

2023-24

WESTERN DUBUQUE SCHOOL
DISTRICT

Student Activities Manual



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PREFACE

This handbook has been prepared to provide a source of information for parents and students that may be interested in the interscholastic activity programs of the Western Dubuque School District.

It is impossible to list all the details about the various activity programs in this handbook. Each coach will use his/her discretion in handling the many situations, which arise in fulfilling his/her coaching assignment. **This booklet contains information, which may be useful to parents and their athletes.**

This handbook will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, parents and athletes are expected to support them.

WELCOME

The contents of this manual are designed for the parent and athlete and hopefully will answer *most* questions you may have about the operation of our athletic department.

Western Dubuque School District will strive to continue to provide the students with the best possible opportunities for a very rewarding experience. If a parent wishes to speak to a Coach and or the Activities Director regarding program concerns, athlete playing time, or items of this nature, they are to contact the school and set an appointment. The door of the Activities Director, Principal, and Superintendent is always open to discuss problems and better ways to improve the athletic program of the school. Parents and their athletes are always encouraged to follow the chain of command in addressing any concerns.

Western Dubuque Community School District Non-Discrimination Policy

Non-Discrimination Policy Statement:

Pursuant to Title IX and other applicable state and federal laws, it is the policy of the Western Dubuque County 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 activities and its employment practices, including applicants for employment.

The District has grievance procedures for processing and resolving discrimination complaints, including formal and informal Title IX sex discrimination and sexual harassment complaints, and will respond to complaints accordingly. Discrimination employment grievances that do not fall under Title IX should be directed to Dan Butler, Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6004, dan.butler@wdbqschools.org. Grievances related to this policy for employment matters that fall under Title IX and grievances for any program/student matters should be directed to Vicky Coyle, Title IX and Equity Coordinator, 310 4th Street SW, Farley, Iowa 52046, 563-744-3885 x 6040, vicky.coyle@wdbqschools.org. If you have any questions related to this policy, please contact Vicky Coyle. Title IX inquiries may also be referred to the U.S. Department of Education, attn. Assistant Secretary, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202, 800-421-3481, OCR@ed.gov.

Organization and Administration Iowa High School Athletic Association -Iowa Girls' High School Athletic Union -Iowa High School Speech Association -Iowa High School Music Association

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

Mississippi Valley Conference

Western Dubuque High School is a member of the Mississippi Valley Conference composed of fifteen high schools and two divisions: Valley Division and Mississippi Division. These schools consist of: C.R. Jefferson, C.R.Washington, Linn-Mar, I.C.West, Waterloo West, Cedar Falls, Dubuque Hempstead, C.R. Xavier, C.R. Kennedy, I. C. High, C.R. Prairie, Dubuque Senior, Dubuque Wahlert, I.C. Liberty and Western Dubuque. (Division alignments rotate every two years)

WDCSD Guiding Philosophy

It is vital to maintain and develop good, positive curriculum and co-curricular programs. The Western Dubuque School District has developed a Strategic Plan to guide it toward this objective. Strong, positive, co-curricular programs are an integral part of this plan. Developing and maintaining a reputation for such an athletic program should be the goal of all personnel involved in Western Dubuque Athletics. "Better Every Day"

District Mission Statement

Empower confident, well-prepared citizens to excel in the 21st century.

District Guiding Philosophy

Better Everyday

Western Dubuque Activities Vision:

Western Dubuque Activities will create a STRONG culture of excellence by committing to developing every Bobcat through multiple leadership and service opportunities, while acting as a source of pride for students, staff, parents and community members.

CORE VALUES

S-Servant-Put others needs in front of your own.

T-Tough-Demonstrate the ability to operate outside our comfort zone.

R-Relentless-Have grit and determination to give our best effort everyday

O-Opportunistic-Be disciplined to make all the little things count and enjoy the opportunity to represent our Bobcat Community.

N-Next Play Mentality-Respond positively from adversity by controlling our attitude and effort.

G-Grounded-Humble and hardworking everyday as we pursue excellence.

PARENTS -EXPECTATIONS

CHEER FOR OUR TEAM

- We need you, we are all in this together. You directly influence the culture of our programs.
- Sportsmanship-In the MVC we are constantly rated on the sportsmanship of our coaches, parents and fans. -Our goal is to win the Sportsmanship Trophy, every season!!
- Embrace the process- there are going to be good days and bad days this season. No matter what we are going to keep showing up doing the work and getting better.
- Positivity-We are better together and as a positive team. There is no doubt the best is yet to come. Let's stay positive during tough times, connect to each other, communicate and encourage each other this season. - One person can't make a team, but one person's negativity can break a TEAM

What Parents can expect from our Coaches

- They care about our athletes as individuals and will make decisions based on what is best for the team.
- To prepare our teams and athletes through hard work, life lessons and preparing our athletes to handle adversity. At times they may be demanding but they will not be demeaning.
- Weekly communication.
- Athletics are emotional, there will be times you don't agree with what we do here however trust that there is a valid reason for everything we do. We are constantly trying to follow our vision.
- It is all about teamwork! We all need to be super team members. Sometimes you are the star sometimes you help the star, at the end of the day we are all BOBCATS!!
- Remember our coaches are in their position because they have passion for doing what they do. -With that being said I would put the work ethic, trustworthiness and grit of our coaches against anyone in the state of Iowa.

