts, however caused, by any agent, director, employee, representative, contractor, or volunteer of LMCSD as a result of my participation as a volunteer. I hereby furthermore release LMCSD and its agents, directors, employees, heirs, spouses, guardian, and legal representatives now have or may hereafter have from injury or damage, whether currently known or unknown, resulting from my participation as a volunteer. This release of liability and assumption of risk, in addition to covering any past occurrences, is intended to discharge in advance their respective successors and assignees from and against any and all liability arising out of or connected in any way with my participation as a volunteer of LMCSD, even though that liability may arise out of negligence or carelessness on the part of the persons or entities above mentioned, or any other cause.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release from liability and an agreement between myself and the Louisa-Muscatine Community School District.

Volunteer Name (print)

Volunteer Signature Date

LMCSD Representative Date

This agreement will be in effect from the _____ day of _____, 20__ to the _____ day of _____, 20__.

The Louisa-Muscatine Community School District reserves the right to terminate cooperation with a volunteer in case he/she does not meet some of the listed duties.

Falcon Dual-Sport Enrollment Form



_____ wishes to be enrolled in two different L-M sanctioned athletic opportunities at the same time.

_____ is his/her primary sport, which means:

- Coaches must agree to allow dual-sport participation.
- If two IAHSAA sanctioned events occur at the same time, He/She will attend the primary sport's competition unless released by that sports coach.
 - The only occasion he may attend the secondary sport's competition is if there is a chance to qualify for extending the season:
 - Ex: Districts, Regionals, State
- Athlete will attend every practice of primary sport as designated by head coach.
- Athlete will make-up practices with secondary sport as designated by head coach.
- Other Conditions Assigned and Agreed upon by participating coaches:
 -
 -
 -
 -
 -
 -
- All Conditions read, reviewed, and agreed upon by the following individuals:

(Signature of Student-Athlete)

(Signature of Guardian)

(Signature of Guardian)

(Signature of Primary Sport Coach)

(Signature of A.D.)

(Signature of Secondary Sport Coach)

JUNIOR HIGH SPORTS MANUAL GRADES 7 & 8

The purpose of this Junior High Sports Manual is to clarify the rules and regulations for seventh and eighth grade girls' athletics for the member schools of the Iowa Girls' High School Athletic Union. Information is provided regarding rules and regulations plus some answers and clarifications to some of the most frequently asked questions.

The purpose of the Iowa Girls' High School Athletic Union shall be: To promote, direct, protect, and regulate amateur interscholastic athletic relationship for junior high and secondary girls between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state of Iowa. Hopefully participation is the primary focus of junior high sports.

Membership: All senior and junior high schools in the state desiring membership or associate membership in the IGHSAU may make application to the Board of Directors. Application for membership is subject to approval by the Board of Directors. Membership expires at midnight of June 30 of each year. Penalties are assessed on July 1 and August 1 a school is not eligible to compete until their membership is approved.

Cooperative Sharing Agreements: It is permissible for a junior high member school to enter into a cooperative sharing agreement with another junior high member school when the need exists. The schools involved in the agreement must share attendance boundaries unless schools who do share boundaries do not offer the program or refuse to enter into a sharing agreement. A school may have a cooperative sharing agreement with only one other school unless all schools involved agree to separate sharing agreements. The procedure to be followed is that the Board of Education of each member junior high school must formally agree to the combining of teams. Each school should keep a copy of the agreement on file for reference. The schools are NOT REQUIRED to file these agreements with the Iowa Girls' High School Athletic Union.

BY-LAWS - ARTICLE V - JUNIOR HIGH

Section 1. For each junior high attendance center within a district where interschool competition is allowed, a membership must be maintained with the IGHSAU.

Section 2. All students participating on a team from a junior high attendance center must be enrolled in the same school.

Section 3. Any time there is more than one junior high attendance center in a school district, any game between those two attendance centers must count towards the team limitation.

Section 4. All starting times are determined by the host school.

Section 5. Ninth grade students (and older) are ineligible to compete with seventh and eighth grade students, on junior high teams except for eighth graders in softball. This applies to all competition teams in the Athletic Union administered events.

Eligibility: All students shall be eligible upon entering the seventh grade. The Department of Education has no eligibility rules governing seventh and eighth grade students. Local school districts shall establish their own rules and guidelines regarding academic and good conduct rules for eligibility. Students in grades below 7th grade are not eligible to practice with or compete on junior high teams. Exception: After completion of their sixth grade school year, a girl may participate on the junior high softball team.

Physical/Medical Examination: Any student who desires to participate in interscholastic athletics must have a medical examination prior to participating. The certificate of medical examination is valid for one calendar year. A grace period not to exceed 30 days is allowed for an expired physical examination. In addition, the concussion form must be signed and returned to the designated school staff annually before being allowed to participate.

Administrative Regulations: "Males shall be excluded from female athletic teams". This policy was approved by the IGHSAU Board of Directors, September 9, 1990 and reaffirmed on June 28, 2006.

