

KEOKUK ACTIVITIES DEPARTMENT



PARENT/STUDENT HANDBOOK 2022-2023

**ZACH SUMMERS
ACTIVITIES DIRECTOR**

TABLE OF CONTENTS

ACTIVITIES DEPARTMENT WELCOME LETTER	PAGE 3
SPORTSMANSHIP	PAGE 4
ACTIVITIES DEPARTMENT GOALS	PAGE 4
CO-CURRICULAR ACTIVITIES	PAGE 4
ATHLETIC DEPARTMENT STAFF	PAGE 5
SEASON START DATES	PAGE 6
SEC CONFERENCE	PAGE 7
SCHEDULES	PAGE 7
FAMILY NIGHT	PAGE 7
ADMISSIONS	PAGE 7
ACTIVITY PASSES	PAGE 7
STUDENT/ATHLETE INCENTIVE PROGRAM	PAGE 7
PASSES (INDIVIDUAL/FAMILY/SENIOR CITIZEN)	PAGE 8
FAMILY PASS PROGRAM	PAGE 8
COACH'S HANDBOOK & RESPONSIBILITIES	PAGE 8
SPECTATOR BEHAVIOR	PAGE 8
PARENT COMMUNICATION/CHAIN OF COMMAND	PAGE 9
VOLUNTEERS	PAGE 11
KEOKUK ATHLETIC BOOSTER CLUB	PAGE 11
TRANSPORTATION	PAGE 11
ATTENDANCE POLICY	PAGE 11
ELIGIBILITY	PAGE 11
GOOD CONDUCT POLICY	PAGE 12
ATHLETIC TRAINING SERVICES	PAGE 14
STRENGTH & CONDITIONING	PAGE 14
MULTI-SPORT ATHLETES	PAGE 14
ATHLETICS & FINE ARTS	PAGE 14
HARASSMENT/BULLYING	PAGE 15
CONCUSSION MANAGEMENT PROTOCOL	PAGE 15
PHYSICAL RELEASE POLICY	PAGE 17
RELEASE FORMS	PAGE 17

KEOKUK ACTIVITIES DEPARTMENT WELCOME LETTER

Athletics and Activities at Keokuk are a unique tool in the educational process. Our goal is to make these sports and activities some of the most educational experiences in our students' career here at Keokuk.

We want students who are willing to compete at a high level and be willing to accept challenges in practice and in competition in order to allow us to compete at the highest level possible. It is our goal to not only have exceptional student/athletes but to also have students who excel in every aspect of the classroom. We want to give our students experiences that will allow them to learn, mature and lead. We want to challenge our students hard enough in practice so that when they get in a competition they can handle any adversity that they are faced with. We also want to do this in an environment that allows freedom for students to make decisions and the guidance for them to be able to make the right choices and to correct mistakes.

Our programs are challenging and rewarding. We have high expectations for our programs as people, students and players. The expectations of our staff will not only challenge students, but also serve to guide and support them.

After graduation, a student is left with one thing from their involvement in our programs - the "experience". The "experience" refers to the lessons and values learned, the personal relationships that develop and being a part of something larger than themselves. This is an awesome opportunity and one that is often hard to duplicate in other areas of life.

This is the standard set here in the Keokuk Activities Department and is one that comes with great pride and a responsibility to lead our programs to be the very best in order to help better students as they go through their careers at Keokuk. Doing this with great enthusiasm each and every day will ensure that we succeed as a program and as a school. It is a great day to be a Chief!

Zach Summers
Activities Director
Keokuk Jr./Sr. High
2285 Middle Road
Keokuk, Iowa

SPORTSMANSHIP

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored activities.

ACTIVITY DEPARTMENT GOALS

- To use a continuous improvement process in support of systems and programs that promotes high standards of performance and high expectations for learning on and off the playing field.
- To develop a culture of accountability that relies on data, research, evaluation, best practices and assessment as tools to measure the effectiveness and productivity of our programs and the satisfaction of our stakeholders.
- To develop, encourage, and support the activities department staff, their programs (grades K-12), improve instructional standards and professional development to enhance the student athletes/performers knowledge, skills and performance levels in efforts to achieve a high level of success.
- To promote and encourage Keokuk Pride, Unity, Victory and a Strong Social Conscience among our student athletes, staff and community members. To maintain open and effective communication with the public, the activities department staff and students in order to be aware of attitudes, opinions and ideas.
- To continue to integrate best practices and advanced technique into all phases of the athletic/activity educational process.
- To provide the necessary financial resources for the support of our instructional programs through prudent management and fiscal responsibility.
- To ensure that students and staff have a safe and appropriate place to learn, work and play.

CO-CURRICULAR ACTIVITIES

The Keokuk Community School District believes that a dynamic program of student activities is vital to the complete development of the student. Such activities offer opportunities to serve the institution, to assist in the development of fellowship and social good will, to promote self-realization and all around growth, and encourage the learning of qualities of good citizenship. Since all co-curricular activities are vital to the total student, the Board of Education considers co-curricular activities as part of the total school curriculum.