How Do I Communicate the Right Way?

Coaches have the authority over who becomes a participant of the team and when the participant plays or is removed from the team. The coaching staff determines coaching strategy, what positions athletes play, and playing time. Acceptance of a position on the team includes acceptance of this policy. It is a privilege, not a right, to be a member of an activity.

Appropriate concerns to discuss with coaches:

- Situations involving your child.
- Ways to help your child improve.
- Your child's attitude, work ethic, and eligibility.
- Concerns about your child's behavior.

Issues that are not appropriate to discuss with coaches or AD:

- Playing time of any student-athlete.
- What position a student-athlete plays.
- Team strategy, practice organization, or playcalling.
- Other student-athletes process.

Chain of Command Policy

1. Athlete speaks with Coach
2. Parents and Athlete speak with Coach
3. Parents and Athlete Speak with Coach and Activities Director
4. Parents and Athlete Speak with Coach, Principal and AD

** -If one these steps is skipped the parent and athlete will be referred back to proper step.

The 24-Hour Rule will be utilized for any in-season communication with the coaching staff. Contact with the coaching staff will not be allowed until 24 hours after an athletic event. The only exception to this rule is reporting an injury, illness or emergency situation.

SPECIFIC RULES

A. Academic Eligibility:

What follows is an abbreviation of school policy 503.41. For a complete listing of the policy, please go to: www.wdbqschools.org/Board/Policy/500s/policy503.41.pdf

To be eligible for an activity, students participating must:

1. Be enrolled or dual-enrolled in school
2. Not have any failing grades during the 30 and 45 day of the trimester. A student who does not meet this criteria will be ineligible for the first week following that grade period. The ineligibility begins on the third day after grades are due in the office to allow for parental notification and grade accuracy checks. Thereafter when the student raises those grades to meet policy criteria, they will become eligible.
3. Not have any failing semester grades. A student who does not meet this criteria will be ineligible according to the Scholarship Rule-Iowa Code 36.15(2). Students 30 day ineligibility period will be determined by the IHSMA,IHSS,IHSAA or IGHSAU guidelines.
4. Be under 20 years of age to be eligible for athletics, music, or speech activities.
5. Be enrolled in high school for eight semesters or less to be eligible in athletics, music or speech activities.
6. Have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.
7. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

B. ELIGIBILITY REQUIREMENTS (As set forth by the IHSAA,IHSMA,IHSSA & IGHSAU)

YOU ARE NOT ELIGIBLE:

1. If you do not have a physicians certificate of fitness or concussion form issued this school year, or if you are twenty years of age or over.
2. If you have attended high school for more than four (4) years. (Twenty days of attendance or playing in one contest constitutes one term.)
3. If you did not pass all classes each term, or they will be subject to the Scholarship Rule-Iowa Code 36.15(2). Students 30 day ineligibility period will be determined by the IHSMA,IHSS,IHSAA or IGHSAU guidelines.
4. If you were out of school last term, or if you entered school this term later than the second week of school.
5. If you have changed schools this term. (Except upon like change of residence for your parents.)
6. If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or, if you have received any money for expenses or otherwise, for your participation in an athletic contest.
7. A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season. But, such outside participation shall not conflict with the school sponsored athletic activity and must have coaches approval.
8. If you have ever trained with a college squad or have participated in a college event.
9. If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.

36.15(3) General transfer rule.

A student who transfers from a school in another state or country or from one member or associate member school to another member or associate member school shall be ineligible to compete in interscholastic athletics for a period of 90 consecutive school days, as defined in rule 281—12.1(256), exclusive of summer enrollment, unless one of the exceptions listed in paragraph 36.15(3)“a” applies. The period of ineligibility applies only to varsity level contests and competitions. (“Varsity” means the highest level of competition offered by one school or school district against the highest level of competition offered by an opposing school or school district.) In ruling upon the eligibility of transfer students, the executive board shall consider the factors motivating student changes in residency. Unless otherwise provided in these rules, a student intending to establish residency must show that the student is physically present in the district for the purpose of making a home and not solely for school or athletic purposes.

Exceptions. -executive officer or executive board shall consider and apply the following exceptions in formally or informally ruling upon the eligibility of a transfer student and may make eligibility contingent upon proof that the student has been in attendance in the new school for at least ten school days:

(1) Upon a contemporaneous change in parental residence, a student is immediately eligible if the student transfers to the new district of residence or to an accredited nonpublic member or associate member school located in the new school district of residence. In addition, if with a contemporaneous change in parental residence, the student had attended an accredited nonpublic member or associate member school immediately prior to the change in parental residence, the student may have immediate eligibility if the student transfers to another accredited nonpublic member or associate member school.