Local school districts shall determine practice protocol and schedules for their respective 7-12 grade girls' teams. Each local school will determine how their practices will be scheduled for all 7-12 grade participants in their girls' sports. It is not permissible for 7th and 8th graders to compete in high school competitions and intersquad scrimmages against other schools (exception: 8th graders playing softball).

Sixth-graders and younger are not allowed to practice or compete with 7-12 grade teams.

Subject to local school district approval, boys may participate in girls' practices in all sanctioned sports. Each school district can establish their own procedure and protocol of whether to allow or not allow boys to practice against girls' teams. Boys may only be utilized in a practice setting and are never allowed to compete or scrimmage against any opposing team or player.

Officials: It is recommended that competition involving junior high students in volleyball, basketball, soccer and softball have at least two registered officials. Track, cross country and swimming competitions require one registered official. Any competition involving junior high students must have at least one registered official. High school students are permitted to officiate junior high contests if they are registered with the IGHSAU or if the other official is registered.

MEMBER JUNIOR HIGH SCHOOLS AND THEIR CONTESTANTS MUST OBSERVE THE REGULATIONS AND LIMITATIONS APPLICABLE TO MEMBER HIGH SCHOOLS AND THEIR CONTESTANTS UNLESS SPECIFIC JUNIOR HIGH RULES APPLY. THOSE EXCEPTIONS ARE LISTED HEREAFTER:

School teams are only permitted to play against other school teams. A school team cannot play against an AAU, club or parks and recreation team.

The junior high fall sports season may begin on Wednesday of Week 7 (or the 1st day of school). Other junior high seasons may be any time during the school year, but it may not be longer in length than that of the high school season (exception-softball and soccer may be during the summer).

Uniforms: Allowances shall be made by officials regarding uniforms which do not totally conform to all requirements of the rule book. Many schools use hand-me-down uniforms or practice jerseys in an effort to allow all players an opportunity to participate. Latitude shall be given to teams whose uniforms are of the same basic color but may vary in other aspect (ie...style, trim, minor color variance, duplicate or illegal numbers, etc). Contestants will be permitted to wear hats and glove only if weather conditions necessitate such items. If hats or gloves are worn, they shall be worn only for the athlete's health and safety and not to draw attention to the athlete. A legal uniform is well defined in Rule 4, Section 3, Articles 1 and 2 of the National Federation Rules. Starting in 2023 for both Cross Country and Track and Field uniform adaptations to 4-3-1b7 and 4-3-2a have been eliminated by both the IGHSAU and IHSAA. From now on both organizations will follow Rule 4-3 as written in the NFHS Rules book. GPS watches and jewelry are legal.

EJECTION POLICY

If a coach/player is ejected from a game/match, he/she cannot coach/play for the remainder of that game/match. He/she may not coach/play in other competitions later that same date. The ejected coach/player cannot coach/compete in any level of competition until they have served their suspension at the subsequent level of competition in which they were ejected, i.e. ejection from varsity competition equals suspension at varsity level.

When a coach is serving a suspension, he/she may not coach and must be out of sight and sound of the contest venue. If a player is serving a suspension, she may not be in uniform or participate in the contest(s) or pre-game warm-up. Local policy dictates whether the student may be in street clothes on the bench, dugout, travel with the team, be in the locker room, etc.

THE IGHSAU RESERVES THE RIGHT TO IMPOSE ADDITIONAL PENALTIES/SANCTIONS AFTER REVIEW OF THE INCIDENT.

Should a coach or player be ejected from a contest in any sport, the following procedure is in effect:

FIRST OFFENSE: The school administration and game officials shall notify the State Office the following business day. The administration must meet with the offender and file this form with the State Office. Coaches who are ejected must view the NFHS Teaching & Modeling Behavior video and provide the certificate of completion to the IGHSAU before returning to coach. Players must view the NFHS Sportsmanship Video and provide the certificate of completion to the IGHSAU before returning to play. The offender must also file a written summary of the events that led to the ejection with the State Office before returning to coach or play. The penalty for a first offense is a **one-date** suspension. If the ejection occurs on the last game/match of the season, the coach/student suspension will occur on the first date of the next sport in which he/she participates in.

SECOND OFFENSE: The school administration and game officials shall notify the State Office the following business day. The offender must file a written summary of the events that led to the ejection with the State Office. The penalty for a second offense within one year of the initial offense is school membership sanction and the violator is subject to a multi-date suspension as determined by the IGHSAU.

THIRD OFFENSE: The school administration and game officials shall notify the State Office the following business day. The offender must file a written summary of the events that led to the ejection with the State Office. The penalty for a third offense will be determined after a formal hearing by the Board of Directors.

Local authorities may also impose additional or more severe sanctions and/or penalties.

VOLLEYBALL

Playing Dates-9

Individual player limitations-6 matches per day

No scrimmages or jamborees are allowed.

May not start practice before Wednesday of Week 7 (or the 1st day of school). Tournaments are legal and count as one playing date

Ⓢ Must use rally scoring-Point requirements and/or time limits shall be determined prior to the start of each match

Ⓢ No scoring cap allowed-Must win by 2 points

Ⓢ Line judges are REQUIRED

Ⓢ Net height is 7'4 1/8" (same as high school).