HIGH SCHOOL ACTIVITIES DEPARTMENT STAFF

FALL SPORTS

FOOTBALL	VOLLEYBALL	CROSS COUNTRY	GIRLS SWIMMING
Head Coach: Josh Roberts	Head Coach: Heather Sisk	Head Coach: Shaina Arnold	Head Coach: Lisa Twitchell
Assistant Coach: Glenn Ferneti	Head JV: Mary Jo Hall	Assistant HS/MS: n/a	Assistant Varsity: n/a
Assistant Coach: Seth Davis	Head Freshman: Hannah Blomme		
Assistant Coach: Chad Campbell	FOOTBALL CHEER	COLOR/WINTER GUARD	
Assistant Coach: Dalton McCarty	Maddie Marlin	Daniel LaFrenz	
Assistant Coach:			

WINTER SPORTS

BOYS BASKETBALL	GIRLS BASKETBALL	WRESTLING	BOYS SWIMMING
Head Coach: Zach Summers	Head Coach: Mike Davis	Head Coach: Tom Rose	Head Coach: Lisa Twitchell
Assistant Coach: Zach Short	Assistant Coach: Matt McGhghy	Assistant Coach: Ryan Helenthal	
Assistant Coach: Mike Ostbloom	Assistant Coach: Nate Ames	Assistant Coach:	
BOWLING	WINTER CHEER	LITTLE FEATHERS	
Head Coach: Ryan Moore	Nicole Hendrickson	Malorie Maerz	

SPRING SPORTS

TRACK & FIELD	BOYS SOCCER	BOYS TENNIS	BOYS GOLF
Head Coach: Shaina Arnold	Head Coach: Austen Berquam	Head Coach: Dan Logan	Head Coach: Kevin Bogert
Assistant Coach: Josh Roberts	Assistant Coach: Austen West		
Assistant Coach: Gavin O'Neil	GIRLS SOCCER	GIRLS TENNIS	GIRLS GOLF
Assistant Coach: Kelby Homeister	Head Coach: Matt Maerz	Head Coach:	Head Coach: Nate Ames
	Assistant Varsity:		

SUMMER SPORTS

BASEBALL	SOFTBALL
Head Coach: Steve Worster	Head Coach: Zach Short
Assistant Coach: Ryan Bell	Assistant Coach: Makenzie Rooney
Assistant Coach: Jerry Jerome	Assistant Coach: Tim Thompson

FINE ARTS

MARCHING BAND/PEP BAND	CHOIR/SHOW CHOIR	SPEECH	DRAMA
Jesse Deese	Jason Woodley	Katie Geltz	Sara Ljungkull

JUNIOR HIGH ATHLETIC DEPARTMENT STAFF

FALL SPORTS

8TH GRADE FOOTBALL	8TH GRADE VOLLEYBALL	CROSS COUNTRY
Head Coach: Ryan Bell	Head Coach: Makenzie Rooney	Head Coach: Shaina Arnold
Assistant:	Assistant: Kendall Mitchem	
7TH GRADE FOOTBALL	7TH GRADE VOLLEYBALL	
Head Coach: Nate Ames	Head Coach: Yvonne Vradenberg	
Assistant: Seth Anderson	Assistant: Jesse Greenslaugh	

WINTER SPORTS

8TH GRADE BOYS BASKETBALL	8TH GRADE GIRLS BASKETBALL	WRESTLING
Head Coach: Jud Miller	Head Coach:	Head Coach: Matt Briggs
Assistant: Seth Anderson	Assistant:	Assistant Varsity: Ryan Bell
7TH GRADE BOYS BASKETBALL	7TH GRADE GIRLS BASKETBALL	
Head Coach: Jud Miller	Head Coach: Makenzie Rooney	
Assistant: Seth Anderson	Assistant:	

SPRING SPORTS

BOYS TRACK	GIRLS TRACK	COED SOCCER
Head Coach: Seth Davis	Head Coach: Dalton McCarty	Head Coach: Brian Boltz
Assistant Coach:	Assistant Coach:	

STARTING DATES 2022-2023

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

IHSAA Sports	1st Practice Date	1st Competition Date	Eligibility Resumes on THIS Date
Football	August 8	August 25	
Cross Country	August 8	August 22	
Bowling	November 7	November 21	
Swimming	November 7	November 21	
Wrestling	November 14	November 28	
Basketball	November 14	November 28	
Track/Field	February 20	March 6	
Golf	March 13	March 27	
Tennis	March 13	March 27	
Soccer	March 13	March 27	
Baseball	May 1	May 15	

IGHSAU Sports	1st Practice Date	1st Competition Date	Eligibility Resumes on THIS Date
Cross Country	August 8	August 22	
Swimming	August 8	August 22	
Volleyball	August 8	August 22	
Basketball	November 7	November 18	
Bowling	November 7	November 21	
Track/Field	February 20	March 6	
Golf	March 13	March 27	
Tennis	March 13	March 27	
Soccer	March 13	March 27	
Softball	May 1	May 22	

* Check Web sites of IHSAA (www.iahssaa.org) or IGHSAU (www.ighsau.org) to make sure these dates have not changed.

SEC CONFERENCE

Burlington	Address: 421 Terrace Dr, Burlington, IA 52601	Phone: (319) 753-2211	AD: Jay Huff
Fairfield	Address: 403 S. 20th Street, Fairfield, IA 52556	Phone: (641) 472-2059	AD: Jeff Courtright
Ft. Madison	Address: 2001 Ave B, Fort Madison, IA 52627	Phone: (319) 372-1862	AD: Jeff Lamb
Keokuk	Address: 2285 Middle Rd, Keokuk, IA 52632	Phone: (319) 524-2402	AD: Zach Summers
Mount Pleasant	Address: 2104 S Grand Ave, Mt Pleasant, IA 52641	Phone: (319) 385-7700	AD: Scott Lamm
Washington	Address: 1111 S B Ave, Washington, IA 52353	Phone: (319) 653-2143	AD: Brent VanWheelden

SCHEDULES

Schedules for each sport can be obtained by visiting the official website of the conference at: <https://ia.varsitybound.com/schools/keokuk>. Once you're on the website, select Keokuk from the menu and you will be able to select the sport schedule you wish to see or print out.