(2) If the student is attending in a school district as a result of a whole-grade sharing agreement between the student's resident district and the new school district of attendance, the student is immediately eligible.

(3) A student who has attended high school in a district other than where the student's parent(s) resides, and who subsequently returns to live with the student's parent(s), becomes immediately eligible in the parent's resident district.

(4) Pursuant to Iowa Code section 256.46, a student whose residence changes due to any of the following circumstances is immediately eligible provided the student meets all other eligibility requirements in these rules and those set by the school of attendance: 1. Adoption. 2. Placement in foster or shelter care. 3. Participation in a foreign exchange program, as evidenced by a J-1 visa issued by the United States government, unless the student attends the school primarily for athletic purposes. 4. Placement in a juvenile correction facility. 5. Participation in a substance abuse program. 6. Participation in a mental health program. 7. Court decree that the student is a ward of the state or of the court. 8. The child is living with one of the child's parents as a result of divorce, separation, death, or other change in the child's parents' marital relationship, or pursuant to other court-ordered decree or order of custody

(5) A transfer student who attends in a member or associate member school that is a party to a cooperative student participation agreement, as defined in rule 281—36.20(280), with the member or IAC Ch 36, p.3 associate member school the student previously attended is immediately eligible in the new district to compete in those interscholastic athletic activities covered by the cooperative agreement.

(6) Any student whose parents change district of residence but who remains in the original district without interruption in attendance continues to be eligible in the member or associate member school of attendance.

(7) A special education student whose attendance center changes due to a change in placement agreed to by the district of residence is eligible in either the resident district or the district of attendance, but not both.

(8) In any transfer situation not provided for elsewhere in this chapter, the executive board shall exercise its administrative authority to make any eligibility ruling which it deems to be fair and reasonable. The executive board shall consider the motivating factors for the student transfer. The determination shall be made in writing with the reasons for the determination clearly delineated.

b. In ruling upon the transfer of students who have been emancipated by marriage or have reached the age of majority, the executive board shall consider all circumstances with regard to the transfer to determine if it is principally for school or athletic purposes, in which case participation shall not be approved.

c. A student who participates in the name of a member or associate member school during the summer following eighth grade is ineligible to participate in the name of another member or associate member school in the first 90 consecutive school days of ninth grade unless a change of residence has occurred after the student began participating in the summer.

d. A school district that has more than one high school in its district shall set its own eligibility policies regarding intradistrict transfers.

Western Dubuque Intradistrict Transfers

- A student who Voluntary Transfers between schools in the Western Dubuque Community School District (District) shall be ineligible to compete in interscholastic athletics for a period of 90 consecutive school days, as defined in rule 281—12.1(256) of Iowa Administrative Code, exclusive of summer enrollment, unless one of the exceptions listed below applies.
- The period of ineligibility applies only to varsity level contests and competitions.
 - "Varsity" means the highest level of competition offered by one school or school district against the highest level of competition offered by an opposing school or school district.
- This period of ineligibility does not apply if the student:
 - Moves into our school district and immediately applies for a transfer to establish residency at that school, grades 9-12.
 - Is entering grade 9 for the first time and did not participate in an interscholastic athletic competition for another school during the summer immediately following eighth grade.
 - Participates in an athletic activity in the new school that is not available in the school of residence.
 - Participates in an athletic activity for which the schools have a cooperative student participation agreement pursuant to rule 36.20(280)
 - Participates in Voluntary Transfer and whose parents/guardians move out of their school of residence but exercise either the option of remaining in the original Voluntary Transfer school or enrolling in the new school of residence. If the pupil has established athletic eligibility under Voluntary Transfer, it is continued despite the parent's or guardian's change in residence.
 - Participates in Voluntary Transfer, but utilizes Voluntary Transfer to remain in the Voluntary Transfer school following a change of residence of the student's parent(s). If the pupil has established athletic eligibility, it is continued despite the parent's or guardian's change in residence.
 - Participates in Voluntary Transfer and whose parents/guardian is an active member of the armed forces and resides in permanent housing on government property provided by a branch of the armed services.
 - Voluntary Transfers from a school of residence that has determined that the student was previously subject to a founded incident of harassment or bullying as defined in Iowa Code section 280.28 while attending school of residence.

2023-2024 Grading Periods-

* Dates are subject to change if grades are not submitted on time or if technical difficulties arise.