BASKETBALL

Playing Dates-12 games per team and per individual player

Individual Participation Limit-6 quarters per day

No scrimmages or jamborees are allowed.

A school may play two games on a non-school day (Saturday). A student would be allowed to play in eight (8) quarters that day.

Ⓢ 3 point goal-If the playing floor has the 3-point line marked, the 3-point goal must be used.

Ⓢ 6 minute quarters-3 minute overtime period

Ⓢ 28.5 inch ball shall be used

CROSS COUNTRY

Playing Dates-7

Length of race-2 miles (maximum)

No scrimmages are allowed

May not start practice before Wednesday of Week 7 (or the 1st day of school).

Ⓢ Uniform---school issued

Jewelry is legal.

Not permitted to run in races in which high school participants are competing. It is legal to start high school race and then several minutes later start the junior high race. Both are running at the same time but not actually competing against each other.

TRACK AND FIELD

Playing Dates-7

No scrimmages

Jewelry is legal.

Invitational meets are limited in number of teams to the number of lanes on the track (unless special permission is granted by the IGHS AU).

Individual Participation-four events per meet of which not more than three may be running events

Schools must run the standardized order of events.

- ⓐ 4 K shot put shall be used
- ⓑ 1 K discus shall be used
- ⓒ All junior high hurdle races shall use 30-inch hurdles.

Shuttle Hurdle Relay-(new in 2011). Each hurdler shall run a 102.5 meters (112 yards, 2 inches). The distance from the starting line to the first hurdle and from the last hurdle to the finish line shall be 13 meters (42 feet, 7 3/4 inches) and the distance between hurdles is 8.5 meters (27 feet, 10 1/2 inches). Odd numbered lanes shall be assigned to the first and third runners and even numbered lanes to the second and fourth runners. There shall be ten hurdles.

200 Meter Hurdles-The distance from the starting line to the first hurdle shall be 55 meters and the distance between the hurdles shall be set at 35 meters. The distance from the last hurdle to the finish line shall be 40 meters. There shall be a total of four hurdles used in the race.

100 Meter (10 Flight) Hurdles-(new in 2011). The distance from the starting line to the first hurdle shall be 13 meters (42 feet, 7 3/4 inches) and the distance between hurdles shall be 8.5 meters (27 feet, 10 1/2 inches). The distance from the last hurdle to the finish line shall be 10.5 meters (34 feet, 5 1/2 inches). There shall be 10 hurdles.

SOFTBALL

Playing Dates-40 games

Individual participation limit-65 games.

No scrimmages or jamborees are allowed.

An individual may only play in three games on one day.

A team is permitted to play no more than three games in any single day.

Metal cleats and metal toe plates are legal.

A team may play in only one tournament at a time and may play no more than three games on a calendar day.

A student who has completed the sixth grade is eligible to play softball on the junior high team that summer. Eighth graders are eligible to play softball with the junior high and/or high school team--has a three games per day limit (total for JH and HS) and a 65 game season limit.

Eighth grade students are eligible to practice on the first day of high school softball practice and compete on the first day of competition. Eighth graders may compete on the junior high team, high school team, or both. If competing in junior high and high school, may only play in three games in one day. Their season limitation is 65 total games. If graduated 6th graders are used on junior high teams, they cannot practice or play until their school year is completed.

SOCCER

Playing Dates-13

No scrimmages or jamborees are allowed.

Each individual player may participate in three halves per day (six if in a tournament). The season match limitation is equal to that of the team. Any participation on a day constitutes participation in a match. If double dual, limit is four halves.

Two of the 13 dates may be tournaments. When more than one match takes place in a day, it constitutes a tournament. Double duals are legal and count as two playing dates if not used as a tournament.

No more than five matches may be played in one tournament, and no more than three matches in one day. Regularly scheduled regular season matches may not be part of a tournament.

Eighth grade students are not allowed to compete with the high school team.

Wrestling

Playing Dates-9

No scrimmages or Jamboree allowed.

Team limitations- Tournaments are NOT permitted in 7th and 8th grade girls wrestling. However, it is permissible for more than two junior high schools (7th and 8th grade only) to compete provided no team points are scored and there is no entry fee. This type of meet would count as one of a school's 9 meets, and no participant will wrestle more than three times.

Individual limitations- 3 matches per day. Each wrestler is required to have a minimum of 30-minutes rest between matches.

Weight Classes- There are no weight classes in junior high wrestling competition. It is recommended that schools weigh their wrestlers at home the day before the meet. When they arrive at the site of the meet, the two coaches can compare weights and match individuals up according to size and ability.

Wrestlers weighing 175 pounds or more may not compete against an opponent who weighs less than 10% of the heavier wrestlers' weight. For example, a 175# wrestler may not compete against an opponent weighting less than 157.5#.

Note: Junior high (7th and 8th grade) matches will consist of three periods. The first period shall be two minutes in length and the 2nd & 3rd periods shall each be one minute in length (2-1-1). The overtime period in junior high wrestling shall be one period of one minute in length, with a 30-second tie breaker, if necessary. The wrestler who scored first during the overtime or tie breaker will be declared the winner. All other overtime procedures as per the national high school wrestling rule book will be followed.