FAMILY NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:30PM including the Friday preceding Easter until after the first Wednesday in May. This will exclude scheduling makeups that may have to take place on those days. Any regular season contest being played on Wednesday will have to be board approved.

ADMISSIONS

The Keokuk Athletic Department relies on revenue generated from admissions to finance the payment of equipment, uniforms, officials, and athletic facilities maintenance and utilities. With this in mind, the Keokuk Board of Education has authorized the Keokuk Athletic Department to charge admission to High School and Middle School events that are in line with the recommendation from the SEC Conference. Admission prices for high school events are \$5.00 for both adults and students (5 years and up). Admission price for middle school events is \$2.

ACTIVITY PASSES

Students of the Keokuk Community School District have the option of purchasing an activity pass for \$40 providing them admission into every regular season home athletic event. Please note that pass holders must physically have their pass with them when they enter the event to receive admission, otherwise, they will be expected to pay full admission. Lost or stolen passes can be replaced for \$10 in the high school office. During the 2022-23 school year all student 6-12 grade will have the ability to obtain an activity pass for free. This will be good for all events, excluding fundraising events held at Keokuk Community Schools.

STUDENT/ATHLETE INCENTIVE PROGRAM

The Activities Department is pleased to announce our new program to encourage student athletes to be better students. Every student that goes out for a sport will have the opportunity to earn incentives for having excellent attendance, good behavior and not failing classes. Each student athlete for in season and out of season can earn incentives by meeting or exceeding the following goals:

1. Do not fail any classes
2. Maintain an attendance rate of at least 95% for the entire school year
3. No Good Conduct Violations for the entire school year
4. Finish the season in good standing

This incentive program will be for all sports, band, choir, cheerleading, dance, and color guard.

Student athletes that meet all three goals will receive the following incentives if they complete their respective sports in good standing:

1. Student Athlete Lanyard at the conclusion of their first sport season where they meet all three goals.

2. A student activity ticket (S.A.T.) for the following school year if all three goals are met for the entire 18-19 school year.
3. For seniors only, if all three goals are met all four years, the AD department will award you with a distinguished student-athlete cord to wear at graduation.

FAMILY PASSES/ADULT INDIVIDUAL PASSES/SENIOR PASSES

Families of the Keokuk Community School District have the option of purchasing an individual or family pass that will provide each member of their immediate family (college aged or younger) with admission into every regular season home athletic event. Family passes can be purchased when families register in the summer or through the high school office during the school year.

Student Pass	\$40
Adult Individual Pass	\$75 (from \$65)
Family Pass	\$200 (from \$175)

Pass cards will be printed and distributed by the High School Activity Office. Please note that pass holders must physically have their pass with them when they enter the event to receive admission, otherwise, they will be expected to pay full admission. Lost or stolen passes can be replaced for \$10 in the high school office.

Senior Residents of the Keokuk School District (age 62 and up) are eligible to receive a free “senior” pass that will provide them complimentary access to all home regular season athletic events. Seniors wishing to receive a pass can get one through the high school office but will need to provide proof of residence and age in the form of a driver’s license or identification card.

FAMILY PASS PROGRAM

Families of the KCS D are given the opportunity to participate in the Keokuk Family Pass Program where they can sign up to work concession stand time slots to earn an individual or family pass. Each event is broke down into hours depending on length of time that would be worked at a certain event.

Family Pass	25 hours (from 23 hours)
Individual Pass	10 hours (from 8 hours)
Student Pass	5 hours

COACH’S HANDBOOK & RESPONSIBILITIES

Coaches serving the Keokuk Community School District (paid or volunteer) are responsible for adhering to the job description and guidelines outlined in the Keokuk Athletic Department Coach’s Handbook. A copy of the handbook is available by request and can be provided by the Keokuk Activities Director.

STUDENT FUNDRAISING

Student fundraising can enhance a student’s educational experience, but it must not be at the expense of the safety and education of the district’s students. The following are additional regulations to assist the administration in developing procedures necessary for successful fundraising efforts.

Safety:

- Students will not be asked to solicit door to door.
- Students who do not wish to engage in fundraising efforts will be provided an alternative community service option to apply toward credit of funds raised. The alternative option will not be unduly burdensome or onerous when compared to the fundraising activity.

Fiscal Responsibility:

- All funds generated due to a student fund raising activity will be deposited into the district’s student activity funds, pursuant to applicable laws and board policies.
- Funds raised for a participatory student activity will be equally applied to all students regardless of their participation in fundraising efforts.

- All funds generated from district sponsored student fundraising efforts will be deposited in the student activity fund.
- All funds generated from non-district sponsored student fundraising efforts will be deposited into an agency fund designated by the board for such purpose.
- No school district employee or other individual affiliated with the district may deposit student fund raising funds into any other account.
- All funds received from student fundraising are the property of the district.

Advertising/Promotion:

- Any student fundraising activity which utilizes the district name, likeness and/or logo will be subject to board approval, and all other conditions of this policy and accompanying regulations.

SPECTATOR BEHAVIOR

The Keokuk Community School District has adopted IAHSAA and IGHSAU expectations for spectator behavior at athletic competitions as its articulated in their “Conduct Counts” initiative.