1st Term---20 Days---No ineligibility

Grades need to be **submitted and posted by Tuesday, September 20 at 3:15 p.m.**

1st Term---30 Days---

Grades need to be **submitted and posted by Tuesday, October 4 at 3:15 p.m.**

1st Term---45 Days---

Grades need to be **submitted and posted by Tuesday, October 25 at 3:15 p.m.**

1st Term---Final Grades --

Grades need to be **submitted and posted by Tuesday, November 21 at 8:00 a.m.**

2nd Term---20 Days--- No ineligibility

Grades need to be **submitted and posted by Wednesday, Jan 3 at 3:15 p.m.**

2nd Term---30 Days---

Grades need to be **submitted and posted by Thursday January 18 at 3:15 p.m.**

2nd Term---45 Days---

Grades need to be **submitted and posted by Thursday, February 8 at 3:15 p.m.**

2nd Term---Final Grades --

Grades need to be **submitted and posted by Monday March 4 at 8:00 a.m.**

3rd Term---20 Days--- No ineligibility

Grades need to be **submitted and posted by Friday April 5 at 3:15 p.m.**

3rd Term---30 Days---

Grades need to be **submitted and posted by Friday, April 19 at 3:15 p.m.**

3rd Term---45 Days---

Grades need to be **submitted and posted by Friday, May 10 at 3:15 p.m.**

3rd Term---Final Grades --

Grades need to be **submitted and posted by Wednesday, May 22 at 8:00a.m.**

Failures at end of 2nd grading terms approx. day 30 and 45:

Students are ineligible for 7 days minimum;. Tyler will contact coaches when students become eligible.

Failures at end of a grading term: Students are ineligible for 30 days, state law.

Conferences

4pm-7pm

Sept. 20

Jan. 3

April 20

In-Season Strength Guidelines

Strength training is vital to improve the success of an athletic program. Strength training decreases the chance of injuries, increases the confidence of our athletes, and enhances athletic performance

* Before the start of a season, each coach will meet with the strength and conditioning staff and activities director and fill out a calendar of specific strength training times, making sure all their athletes get two lifts per week.

* Each coach will be responsible for holding their athletes accountable for each inseason workout.

TRANSPORTATION

All students must ride in school transportation when taking part all school activities. In some cases parent / student transportation can be utilized, but only in emergency situations.

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes, it is within the discretion of the activities director to determine when this is appropriate.

Individuals transporting students for school purposes must have the permission of the activities director and meet all applicable requirements set by the district. Private vehicles will be used only when proof of insurance has been supplied to the superintendent, or designee, and when the parents of the students to be transported have given written permission to the building principal or designee.

The school district assumes no responsibility for those students who have not received the approval of the superintendent, or designee, and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

Athletes are not allowed to leave school before their scheduled dismissal time to the event.

ATHLETES DRIVING TO PRACTICES OR CONTESTS IN LOCAL AREA

Whenever possible, and practical, it is our practice to furnish school transportation to contests. However, occasionally it is necessary for us to have athletes report to the site rather than furnish school transportation. In cases where athletes are allowed to drive, we expect and encourage them to observe the following:

1. Observe all traffic regulations.
2. Practice safety.
3. Do not overload vehicle.
4. Take the shortest, safest route to and from site.
5. Have driver's license on person or in car.

Over Night Stay Policy:

At Western Dubuque Community Schools, we stay overnight to make sure our individuals, groups or teams can arrive at the report time determined by the event administrator. The activities director, with assistance from the head coach/sponsor, shall determine whether an overnight stay is necessary. The goal will be to try to minimize the amount of school time lost by the student and coach/sponsor. Other factors will be student safety, financial responsibility, making sure we are equitable and consistent. -When traveling for a next day event our goal is to be checked into our hotel by 8:30 p.m. and for each athlete to have their own bed.

The following rubric will be utilized for single day events:

- Over 180 miles of travel distance to the competition
- Departure time from CHS or WD to the event would be prior to 6:30 AM
- Return time from the event to CHS or WD would be after 11:00 PM

If two of the three criteria are not met, final approval must come from the Superintendent. Weather or extenuating circumstances will require Superintendent approval.

ZONE-1		ZONE-2			ZONE-3	
MILES	Over 500	MILES	Apprx. 200		MILES	Apprx. 90-100
Travel Time	School Board approval needed	Travel Time To:	5.5 Total Hours(3 Travel, 1/2 Break, 1 Meal,1 Workout)		Travel Time	2 Hours
Overnight stay	Yes	Travel Time From:	4.5 Total Hours(3 Travel, 1/2 Break, 1 Meal,)		Overnight stay	NONE
		Overnight Stay	When Criteria is met			
		Event-Check-In /Report Time	HOTEL	Leave	Event-Check-In /Report Time	LEAVE TIME
ZONE-4		8:00 AM	8:30 PM	3:00 PM	8:30 AM	6:30 AM
MILES	60 or Less	9:00 AM	8:30 PM	3:00 PM	9:00 AM	7:00 AM
Travel Time	1 Hour or less	10:00 AM	8:30 PM	3:00 PM	9:30 AM	7:30 AM
Overnight stay	NONE	11:00 AM	8:30 PM	3:00 PM	10:00 AM	8:00 AM
		12:00 AM		6:30 AM	11:00 AM	9:00 AM
Event-Check-In /Report Time	LEAVE TIME	1:00 PM		7:30 AM	12:00 PM	10:00 AM
8:00 AM	7:00 AM	2:00 PM		8:30 AM	1:00 PM	11:00 AM
9:00 AM	8:00 AM	3:00 PM		9:30 AM	2:00 PM	12:00 PM
10:00 AM	9:00 AM	4:00 PM		10:30 AM	3:00 PM	1:00 PM
11:00 AM	10:00 AM	5:00 PM		11:30 AM	4:00 PM	2:00 PM
12:00 PM	11:00 AM	6:00 PM		12:30 PM	5:00 PM	3:00 PM
1:00 PM	12:00 PM	7:00 PM		1:30 PM	6:00 PM	4:00 PM
2:00 PM	1:00 PM	Leaving venue after 6:30 PM-would have the option to stay.			7:00 PM	5:00 PM
3:00 PM	2:00 PM					
4:00 PM	3:00 PM					
5:00 PM	4:00 PM					
6:00 PM	5:00 PM					
7:00 PM	6:00 PM					