GOLF

Playing Dates-5

No scrimmages or jamboree allowed.

TENNIS

Playing Dates-9

No scrimmages or jamboree allowed.

SWIMMING

Playing Dates-5

No scrimmages or jamboree allowed.

May not start practice before Wednesday of Week 7 (or the first day of school).

BOWLING

Playing Dates-12

No scrimmages or jamboree allowed.

Team limitations-2 matches per day.

Individual limitations-6 games per day.

Note: 5 baker games=1 game.

IMPORTANT CONCUSSION INFORMATION

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7-12 who participate in extracurricular interscholastic activities. All 7-12 coaches, paid and volunteer, must view the National Federation concussion video prior to the first day of practice. Please view the Iowa Code Section 280, 13c and other important concussion information and management protocol on the IGHS AU website (www.ighsau.org).

FREQUENTLY ASKED QUESTIONS:

Q—Can a high school coach allow an especially talented 8th grade girl to scrimmage against his high school team?

A— Each local school shall determine practice protocol and schedules for grades 7-12. However, a junior high player cannot scrimmage against another school.

Q—Our high school team had a very small squad, not enough to practice or scrimmage. Can our 8th grade team practice with the high school team given these circumstances?

A—Yes. Each local school shall determine practice protocol and schedules for grades 7-12. It is local school decision how to structure 7-12 practices including scrimmage against their own team (junior high could not scrimmage against another school's team).

Q—Can a 5th or 6th grade student play on the junior high team?

A—No. A student must be in 7th or 8th grade in order to practice or compete on a junior high team with the following exception: a student who has completed the 6th grade may play on the junior high school soccer or softball team during competition that summer; however a 5th grade student would never be eligible to play on the junior high team. Sixth grade and younger students may never practice or compete on the junior high team in any other sport.

Q—Do junior high coaches have to be certified?

A—Yes. Anyone whether under contract or voluntary who performs coaching duties must be properly licensed or certified.

Q—Our school has a large number of athletes and not enough coaches. Can a parent volunteer to help during practice?

A—No. No one except properly licensed or certified coaches may perform coaching duties in practice or in game competition.

Q—Our school has an academic rule where students have to be passing all classes or are checked academically on a weekly basis. Can they do that?

A—Yes. Each local school shall establish their own rules governing academic eligibility. They may also establish their own timelines for becoming eligible again.

Q—Can a school have “good conduct” rules and consequences in junior high?

A—Absolutely. Each local school may establish their own set of “good conduct rules and consequences”.

Q—Is it legal for a school to hold practice on a Saturday, Sunday, or during Thanksgiving, Christmas or spring vacation?

A—Yes. Each local school is in charge of determining their own practice schedules.

Q—Do we have to have licensed officials to officiate junior high games or matches?

A—Yes, at least one registered official must be used in all sports. It is obviously recommended that all officials be registered in volleyball, basketball, softball, soccer, etc.

But it is permissible to conduct the game with one registered and others as non-registered. Remember, high school students may become licensed to officiate games involving seventh and eighth grade students.

Q—We witnessed a high school student officiating in a junior high game. Is this legal? A—It is possible for a high school student to be licensed. They are only allowed to officiate junior high games.

Q—We have a boy in our junior high who would prefer to play on the girls' volleyball team instead of on the boys' football team. Can he do that?

A—No. A boy is not permitted to participate (or practice) on a girls' athletic team.

Q—Can a junior high girl participate on the junior high boys' football team?

A—Yes, subject to the policies of the Iowa High School Athletic Association and local school district. If there is a like sport program for girls within your school district, then the girl must participate on the girls' team. If a like sport is not offered, then it is possible for the school district to allow the girl to compete on the boys' team. A meeting is recommended involving the principal, athletic director, coach, athlete, and the parents to discuss the expectations and risks involved.

Q—What happens if a junior high athlete or coach gets ejected from a game?

A—A report must be filed with the State Office from the official and from the school administration of the offender. Typically for a first offense, a one-date suspension will be issued. For a repeat offense, a multi-date suspension will be issued. They must also view the National Federation's Sportsmanship video before being allowed to compete/coach in their next game.

Q—Our volleyball or cross-country coach wants to start practice the week before school starts. Can they legally do that?

A—Fall season practices may not start before Wednesday of Week 7 (or the first day of school).

Q—A student is retained in junior high for a third year. Can she participate?

A—The Department of Education has no rules governing eligibility at the junior high level. However, it is recommended for each local school district to have a policy in place to govern the number of semesters a student may be eligible.

Q—A student is in the eighth grade but is 16 years of age. Is she still eligible to compete?

A—The Department of Education has no rules governing eligibility at the junior high level. However, it is recommended for each local school district to have a policy in place to govern the age limitations for a student to remain eligible at the junior high level.

Q—Our coach has stated that if an athlete misses practice that the athlete will not get to play or might even be dismissed from the team. Can they do that?