As the parent of an activity participant, you should:

- Remember your daughter or son participates in educational activities for fun.
- Do your best to understand the purpose of educational activities that always puts education first.
- Remember it is a privilege, not a right, for your son or daughter to participate in inter-scholastic activities.
- Remember you're attendance at an interscholastic activity is a privilege, not a right.
- Always conduct yourself with character, and insist your daughter or son do the same, even when it is not the popular thing to do.
- Treat all people (coaches/advisors, contestants, contest officials, other spectators) with respect at all times and insist your son or daughter do the same.
- Support all students participating, not just your son or daughter.
- Be gracious in victory and accept defeat with dignity.
- Honor the spirit and intent of the rules under which your daughter or son participates.
- Never demonstrate threatening or abusive behavior or use foul language.
- Try your best to be a fan, not a fanatic!

The following spectator behavior will result in removal from an athletic event:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.
- Throwing articles onto the contest area
- Entering the contest area in protest or celebration
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators
- Spectator interference with the event
- Jumping up and down on the bleachers
- Use of artificial noisemakers, signs or banners
- Chants or cheers directed at opponents

SPECTATOR/FAN CODE OF CONDUCT

First Offense- The spectator will schedule a meeting with the athletic director to discuss the situation, review the expectations of the Keokuk Community School District and to show cause why he/she should not be banned from athletic events. If the ejection is found to be just, the spectator may be banned from all Keokuk Community School District’s athletics events (Grades 7-12) for 1 week (7 days), regardless of the sport. If the ejection occurs during the last week of a season, the suspension may carry over to the playoffs or the first week of the next sport season (fall, winter, spring). A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates they are prohibited to attend district athletic events.

Second Offense- The spectator will schedule a meeting with the athletic director and principal to discuss the situation, review the expectations of the Keokuk Community School District and to show cause why he/she should not be banned from athletic

events. If the ejection is found to be just, the spectator may be banned for remainder of all sports during that season. If the ejection occurs during the last game, the spectator may be suspended from all sporting events during the next Sport Season (Fall-Winter-Spring-Summer), regardless of the sport. A letter of ejection will be sent from the office of the Principal notifying the spectator of the ejection and the dates they are prohibited to attend district athletic events.

Third Offense- The spectator will schedule a meeting with the athletic director, principal, and superintendent to discuss the situation and review the expectations of the Keokuk Community School District and to show cause why he/she should not be banned from athletic events. If the ejection is found to be just, the spectator may be banned for one calendar year, from the date of the 3rd offense. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection and the dates they are prohibited to attend district athletic events.

*** Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

*** It is the responsibility of the spectator that has been ejected to set up a meeting with the proper school personnel before he/she may come back to any school sponsored events. The contests missed before the meeting is held will not count towards the suspension time.

*** While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Dalton Local School's administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Handbook.

PARENT COMMUNICATION/CHAIN OF COMMAND

If a parent would like to communicate with the coach of their son/daughter, the expectation is that they will contact the coach to set up an appointment. It is not acceptable for a parent to approach a coach immediately before or after a competition unless the safety or social well being of the student-athlete is in question.

Appropriate concerns for a parent to discuss with an advisor/coach:

- The mental and physical treatment of your child
- What your child needs to do to improve
- Concerns about your child's behavior

It is very difficult for parents to accept that their child may not be participating as much, or in the role, the parent had hoped they would. Coaches/advisors make decisions based on what they believe is in the best interests of all students participating. As one can see from the list above, certain things can and should be discussed with your child's advisor/coach. Other things, such as those listed next, must be left to the discretion of the coach/ advisor.

Issues NOT appropriate for discussion with the advisor/coach:

- Playing time or how much each student is participating and the role they have.
- Team strategy
- Play calling
- Any situation that deals with other students

There are situations that may require communication between the coach and parent. This communication is not discouraged, as it is important for each party to have a clear understanding of the others' position. When such communication is necessary, the following procedure is suggested to help promote resolution to the issue.

Communication parents should expect from the coach/advisor:

- Advisor's/coach's philosophy
- Expectations the coach/advisor has for the parent's son or daughter, as well as other players on the team.

- Locations and times of practices and contests/performances
- Team/activity group requirements, i.e., fees, special equipment needed, group rules, off-season expectations
- Procedures that will be followed if your child becomes injured or ill during participation
- Communication advisors/coaches should expect from parents:
- That concerns regarding the parent's son or daughter will be expressed directly to the coach/advisor at the appropriate time and place. For example: at a scheduled meeting, not after a contest or performance.
- Specific concerns in regard to the advisor's/coach's philosophy and/or expectations
- Notification of any schedule conflicts well in advance.

It is important that information and concerns about the athletic programs proceed through a logical level of authority. Problems may be resolved at an initial level and would not need to involve the principal or superintendent. Parents are advised that they should address their concerns and requests using the same format.

1. Player
2. Coach
3. Varsity Coach
4. Athletic Director
5. Principal
6. Superintendent
7. Board of Education

Your concerns about possible problems or complaints should be passed on to at least the Varsity Coach and the Athletic Director. The time required to correct a problem would be facilitated with advanced preparation.

It is of the utmost importance to maintain open communication lines between all members of the coaching staff and the administration. Problems that arise between staff members should be kept within the school and not discussed in the community. Problems that are discussed outside the school create hardships, a lack of confidence and animosity.

VOLUNTEERS

The KCSD recognizes that parental and community involvement is important for athletic programs to achieve success. The following are appropriate ways that a parent or community member can become involved in helping our athletic programs succeed:

- Volunteer to help operate the concession stand or work the admissions gate.
- Become an active member of the Keokuk Athletic Booster Club.
- Volunteer to help operate the scoreboard, serve as the PA announcer, or help with the other appropriate game operations (chains, line judge, video, etc).