Two-Consecutive Day Events:

-Will need Superintendent approval due to many unknowns (hotel arrangements, unknown finishing times, varying start times based on results during the event.)

Series of Events:-Multiple competitions/all in same week at the same venue

-Will need Superintendent approval due to many unknowns (hotel arrangements, unknown finishing times, varying start times based on results during the event.)

-Travel and overnight stay would be dictated by overnight criteria but students would need to be able to attend a full day of school (8am-3pm)

**An itinerary must be turned in to the AD two days prior to departure.

When staying overnight-athletes and parents are not to stay at the same hotel.

CARRYOVER SPORTS GUIDELINES

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

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

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

Health

Athletic Trainer

A full-time Certified Athletic Trainer is provided by Western Dubquue High School. It is the student athlete’s responsibility to find out from their coach what hours the trainer is available.

Injury Report It is the student athlete’s responsibility to report any injury to the coach

PHYSICAL EXAMINATIONS

A current physical exam and concussion form must be submitted before the Athlete can practice.

Students desiring to participate in athletic activities or enrolling in pre-kindergarten or kindergarten shall have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. Athletic physicals and concussion forms for participation in 7-12 sports are due on or before the first day of practice. Forms for 7-8 grade are available in the middle school offices and at registration. All 9-12 grade forms are in Bound and should be completed as part of the required online athletic registration. There is risk of being injured that is inherent in all sports. That risk of injury may be severe, including the risk of fractures, brain injuries, paralysis or even death. In addition, all parents must sign a student’s participation and parental form (available at the schools for 7-8 grade/in Bound for 9-12 grade) before their son/daughter will be able to participate. year.

NON-SCHOOL (i.e. Club) TEAM PARTICIPATION

Athletes who choose to play on a non-school team and who are members of a high school team will be allowed to participate in both programs provided they comply with the following guidelines:

1. High school games will take priority over non-school games.
2. High school practices will take priority over non-school practices.
3. With the coach's approval, non-school games may be played in lieu of high school practices.

Failure to comply with these guidelines MAY result in reduction in the athlete's playing time or dismissal from the high school team and subsequent ineligibility as stated by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union by-laws. It is expected that players, families and coaches will be in close and frequent communication regarding club sport practice and competition schedules in an effort to avoid conflict and allow players to participate in both activities. Information regarding this policy is also contained in the parent-athlete handbook.

_____ (Student) has permission from Western Dubuque Schools

High School to participate in the sport of _____
from (Date) _____ to (Date) _____ in keeping with by-law 36.15(7) of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association.

This outside activity is concurrent with the state-sponsored sport of _____ at Western Dubuque. Any participation by _____ without permission could jeopardize their eligibility.

Parent Signature _____ Date _____

Athlete Signature _____ Date _____

Athletic Director _____ Date _____

Coach _____ Date _____

SPORTSMANSHIP

****Western Dubuque High School Only****

-Every MVC Conference game we compete in the officials rate the sportsmanship for our Coaches, Parents and Fans on a scale of 1-5 with 1 being the best.

-A traveling trophy is awarded at the end of the Fall, Winter and Spring/Summer Season

Students -EXPECTATIONS

- First Class in everything we do- DO WHAT'S RIGHT (Sportsmanship and Ethics) on and off the field.
- Participation in multiple sports- 3 and 4 sport Athletes
- Positive attitude-understand everyone has a role. **Optimism is a competitive advantage
- Western Dubuque Athletes will not be outworked by anyone in the state! -Get better every day!
- Participate in service opportunities
- Embrace the process
- Enjoy the ride

PLAYERS ROLE

The role of the players in sportsmanship is second in importance only to the coach. Players are admired and respected by students of all levels as well as adult spectators. They have significant influence over the actions and behavior of spectators of all ages.

REQUIRED RESPONSIBILITIES

Players will perform the following responsibilities:

1. Accept and understand the seriousness of their responsibility and the privilege of representing the school and community.
2. Learn the rules thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist everyone in the achievement of a better understanding and appreciation of the game.
3. Cooperate with the coaches and always exercise good sportsmanship by living the rules and role as stated.
4. Only the captain may communicate with the officials on the clarification of rules. It is his/her responsibility to communicate what was said back to his/her teammates and/or coach.
5. Always respect the official's judgment and interpretation of the rules, never argue or make non-verbal gestures, which indicate disagreement. This type of immature activity may incite undesirable behavior in the stands and by teammates.
6. Congratulate opponents in a sincere manner following either victory or defeat. This is a true measure of character.
7. Exercise self control at all times, accepting all decisions, unusual occurrences, and abiding by them.
8. Treat opponents with the respect that is accorded a guest or friend.
9. Captains, shake hands with opponents prior to the contest and wish them luck.