A—Yes. Each local school shall establish their own rules for their team including consequences for missing practice or other disciplinary reasons.

Q—Our coach has stated or handed out expectations in writing that if the athlete does not attend off season camps or weight room workouts, then they will not be allowed to come out for the sport or simply won't get to play. Can they do that?

A—No. Coaching personnel shall not be allowed to require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.

Q—Can our high school coach work with our junior high athletes outside the season on an AAU or club team?

A—Yes. Junior high students and coaches are not governed by the camp/clinic and contact rules.

Q—In basketball, our school plays an A, B, and C game for eighth grade basketball. Can a girl play in the A and B game on the same night?

A—Girls are allowed to play in six (6) quarters on a calendar day. It does not matter which games or levels those six (6) quarters come from. It is the coach's responsibility to keep an accurate record of quarters played so that a player does not exceed the six (6) quarters in one day.

Q—In track, what is the penalty if an athlete exceeds the limit of four events in one day or exceeds the limit of running in three events?

A—The team shall forfeit all points scored by that individual in all events she was in during that meet.

Q—What are the junior high hurdle heights?

A—All junior high hurdles are 30". The 100 Meter Hurdles and Shuttle Hurdle Relay are exactly like the high school except using 30" hurdles.

Q—In volleyball, what happens if there are no line judges?

A—The officials shall simply not begin the match until line judges are selected and in place. It is the responsibility of home management to provide two line judges. It is not required for them to be adults. Many times a player from each team who are playing in a different match are used. It is also permissible for parents or teachers to be used.

Q—In volleyball, can junior high teams play two of three game matches or do they play three of five matches? And do they play to 15, 21, or 25 points?

A—In junior high, the number of games and point totals used are determined by the host school but usually mutually agreed upon by both teams or by a conference rule prior to the match. They cannot have a scoring cap—must win by two points. However, they can play two games, six games, two of three, three of five, or just play for a specified amount of time (ie...1 hour or one hour 15 minutes, etc.) and can play to 11, 15, 21, 25, points etc. The important thing is that it is mutually agreed upon prior to starting and that the officials have been informed of the protocol, point totals, and time limits prior to starting.

Q—Is it legal for junior high softball players to wear metal cleats?

A—Yes, metal cleats and metal toe plates are legal.

Q — Is it permissible to use the libero player in junior high volleyball?

A — Yes, a team is not required to use the libero, but may if they wish. Effective in 2006, the libero is also allowed to serve in one rotation spot. If used, a tracker must assist the scorekeeper in keeping track of the libero and her replacements.

Q — Can junior high athletes wear jewelry while competing?

A — Yes, jewelry is now permitted.

Q—Can our high school coach conduct a clinic for junior high or younger students during the school year?

A—Yes the contact rule does not apply to junior high age or younger students. High school athletics in that sport are allowed to assist one day each as clinicians with that clinic.

Q—Our school has the same coach for junior high as high school cross country. Can both groups practice at the same time?

A—Yes, in cross country both groups may practice at the same site simultaneously. Each local school shall determine practice protocol and schedules for grades 7-12.

Q—Can a boy participate in our junior high volleyball practice in a spiking or blocking drill?

A.—Yes, boys may practice against girls, however they are not allowed to compete with girls' teams.

Q—Can girls shoot the three-pointer in junior high girls basketball games?

A—Yes, if the playing floor is marked for the 3-point goal, it shall be used.

Q—Our school has a junior high softball team in the summer. Can they play against a club or city rec team from a neighboring school?

A—No, a school team may only play against another school team.

Q—What is the legal weight of the junior high shot put and discus?

A—Junior high uses the same shot and discus as the high school girls:
shot=4K, discus=1K.

Q-A junior high girl fails a class. ...is she eligible?

A—The academic scholarship rule does not apply to junior high. It would depend on that school's local policy.

Q—Can an eighth grade girl play softball on the junior high and high school team?

A—Yes, however she is limited to not more than three games in a day and cannot exceed 65 games for the season.

Q—During the summer, can a junior high girl participate in a camp or in a league with high school students?

A—Yes, participation in non-school events are not governed by the IGHS AU. This would be subject to local school's decision.

Q—Can a junior high girl participate in volleyball and cross country during the same season?

A—Yes, totally subject to the local school district's decision.

Q—Can a junior high girl compete against college athletes?

A—Not if the college athlete is representing her collegiate institution or if the event is sanctioned or sponsored by the college.

Q—Can a junior high girl wrestle against a junior high boy in competition?

A—No, as of 2022 girls wrestling is a sanctioned sport in the state of Iowa for grades 7-12. Girls may only wrestle girls in the state of Iowa under the IGHSAU.

Q—Can a junior high girl wrestle against a junior high boy in practice?

A—Yes, for practice purposes this is permitted. Please remember to always match kids up according to their weight, and ability. Please also consider each student's comfort level in a situation where you are mixing genders.

Q—Can a junior high girl participate in basketball and wrestling during the same season?

A—Yes, totally subject to the local school district's decision.