ATHLETIC BOOSTER CLUB

The Keokuk Athletic Booster Club has provided financial support for Keokuk High School Athletic Programs for several decades, donating several hundred thousand dollars. These contributions benefit all Keokuk high school athletes; therefore, the Athletic Booster Club should receive support from the parents of all of our athletic programs. Currently the Athletic Booster Club provides an annual gift of \$10,000 to the Athletic Department as well as to individual athletic programs as needs arise. It goes without saying that the success of Keokuk Athletics is contingent on the continue support of the Athletic Booster Club, therefore, parents of Keokuk student-athletes should make its priority to become active participants. Meetings are scheduled for every 1st Wednesday of each month during the school year, and locations and times can be found on the District's Google Calendar.

TRANSPORTATION

Students should travel as teams or groups to extracurricular activities. There are times when parents may want to have their child leave an event with them. In these circumstances the parent should contact the coach or director and should sign the travel roster verifying the student is not returning on the bus. When a parent wants a student to return with someone other than the parent, prior approval must be granted by the activities director or principal before the student leaves for the event.

The opportunity to travel to extracurricular activities or special school trips will be at the discretion of the administration for those students who are currently serving a suspension for either a violation of the good conduct policy or the state or local scholarship rules.

ATTENDANCE POLICY

A student who is absent from school may not participate in a game or event that day, unless excused by the school prior to the absence. In case of an illness the student must have attended at least the second half of their scheduled school day. Attendance rules for each activity will be established by the coach/director. The Activities Director is to be informed in advance of decisions made concerning student attendance. A student under suspension shall not be allowed to participate in extra-curricular activities.

ELIGIBILITY

In order for a student to participate in extracurricular activities he/she must meet eligibility guidelines set forth by the state and the local school district. Those guidelines are listed below:

1. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the school sponsoring the event.
2. All contestants must be under the age of 20
3. A student must pass all classes each semester to remain in good standing. They shall receive credit in at least 4 subjects, each of one period or "hour" or the equivalent thereof at all times. To qualify under this rule a "subject" must meet the requirements of 281-Chapter 12. Students who are at the learning center full time and don't have 4 traditional classes will be deemed ineligible to participate in extracurricular activities. Course work taken under the provisions of the Iowa Code Chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student's school program deviates from the traditional two semester school year. A grading period shall be based on semester grades.
 - 3.1. If an athlete has a failing grade at the end of a semester, he/she is ineligible according to the Iowa Scholarship rule. He/she is ineligible for 30 consecutive calendar days in the sport or activity in which the student is a participant.
 - 3.2. An athlete's period of ineligibility begins on the first legal playing date of a season unless the season is in progress when grades are given. If the season is in progress, ineligibility begins the first day of the new quarter per Iowa's Scholarship rule. The following events are considered athletics: football, cross country, volleyball, swimming, basketball, wrestling, bowling, golf, tennis, soccer, track, baseball, softball, and cheerleading.
 - 3.3. If at the end of any semester, a student who participates in extracurricular activities other than athletics, (i.e., music, speech, drama, Little Feathers) is given a failing grade, the participant is ineligible for 30 consecutive calendar days. Ineligibility begins on the first day of the next semester per Iowa's Scholarship Rule.
 - 3.4. Beginning the third week of each semester and every week thereafter, academic eligibility for participation in Extracurricular/ Co-curricular activities will be determined by the cumulative grade for the current semester's work. If a high school student has a failing grade in one or more courses or is on the study table list, they will not be allowed to participate in contests or performances from Monday through Saturday of the following week. Ineligible students are expected to attend all practices, rehearsals, and study table on Wednesday from 2:00-3:00. It is the responsibility of coaches/sponsors to ensure that ineligible students are not allowed to compete or perform in any event that week. Eligibility report will go out to all coaches, sponsors, and teachers on each Sunday night after 7:00pm and will be generated by the Activities Director.
4. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship IF the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP.
5. A student who meets all other qualifications may be eligible to participate in athletics for a period of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
6. Students who finish a semester with an Incomplete (I) on their report card will be considered ineligible until the work is made up. If a student has passed all courses when the Incomplete is made up, he/she may become eligible immediately. Note: Teachers must have administrative approval before issuing an Incomplete.

GOOD CONDUCT POLICY

The conduct of the student, both in school and in the community, should reflect the ideals of the activities program. The Good Conduct Rules policy will be uniformly followed by all students, as well as participants in extra-curricular activities sponsored by Keokuk Community Schools. The following conduct shall result in a student being declared ineligible to represent Keokuk in extra-curricular activities:

1. Violation of Good Conduct Rule (includes on school grounds, and attending school sponsored activities and off school grounds):
2. Verification of the violation will occur through formal citation by the Police Department, County Sheriffs Department, Iowa State Patrol, or Juvenile Court Services; when a school employee witnesses a student violating the Good Conduct Rule; or when a student admits to violating the Good Conduct Rule, or information gleaned from investigations of administration team. This will be in effect for all violations defined in the policy (1. a-i).
 - Use of tobacco or like products – any student using or possessing tobacco shall be denied the privilege of participating in all extra-curricular activities
 - Alcoholic beverages – any student using or in possession of an alcoholic beverage shall be denied the privilege of participating in all extra-curricular activities
 - Controlled substance and/or narcotics – any student using or in possession of a controlled substance and/or narcotics shall be denied the privilege of participation in extra-curricular activities. (Controlled substances and/or narcotics does not include a doctor's prescription of one's personal use, but the exchange of prescription drugs or the selling of such drugs will be in violation of the Good Conduct Rule.)
 - In the event that a student comes under the jurisdiction of any court for criminal activity or is convicted or adjudicated of a felony or serious or aggravated misdemeanor, he/she shall be declared ineligible to participate in co-curricular activities contingent upon school investigation regarding charges filed pertaining to the case.
 - Good Citizenship: Students whose actions, habits, or conduct create a negative image of the school or the community in general may be declared ineligible by the principal or his/her designee.
 - Harassment of students: Students involved in physical violence or any form of harassment or bullying of other students will be subject to the Good Conduct Policy. Students who are found to be defending themselves against a physical attack or bullying will not be subject to the Good Conduct Policy.
 - All transfer students, except incoming ninth graders at the beginning of the school year, must present evidence of conduct eligibility from their previous school. If a student enrolls who was ineligible for conduct at his/her previous school, that student must complete the term of ineligibility for the violation as defined in the Good Conduct Rules and Eligibility for Keokuk High School. The number of previous violations of conduct eligibility at the previous school will determine which penalty applies to the student.
 - Any student who receives an Out-of-School Suspension will be withheld from practices and competitions during the time of the suspension.
3. Dispensation for violating the Good Conduct Policy will be as follows:

The Good Conduct Policy will be in effect for the entire calendar year (12 months) and will encompass the four-year career of students in athletics and activities. Students will fall under this jurisdiction of the high school's Good Conduct Policy at the beginning of their 9th grade year unless they are participating in a summer sport or activity. Student athletes/participants are covered by the policy regardless of being in or out-of-season during their four-year career. The penalties shall carry over from one activity to the next in which they participate. The policy for athletics and activities will be administered by the Activities Director under the same administrative regulations for the Good Conduct Policy (the policy covers cases of misuse involving alcohol, drugs, or tobacco). In addition to discipline related to the activity, students will also be subject to regular school rules and regulations if the rule violation takes place on school district property or at a school sponsored event at some other location. The penalty for each violation has been established by these administrative regulations and will be strictly enforced.

List of Activities

The penalty for violation of conduct standards shall be determined by the category of the activity. Activities are divided into the following categories:

Category I Activities

Football	Basketball	Track	Softball	Baseball	Golf	Wrestling
Swimming	Soccer	Cheerleading	Volleyball	Bowling	Cross Country	Show Choir

Category II Activities

Speech – Individual Contest Events

Speech – Group Contest or Plays 21

Music – Contest Solos, Optional Events which include All-State, Honor Groups, Jazz Band, Conference Vocal Festival, Pep Band and Marching Band, other performance/event/competition as determined by administration.

Little Feathers

Drill Team

Drama

*Music – Concert Choir, Concert Band will not be subject to suspension/penalty do to academic and good conduct

First Violation

CATEGORY 1 – PENALTY: The student will be ineligible for 33 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from the next two events.

Second Violation

CATEGORY 1 – PENALTY: The student will be ineligible for 50 percent of school-sponsored interscholastic contests/events; two or more events on the same day count as one date.

CATEGORY II – PENALTY: The student shall be withdrawn from competition and may not participate in future events for one full semester.

Third Violation

ALL CATEGORIES – PENALTY: The student shall not be eligible for one calendar year with the year resetting every violation there after.

*The principal or activities director may declare a student ineligible whose academic standing or conduct is in violation of the standards for participation in extra-curricular activities.

A student-athlete must be a bona fide member of a team/activity in order to serve a penalty in that particular activity (meaning he/she must have had participation in that particular activity prior to violation of the Good Conduct Policy). If a student is involved in both categories 1 and 2 all penalties will be served concurrently. When a period of ineligibility cannot be completed before the end of the season or school year, the period of ineligibility will carry over to the next activity in which the student participates. A student must complete the activity in which he/she is serving their ineligibility in good standing. Failure to complete the activity in good standing will result in the period of ineligibility being served again in the next activity.

SELF REPORTING OPTION

Students in violation of the Good Conduct Policy have an option for an alternative/reduction in penalty as listed:

- A student who is in-season or out of season must self-report his/her violation to a member of the administrative team or the head coach within 72 hours after the violation has occurred.
- Self-reporting may only occur on the first violation.

Students who self-report on a first time offense will be eligible for a reduction in penalty up to half of the original penalty. This exact amount of reduction will be determined by the high school administration.

ATHLETIC TRAINING SERVICES

The Keokuk Athletic Department is contracted to receive athletic training services at every home varsity sporting contest during the academic school year. Services are currently provided by Advance Physical Therapy in Keokuk, IA. Keokuk student athletes are not obligated to schedule follow up appointments/services with Advance Physical Therapy, but may do so at their own discretion and is encouraged as it will be with our trainer that see's the kids all school year long. The Keokuk Community School District will no be responsible for payment for additional services/visits with Advance Physical Therapy or any outside authority/clinic.

STRENGTH & CONDITIONING PROGRAM

The Keokuk Athletic Department will offer students of Keokuk High School the opportunity to participate in a school's strength and conditioning program. Supervised instruction in the weight room will be provided by the Keokuk Athletic Department 4 days a week (Monday, Tuesday, Wednesday, Thursday) from 3:30-5PM during the school year. In season team participation in the program will include a minimum of 2 sessions per week scheduled and supervised by the coaching staff of that sport. Students that wish to use the weight room during specified hours must participate in the supervised program.

MULTI-SPORT ATHLETES

Keokuk High School prides itself on providing student-athletes the opportunity/support to participate in multiple sports and activities. When possible, the coaches of the Keokuk Athletic Department will permit students to have dual participation in more than one sport/activity during the same season, and will also permit students to participate in overlapping seasons. **Any student wanting to participate in multiple sports in one season must go to the activity department and fill out a form.** For overlapping seasons, the season that began first will be given priority. Therefore, if there are game v. game, practice v. practice, or game v. practice conflicts, the sport that began first will be given priority. However, if there is a conflict where the sport that began second has a game v. a practice for the other sport, the game will take priority. Please note that, although our coaches will make every reasonable accommodation, they reserve the right to make playing time decisions based on a student's on-going participation in practices and games in that sport. Each situation will be handled individually and based on its unique characteristics.