PREVENTIVE MEASURES

BEFORE

1. Shake hands with opponents and express good luck.
2. Learn the rules.
3. Practice your coach's rules in character development.

DURING

1. Help players who are down get to their feet.
2. Shake hands after an aggressive exchange.
3. Never gesture to officials, players, coaches, or the fans in a negative manner.
4. Never disagree openly with an official or coach's decision. Carry on ethically and maturely regardless of your true feeling.
5. Shake the opponent's hand if he fouls out or extend congratulations when he is leaving the contest.

AFTER

1. Make every effort to extend a congratulatory handshake to your opponent immediately at the game's conclusion.
2. Never debate something that occurred during the game with anyone, as it is in the past.
3. Be objective when communicating to the media about the contest. Don't be controlled by your emotions.
4. Show concern for injured opponents and teammates.
5. Promote sportsmanship and your athletic experience positively whenever and wherever the opportunity is available.

Western Dubuque School District Activity Code of Conduct

(This is the minimum standard for Western Dubuque students)

The Student Activity Conduct Code designate expectations for students who participate in extracurricular activities such as athletics, music ensembles, debate, speech, cheerleading, pom pom squads, drama, academic decathlon, and other school sponsored performances and/or competitions. Student performances and/or competitions in extra-curricular activities, which contribute to a grade in an academic class, are not included in this activity conduct code. In addition to the behavioral expectations detailed in Board Policies and Administrative Regulations, extra-curricular activity participants are expected to follow the specific behavioral and eligibility guidelines included within the Student Activity Conduct Code. The student Athletic Training Code states the minimum expectations in effect during the season a student is a member of an extra-curricular activity or an athletic team.

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities to the students during their school years and for a lifetime. Students who participate in activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. The Code of Conduct covers twelve months – during activity seasons, between seasons and during the summer months. The policy begins on the first day of high school eligibility and continues through the completion of their high school eligibility.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The activities director shall keep records of violations of the code of conduct. Students wanting to participate in activities must meet the requirements set out by the school district for participation in the activity.

Ejection from Athletic Contest

Any student/athlete found guilty will face the State Rule: “Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) regularly scheduled game/meet ineligibility.”

Equipment

- Students will be responsible for the care of and the return of school issued equipment.
- All equipment will be returned at the end of the season, or on quitting the sport or activity.
- Any equipment lost or destroyed through negligence will be paid for by the student. Cost of the equipment will be determined by the activities director and will be based on replacement cost of equipment.
- Any equipment not returned or damaged and not reimbursed for, will be added to the student's school fees. (All fees must be paid before graduation).
- School owned equipment is to be worn only at scheduled practices or games/meets or as designated by coach/director/advisor.
- Students found wearing school owned equipment in public, other than practices or games/meets, may subject themselves to disciplinary action.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Code of Conduct, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter is found to have been in possession of tobacco, a Good Conduct violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Policy and is ruled ineligible. While ineligible, the student again violates the Good Conduct Policy. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g. detention, suspension, expulsion from school, or grade reduction) unless the violation of the Code of Conduct occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Transfer Students

Any student declared ineligible under the prior school district's Code of Conduct, and then without having completed the full period of ineligibility at that school transfers to Western Dubuque School District will not be eligible for competition at Western Dubuque High School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for competition at Western Dubuque School District as far as any Code of Conduct is concerned.

In addition, if a student has violated the Code of Conduct at their previous school, Western Dubuque High School will honor the violation(s). For example, a student violates the Code of Conduct two weeks after the start of school. If the student had a documented Code of Conduct violation at their previous school, Western Dubuque High School will give the student a second offense penalty.

Attendance:

Students must be present at school for at least one-half of the school day (3 periods) in order to practice or compete in an extra-curricular activity (per school board policy 501.9) Athletes are not allowed to leave school before their scheduled event dismissal time. If not at school half day, special permission may be received from the activities director to compete/participate.

- A. Participation in evening performances or competitions should not affect school attendance on the following day.
- B. When performing or competing during the school day, students are expected to return to classes immediately after the event.
- C. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.

Western Dubuque School District Athletics are conducted on a wholesome basis. Western Dubuque teams may not always win, but **THEY DO PLAY WITH THAT PURPOSE IN VIEW.** The coaches believe that sportsmanship, friendly relations, and good fellowship grow out of the activities between athletes of Western Dubuque and their opponents. It takes many ingredients to make you and your team a champion. To be on a championship TEAM you have to be a champion yourself.