JUNIOR HIGH STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All junior high students participating in extracurricular activities must abide by the academic and conduct-based eligibility rules. **(See the high school code of conduct section for more information).**

Conduct Based Eligibility

Coaches may set their own guidelines beyond the school's minimum policy for players that violate the student code of conduct and/or school policies.

Academic Eligibility

Grades are checked weekly on Mondays. Students/athletes must be passing in order to participate.

- If a student has one or more "F's" the first week, they receive a warning.
- If the student has an "F" the second week, they become ineligible until the "F" becomes a passing grade. Students can become eligible during the same week and participate in a game/meet later that week.
- Coaches may sit a player for the entire week due to an "F" on the ineligibility report.
- The above criteria are the minimum guidelines that coaches must use. Coaches have the discretion of having a stricter policy than the minimum set by the student handbook.
- Having an IEP or 504 does not exclude or exempt students from following the academic eligibility requirements.
- **Any junior high student who receives a failing grade for a full semester course will sit out 20% of their current activity season or their next season. Semester 2 ineligibility will carry over to sitting out 20% of your first high school activity.**

Policy 104: Anti-Bullying/Harassment Policy

Status: ADOPTED

Original Adopted Date: 02/16/2015 | Last Revised Date: 12/17/2018 | Last Reviewed Date: 12/17/2018

The Louisa-Muscatine Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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 familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to 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 familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent’s designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Suggestions for administrative procedures regarding this policy include:

- *Developing procedures for reporting acts of bullying and harassing behavior (see IASB sample regulation 104.R1);*
- *Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and*
- *Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.*

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include

termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
 - Inclusion in the employee handbook
 - Inclusion in the registration materials
 - Inclusion on the school or school district's web site,
 - And a copy shall be made to any person at the central administrative office at 14478 170th Street, Letts, IA 52754.
-

Request for Fundraising

Check if applicable: Boosters PTO Booster Group _____

1. Fundraisers need approval of the AD and Principal
2. Forms must be signed by the Business Manager or Superintendent before going on the calendar.
3. Approved fundraisers will be placed on the master calendar by the admin office with no overlapping events.
4. When money is collected, receipts are mandatory.
5. As soon as money is collected, it should be turned into the building offices.
6. Door to door sales is the least preferred type of fundraising.
7. Clarify with a salesman your profit percentage, who handles shipping costs, if there are prizes/incentives it must be handled strictly by the salesman/company (no district involvement), etc.
8. If Fundraising is not turned in for one activity, the player will not be issued equip/uniform in their next activity nor allowed to participate in official activities (may practice) until money is turned in to the proper school personnel.

Name of Group/Organization: _____

Type of Fundraiser: _____

Name of Sponsor: _____

Starting Date: _____ Ending Date: _____

Company Name: _____

Company Address: _____

Company Representative: _____

How many students will be involved? _____

What percentage of gross is profit? _____

Profits from fundraiser will be used for? _____

Short Summary of the plans for fundraising: _____

Principal/AD Approval: _____ Date: _____

Supt/Busn Manager Approval: _____ Date: _____

Date Placed on Master Calendar: _____ Initials: _____

***Attach a copy of ALL paperwork going to parents and students & turn in to
Principal or AD for initial approval.***

Principals/AD forward to Business Office for approval with all paperwork.

A copy of the form will be returned once approved and placed on district fundraising calendar.

Louisa-Muscatine Jr/Sr High School Athletic Form 2024-2025

Parent/Guardian Permission Acknowledgement
Insurance Information, Good Conduct Policy Agreement

Complete this form if your student is participating in one or more sports activities.

Student's Name: _____

Grade (circle one): 7th 8th 9th 10th 11th 12th

Address: _____

Phone: _____

City: _____ Zip: _____

Birth Date: _____

Student's Email: _____

Student's Cell Phone: _____

Parent's Email: _____

Physician: _____

Physician Phone: _____

Parent/Guardian Permission & Acknowledgement

I/We understand that accidents may occur in athletic events, even though normal acceptable safety precautions have been taken. My son/daughter has my/our permission to practice and compete in the interscholastic program.

I/We give my/our permission for the team's physician, certified athletic trainer or other qualified personnel to give first aid treatment to my/our son or daughter at an athletic event in case of injury.

The Louisa-Muscatine Community School District is not liable, nor responsible for any medical, dental or hospital bills occurring as a result of injuries sustained by a student while participating in a school athletic activity or sport. All injury related expenses shall be the responsibility of the student's parent or guardian.

Insurance Information

(Please check one box)

I have insurance with (company name) _____ that will pay for medical expenses if my/our son/daughter is injured while participating in a school sport.

I do not have insurance for my/our son/daughter and understand that the school district is **NOT** responsible and **WILL NOT PAY** any doctor, hospital, medical or dental expenses if my child is injured while participating in any school sport.

I plan to purchase insurance through the school district's program offer. Brochures are available in the Jr/Sr High Office. Questions concerning the plan may be directed to Student Assurance Services at 800-328-2739 or www.sas-mn.com.