ATHLETICS & FINE ARTS

The Keokuk Athletic Department supports students that wish to participate on athletic teams as well as in our fine arts program. When creating the activities calendar, every effort is made to avoid conflicts between athletics and fine arts events; however, it is inevitable that conflicts will arise given the limited number of days on the calendar. Our athletic coaches and our fine arts instructors have typically worked together to arrange practice schedules to avoid conflicts, but dual participants should anticipate some degree of conflict. If a conflict exists between two activities, the activity that is competing/performing in an event will take priority. If both are competing/performing, State level or post-season contests/performances will take priority. Otherwise, the decision about which activity to attend will be made by the family in question. Please note that, although our coaches will make every reasonable accommodation, they reserve the right to make playing time decisions based on a student's on-going participation in practices and games in that sport. Each situation will be handled individually and based on its unique characteristics.

HARASSMENT/BULLYING POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district. See Board Policy for more information.

CONCUSSION PROTOCOL

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION /IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT PROTOCOL

1. No student should return to play/competition (RTP) or practice on the same day of a concussion.
2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion on the same day the injury occurs.
3. After medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP should follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms.

Iowa Code Section 280.13C states, in part, “Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. The student and student’s parent or guardian shall sign and return the concussion and brain injury information sheet to the student’s school prior to the student’s participation in any interscholastic activity for grades seven through twelve. If a student’s coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

For the purposes of this section, a licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer.

For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.
 - The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide a variety of educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.
5. Removing an injured student from participation, deciding whether he or she has sustained a concussion, and return to participation protocol.

It is the responsibility of the contest officials’ and the student’s coach to recognize that a student may be exhibiting signs, symptoms, & behaviors of a concussion and remove him or her from the contest. Once the student has been removed from the contest, the officials’ responsibility for the student’s safety is over and the student is in the care of the school’s coach and/or a licensed health care provider as defined in Iowa Code 280.13C.

A student removed from participation due to exhibiting signs, symptoms, & behaviors of a concussion shall not recommence such participation until a licensed health care provider as defined in Iowa Code 280.13C has provided written clearance for the student to return to participation.

Licensed health care providers as defined in Iowa Code 280.13C should follow return to participation (practice and competition) protocol before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to any kind of participation (practice and/or competition).

6. In cases where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have designated licensed health care providers as defined in Iowa Code 280.13C for their sponsored events/tournaments, the decision of those licensed health-care providers regarding a student who is exhibiting signs, symptoms, and behaviors consistent with a concussion returning to competition at any time during those events/tournaments shall be final.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION (INFORMATION FOR LICENSED HEALTH CARE PROVIDERS)

Return to participation following a concussion is a medical decision. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to activity. The protocol below will help licensed health care providers as defined in Iowa Code Section 280.13C determine when return to participation is appropriate:

Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. **Written clearance to return by one of these licensed medical professionals is REQUIRED by Iowa Code Section 280.13C!*

Once the criteria above are met, the student should progress back to full activity following the stepwise process detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.

Progression to return is individualized and should be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running, drills, etc.) in full equipment. Weight training can begin.

Step 6. Following medical clearance*, full contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted. If any post-concussion symptoms occur during this process the student should drop 13 back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

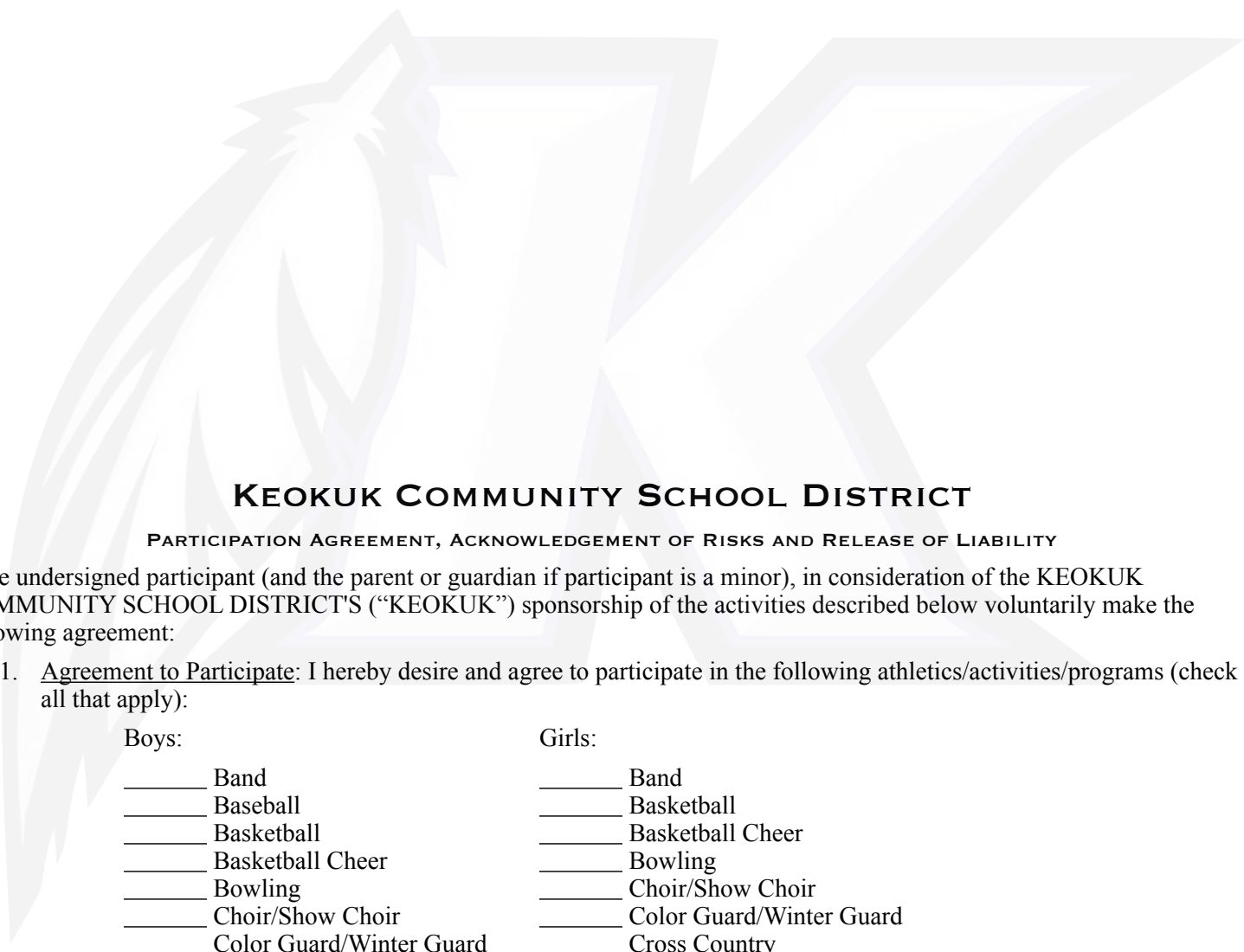
References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009; "Consensus State on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.