GOOD CONDUCT ELIGIBILITY RULES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with School Board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

The "Good Conduct Rule" of the Western Dubuque Community Schools applies to all students in school organizations and inter-school affairs and follows recommendations of the Unified Activities Council of the state association that controls boys' and girls' athletics, music, and speech activities. The recommendations are as follows:

Any junior high, middle school, or high school student whose habits both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideals, principles, and standards of the student's school, should be ineligible, and it should be the duty of the superintendent or a delegated principal to exclude the participant from participating in any of the Activity Group events until reinstated to eligibility by the local school administration.

Any junior high, middle school, or high school student who is found guilty, or admits to breaking the law (not to include minor traffic offenses or petty offenses) or is placed on official or unofficial probation status, whether it be voluntary or not, will be ineligible to participate in any of the Activity Group events until the local administration reinstates the student to eligibility.

GOOD CONDUCT RULE APPLICATIONS

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

- * possession, use, or purchase of tobacco products, or look-a-like products/devices including vapes and electronic nicotine delivery systems, regardless of the student's age;
- * possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- * Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment;
- * possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- * engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- * Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to a Western Dubuque County Community School, will not be eligible for interscholastic competition at any Western Dubuque County Community School, until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at Western Dubuque County Community Schools as far as any Good Conduct Rule is concerned.

ACTIVITY ELIGIBILITY SANCTIONS

The school will issue sanctions against any student who participates in any activity program if found guilty of violating the Good Conduct Rule under the following situations or when reasonable evidence of violation of the Good Conduct Code exists:

- When observed by a school staff member.
- When notified by the law authorities that a student involved in activities has been charged by a law officer of an offense.
- When a student turns himself or herself in.

APPEALS

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

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

GOOD CONDUCT RULE TIME FRAME

1. The Good Conduct Rule covers twelve months during activity seasons, between activity seasons and during the summer months.

When a student incurs a first violation of the Good Conduct Rule, they are then subject to a twelve-month period of time in determining infractions of a second and third offense. If the student did not have a second or third offense of the Good Conduct Policy during the twelve calendar months after the first offense, then the policy requires that the administrator start counting the next offense as a first offense. This policy begins on the first school day of seventh grade and continues through grade twelve or graduation for each student enrolled in any Western Dubuque County Community School District school; grades 7-8 will adhere to the Junior High Policy, and upon entering grades 9-12 each student will begin anew with the High School Policy.

2. If the student is found guilty of a violation of the Good Conduct Policy as defined above, charged by a law officer, or admits to a violation of the Good Conduct Policy, he or she will be ineligible to participate or be recognized in any activity group/individual events until the local school administration reinstates the student to eligibility. The following procedures must be followed.

FIRST OFFENSE:

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session may include one parent/guardian, the student, and the coach/moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for the next four (4) consecutive competitive weeks, commencing with the first missed public performance.
3. The student shall serve eight (8) hours of school or community service at times other than regular school hours or practice hours.
4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.
5. The student will agree to follow the recommendation of the abuse counselor for further evaluation if requested. Failure to do this will result in six (6) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibility will carry over to their next activity of the present year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Student must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities.)

SECOND OFFENSE:

1. Counseling on tobacco, drug and alcohol abuse or topics relative to the offense. One session may include one parent/guardian, the student, and the coach/moderator if deemed necessary. Counseling must be completed within the time frame as established by school administration.
2. The student shall be ineligible for eight (8) consecutive competitive weeks, commencing with the first missed public performance.
3. Eighteen (18) hours of school or community service shall be served at times other than regular school hours or practice hours.
4. The student would become eligible upon completion of missed public performances and school/community service. Counseling sessions must be completed within thirty days.
5. The student will agree to follow the recommendation of the drug abuse counselor for further evaluation if requested. Failure to do this will result in twelve (12) additional competitive weeks of ineligibility.
6. If the student quits their present activity(s), the ineligibilities will carry over to their next activity of the present school year or for the first activity of participation of the next school year.
7. All ineligibilities will carry over into the next season of participation.
8. Students must attend practices, rehearsals, etc. during the time of their ineligibility at the discretion of the coach/sponsor and building principal.
9. Students may ride but not dress with the team during the ineligibility period. (Similar circumstances will exist with non-athletic activities).

THIRD OFFENSE:

1. A third violation during a twelve-month time from the first infraction shall make the student ineligible the next fifty-two (52) consecutive competitive weeks after the 3rd incident.

REDUCTION IN PENALTY:

Admission Prior to Determination for a First/Second Offense: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule within 48 hours of the offense, the student's penalty may be reduced by two (2) weeks for a first violation and four (4) weeks for a second violation. There is no reduction for a third violation.