Good Conduct Policy Agreement

We hereby acknowledge that we have read and understand the Louisa-Muscatine School District's Good Conduct Policy. We understand the consequences and penalties for violations of these rules and regulations. The Good Conduct Policy can be found in the L-M Student Planner.

IMPORTANT - Concussion Acknowledgement

Students participating in interscholastic athletics, cheerleading and dance, and their parents/guardians, must sign the acknowledgement below and return it to the school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion information sheet titled, "HEADS UP: Concussion in High School Sports".

_____	_____	_____
Parent's/Guardian's Signature	Date	Student's School
_____	_____	_____
Student's Signature	Date	Student's Printed Name

NOTE: This form, along with a current Athletic Pre-Participation Physical Examination form, must be on file with the Activity Director's Office before participation will be allowed. Costs incurred for the physical examination will be the responsibility of the parent/guardian.

HEADS UP: Concussion in High School Sports

Please note this important information based on Iowa Code Section 280.13C, Brain Injury Policies:

- (1) A student participating in extracurricular interscholastic activities, in grades seven through twelve, **must be immediately removed from participation** if the coach, contest official, licensed healthcare provider or emergency medical care provide believe the student has a concussion based on observed signs, symptoms, or behaviors.
- (2) Once removed from participation for a suspected concussion, the **student cannot return to participation until written medical clearance has been provided** by a licensed health care provider.
- (3) A student cannot return to participation until s/he is free from concussion symptoms at home and at school.

(4) **Definitions:**

"Contest official" means a referee, umpire, judge, or other official in an athletic contest who is registered with the Iowa high school athletic association or the Iowa girls high school athletic union.

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

"Extracurricular interscholastic activity" means any extracurricular interscholastic activity means any dance or cheerleading activity or extracurricular interscholastic activity, contest, or practice governed by the Iowa high school athletic association or the Iowa girls high school athletic union that is a contact or limited contact activity as identified by the American academy of pediatrics.

"Medical clearance" means written clearance from a licensed health care provider releasing the student following a concussion or other brain injury to return to or commence participation in any extracurricular interscholastic activity.

What is a concussion?

Concussions are a type of brain injury that disrupt the way the brain normally works. Concussions can occur in any sport or recreational activity and can result from a fall or from players colliding with each other, the ground, or obstacles. Concussions can occur with or without loss of consciousness, but most concussions occur without loss of consciousness.

What parents/guardians should do if they think their child has a concussion?

1. Teach your child that it's not smart to play with a concussion.
2. **OBEY THE LAW.**
 - a. Seek medical attention right away.
 - b. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
3. Tell all of your child's coaches, teachers, and school nurse about ANY concussion.

What are the signs and symptoms of concussion?

Signs and symptoms of concussion can show up right after the injury or may not be noticed until days after the injury. If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be removed from play immediately. The athlete should only return to play with permission from a health care provider and after s/he is symptom free at home and at school.

Signs Observed by Parents or Coaches:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Student-Athlete:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

STUDENTS, If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

PARENTS/GUARDIANS, You can help your child prevent a concussion:

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

For more information visit: www.cdc.gov/Concussion

IOWA ATHLETIC PRE-PARTICIPATION PHYSICAL EXAMINATION

Please complete and sign this form (with your parents if younger than 18) before your appointment.

Name: _____

Date of Birth: _____

Date of Examination: _____

Sport(s): _____

Home Address (Street, City, Zip): _____

School District: _____

Parent's/Guardian's Name: _____

Phone #: _____

Physician: _____

Phone #: _____

History Form:

List past and current medical conditions.

Have you ever had a surgery? If "yes", list all past surgical procedures.

Medicines and Supplements: List all current prescriptions, over-the-counter medicines and supplements (herbal and nutritional).

Do you have any allergies? If yes, please list all your allergies (to medicines, pollen, food, stinging insects, etc.)

PHQ-4: Over the last 2 weeks, how often have you been bothered by any of the following problems? (Circle Response)

	Not at all	Several Days	Over half the days	Nearly Everyday
Feeling nervous, anxious, or on edge	0	1	2	3
Not being able to stop or control worrying	0	1	2	3
Little interest or pleasure in doing things	0	1	2	3
Feeling down, depressed or hopeless	0	1	2	3

(A sum of ≥ 3 is considered positive on either subscale [Questions 1 and 2, or Questions 3 and 4] for screening purposes)

SCORE: _____

In the section below, if you answer "yes" to any questions, please explain further in the space provided at the end of this form. Circle any questions you don't know the answer to.

General Questions:

Y N

- Do you have any concerns that you would like to discuss with your provider?
- Has a provider ever denied or restricted your participation in sport for any reason?
- Do you have any ongoing medical issues or recent illnesses?

Heart Health Questions:

Y N

- Have you ever passed out or nearly passed out during or after exercise?
- Have you ever had discomfort, pain, tightness or pressure in your chest during exercise?
- Does your heart ever race, flutter in your chest or skip beats (irregular beats) during exercise?
- Has a doctor ever told you that you have any heart problems?
- Has a doctor ever requested a test for your heart? For example, electrocardiography (ECG) or echocardiography?
- Do you get lightheaded or feel shorter of breath than your friends during exercise?
- Do you have high blood pressure or high cholesterol?