CONCUSSION FORM

Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must annually sign the acknowledgement form (form is found along with the physical form that can be picked up in the activity department) and return it to the school. Students cannot practice or compete in those activities until this form is signed and returned.

PHYSICAL FORM

Participants of athletic teams are required by the IHSAA and IGHAU to have an updated physical on file with the school. The necessary physical form (available in the activity office) must be updated each year. Athletes who do not have an updated physical on file will be restricted from participating in practices or games until an updated form is provided. Please note that physicals are considered updated for 365 days and there is a 30-day grace period provide for physicals that have expired. Once this grace period has expired, a student-athlete that does not have an updated physical will be restricted from all team activities until one is submitted to the District



KEOKUK COMMUNITY SCHOOL DISTRICT

PARTICIPATION AGREEMENT, ACKNOWLEDGEMENT OF RISKS AND RELEASE OF LIABILITY

I, the undersigned participant (and the parent or guardian if participant is a minor), in consideration of the KEOKUK COMMUNITY SCHOOL DISTRICT'S ("KEOKUK") sponsorship of the activities described below voluntarily make the following agreement:

1. Agreement to Participate: I hereby desire and agree to participate in the following athletics/activities/programs (check all that apply):

Boys:

☐ Band
☐ Baseball
☐ Basketball
☐ Basketball Cheer
☐ Bowling
☐ Choir/Show Choir
☐ Color Guard/Winter Guard
☐ Cross Country
☐ Drama
☐ Football
☐ Football Cheer
☐ Golf
☐ Speech
☐ Soccer
☐ Swim
☐ Tennis
☐ Track

Girls:

☐ Band
☐ Basketball
☐ Basketball Cheer
☐ Bowling
☐ Choir/Show Choir
☐ Color Guard/Winter Guard
☐ Cross Country
☐ Drama
☐ Football Cheer
☐ Golf
☐ Little Feathers
☐ Soccer
☐ Softball
☐ Speech
☐ Swim
☐ Tennis
☐ Track

_____ Wrestling
_____ Wrestling Cheer

_____ Volleyball
_____ Wrestling
_____ Wrestling Cheer

I understand this/these Program(s) is/are a completely voluntary Program(s) being offered by KEOKUK COMMUNITY SCHOOL DISTRICT in an effort to meet the extra-curricular needs of its students.

2. Assumption of Risks: I am aware of, and voluntarily assume, the risks inherent in this/these Program(s) and I understand that my participation could result in injury to myself, perhaps including loss of property, limb, life or permanent physical impairment. I believe that I am in good health and I know of no physical or emotional reasons why I cannot safely participate in the above Program(s). I promise to abide by all of the rules and regulations of the KEOKUK COMMUNITY SCHOOL DISTRICT and obey the instructions and orders of its employees. I hereby release any claims whether for personal injury, property damage or otherwise, against the KEOKUK COMMUNITY SCHOOL DISTRICT which may arise out of my voluntary participation in the above activities
3. Transportation: Students will be required to ride District transportation to all competitions held at locations other than Keokuk High School. Students will be allowed to ride home with parents in accordance with Board Policy (see attached). Unless parent(s) have provided written permission (see below) for students to utilize other modes for transportation to practice or team events (other than competitions), students will be expected to walk or drive their own car to practices or team events held at locations other than Keokuk High School. District transportation will be provided to practices held at golf courses or practices held outside of city limits.
4. Contractual Agreement: I understand that this is a contractual agreement and that no representation of any kind has been made to me as an inducement for the execution hereof. I have read this agreement and I understand its terms. If any portion of this agreement is invalid I expect that the remaining portions of this agreement will be enforced. I acknowledge that I have read this agreement and understand its terms and hereby voluntarily enter into same.

Signature of Participant: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____