**Competitive Week is defined as a 7 calendar day period, commencing with the first missed public performance. Example: First public performance is on a Thursday, the student would miss all public performances that occur that Thursday, Friday, Saturday, Sunday, Monday, Tuesday, and Wednesday. The student would then regain eligibility on the following Thursday morning.*

Dual Sports

Dual participation is challenging for a student athlete due to the following reasons:

- Time Demand
- Physical Demand-susceptibility to injury
- Conflicts between practices and contests
- Difficulty of coaches agreeing on expectations
- Potential impact on academic performance
 - In certain circumstances some may feel that this would work for them. If a student/athlete is interested in dual participation they must follow the below guidelines.
- Talk to the building Activities Director

Must have agreement between both coaches of both programs o Must complete a Dual Sport Participation Form from AD

NCAA Clearinghouse Information:

If students are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, students must initial-eligibility requirements for all be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established by the NCAA member institutions in January of 1993. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. Information packets and application forms may be picked up in the Guidance Office. Student/athletes who feel they may be attending a Division I or Division II school should pick up a form in the Guidance Office.

Student Athlete-Signing Day Procedure(WDHS)

-We will offer three options for athletes to hold their signing day ceremony as part of a group. (We will no longer hold individual signing day ceremonies)All athletes who wish to participate in one of these events will need to stop by the activities office and complete a sheet by the end of the day prior to the scheduled ceremony.

Option #1-Wednesday November 8, 2023-7:30 AM-WDHS COMMONS

Option #2-Wednesday February 7, 2024-7:30 AM-WDHS COMMONS

Option #3 Wednesday April 17, 2024- 7:30 AM-WDHS COMMONS

WESTERN DUBUQUE CHANGE OF LEVEL POLICY

This policy will pertain to advancing freshman or 8th grade athletes to the sophomore or JV program and freshmen athletes to the varsity level in sports where a freshmen program is in place. We believe that "advancement" of an athlete has serious implications for the overall participation and involvement levels in our interscholastic sports program. We also believe that the impact of such a move on a student/athlete's personal, mental, social, academic and athletic development should be considered very carefully.

Process/Steps:

1. Written request is made by the Varsity Head Coach the Activities Director. *Athlete/parents will NOT be approached before the written request is made to the AD
 1. The Activities Director will inform the appropriate Freshmen or Sophomore Coach and High School Principal of the request. **Our recommendation is that athletes compete with the sophomore or JV team for at least two weeks of games before they move up. This helps prepare the student-athlete for competition, allows them to demonstrate their emotional and physical ability to everyone.**
 1. A conversation with the AD and Head Coach will take place, Criteria to be considered/discussed
- A)** Impact on lower level team's chemistry and ability to be competitive after loss of recommended player.
- B)** Player's demonstrated physical skills/attributes demonstrated in interscholastic competition.
- Future potential as "all conference or "all-state performer.
 - Physical maturity comparable to other varsity athletes.
 - Physical toughness or medical history.
- C)** Player's record of demonstrated leadership.
- D)** Evidence of mental emotional readiness.
- Understanding of the "upside" and downside of such a move
 - Friendships and peer relationships.
 - Increased pressure to perform.
 - "Stardom"
 - Intensity of practices and commitment level
- E)** Number, performance levels, and anticipated reaction of athlete(s) whose playing time will be affected adversely by "advancement" of recommended athlete.
- F)** Extenuating circumstances if most of the criteria are met:
- Injuries to varsity athletes
 - Ineligibility issues at varsity level
 - Filling tournament rosters
 - Others may be considered
1. The Activities Director will inform the parents and Athlete of the request and schedule a meeting with the Coach, AD, Athlete and parent. Parents will have final say if the move is made.

WESTERN DUBUQUE HIGH SCHOOL ACTIVITIES DEPARTMENT

INDIVIDUAL Change of Level of Participation for Team Sports

Football Volleyball Basketball Soccer Baseball Softball

Student Grade Level

8th Freshman

Student Participation Level

Sophomore Junior Varsity Varsity

Parent-Meeting Discussion Points

1. Overall well-being (Social, Emotional, Physical-What may happen if the athlete is moved up. (Treatment by friends, others. etc)
 - Understanding of the "upside" and downside of such a move
 - Friendships and peer relationships.
 - Increased pressure to perform.
 - "Stardom"
1. Evidence that the athlete should be moved up. (Everything should be earned)
1. Team impact and team chemistry at both levels
1. Process of communicating the move
1. Future participation (being moved up one year doesn't guarantee future playing time)

We approve/disapprove of the transfer of my son/daughter _____ to _____ squad.

Parent Guardian _____ Date _____

Parent Guardian _____ Date _____

Student Athlete _____ Date _____

Head Coach _____ Date _____

Activities Director _____ Date _____

Principal _____ Date _____

Additional Guidelines

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity can not be detailed in a handbook. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, and the administration. These expectations and guidelines along with the *Athlete Training Code* will be shared with students and parents at the beginning of the season or activity.

Homeless Children

The Western Dubuque Community School District strives to provide appropriate and successful services for the education of homeless children.

Chapter 22 of Iowa Administrative Code defines “Homeless child or youth” as a child or youth from the age of 3 years through 21 who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Please contact the building school counselor for questions and to support education of the homeless. You may also contact the District’s liaison for homeless children and youth, at 563-744-3885.