Questions about your Family:

Y N

- Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 35 years (including drowning or unexplained car crash)?
- Does anyone in your family have a genetic heart problem such as hypertrophic cardiomyopathy (HCM), Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy (ARVC), long QT syndrome (LQTS), short QT syndrome (SQTS), Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia (CPVT)?
- Has anyone in your family had a pacemaker or an implanted defibrillator before age 35?
- Does anyone in your family have asthma?

Bone and Joint Questions:

Y N

- Have you ever had a stress fracture or an injury to a bone, muscle, ligament, joint, or tendon that caused you to miss a practice or game?
- Have you had an X-ray, MRI, CT scan or physical therapy for any reason?
- Do you have a bone, muscle, ligament or joint injury that bothers you?
- Do you currently, or have you in the past worn orthotics, braces or protective equipment for any reason?

Medical Question:

Y N

- Do you cough, wheeze or have difficulty breathing during or after exercise?
- Are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?
- Do you have groin or testicle pain or a painful bulge or hernia in the groin area?
- Do you have any recurring skin rashes or rashes that come and go, including herpes or methicillin-resistant Staphylococcus aureus (MRSA)?
- Have you had a concussion? Or a head injury that caused confusion, a prolonged headache, or memory problems?
- Have you ever had a seizure?
- Do you get frequent headaches?
- Have you ever had numbness, tingling, weakness in your arms or legs, or been unable to move your arms or legs after being hit or falling?
- Have you ever become ill when exercising in the heat?
- Do you have sickle cell trait or disease? Or anyone in your family?
- Have you ever had or do you have any problems with your eyes or vision?
- Do you worry about your weight?
- Are you trying to or has anyone recommended that you gain or lose weight?
- Are you on a special diet or do you avoid certain types of foods or food groups?
- Have you ever had an eating disorder?

FEMALES only:

Y N

- Have you ever had a menstrual period?
- How old were you when you had your first menstrual period?
- When was your most recent menstrual period?
- How many periods have you had in the last 12 months?

EXPLAIN "Yes" answers here:

I hereby state that, to the best of my knowledge, my answers to the questions on this form are complete and correct.

Signature of Athlete: _____

Signature of Parent or Guardian: _____

Date: _____

Physical Examination *(To be filled out by medical provider)*

Consider additional questions as below:

Y N

- Do you feel stressed out or under a lot of pressure?
- Do you ever feel sad, hopeless, depressed or anxious?
- Do you feel safe at your home or residence?
- Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff or dip?
- Do you drink alcohol or use any other drugs?
- Have you taken prescriptions medications that were not yours or outside of their intended use?
- Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
- Have you ever taken any supplements to help you gain or lose weight or improve your performance?
- Do you wear a seat belt and a helmet?
- Do you use condoms if you are sexually active?

EXAMINATION

Height: _____ Weight: _____

BP: ____ / ____ (____ / ____) Pulse: _____ Vision: R 20/____ L 20/____ Corrected Y / N

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse (MVP), and aortic insufficiency) 		
Eyes, ears, nose and throat <ul style="list-style-type: none"> • Pupils equal & Hearing 		
Lymph Nodes		
Heart <ul style="list-style-type: none"> • Murmurs (auscultation standing, auscultation supine, and ± Valsalva) 		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none"> • Herpes Simplex Virus, lesions suggestive of MRSA or Tinea Corporis 		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder & Arm		
Elbow & Forearm		
Wrist, hand, and fingers		
Hip & Thigh		
Knee		
Leg & Ankle		
Foot & Toes		
Functional <ul style="list-style-type: none"> • May include: Duck Walk, Double-leg squat test, single-leg squat test, and box drop or step drop test 		

- Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings or a combination of those.

Medical Eligibility Form

Student Athlete Name: _____ Date of Birth: _____ Date of Examination: _____

I acknowledge and give consent for a copy of this entire form to be kept in the student's school record. I agree that should student's health change in any way that would alter this form that I will inform the school as soon as possible.

Signature of Parent or Guardian: _____ Date: _____

Shared Emergency Information *(To be filled out by athlete/athlete's caregiver)*

Allergies:

Medications:

Other Information:

Emergency Contacts:

<u>Name</u>	<u>Relationship</u>	<u>Contact Information</u>
_____	_____	_____
_____	_____	_____

Participation Eligibility *(To be filled out by medical provider)*

- Medically Eligible for sports without restriction.
- Medically Eligible for all sports without restriction with recommendations for further evaluation or treatment of:

- Medically eligible for certain sports:

- Not medically eligible pending further evaluation

- Not medically eligible for any sports

Recommendations:

I have examined the student named on this form and completed the preparticipation physical evaluation. The athlete does not have apparent clinical contraindications to practice and can participate in the sport(s) as outlined in this form. A copy of the physical examination findings is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the provider may rescind the medical eligibility until the problem is resolved and the potential consequences are completely explained to the athlete (and parents or guardians).

Name of health care professional (print): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional:
