

# C.R. PRAIRIE High School



## *Activities Handbook*

revised July 2006

Mississippi Valley Conference



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## **ORGANIZATION AND ADMINISTRATION**

### **Iowa High School Athletic Association - Iowa Girls' High School Athletic Union**

#### **Iowa High School Speech Association-Iowa High School Music Association**

Prairie High School is a member of the Iowa High School Athletic Association, the Iowa Girls' High School Athletic Union and 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**

Prairie High School is a member of the Mississippi Valley Conference composed of fourteen 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, and Waterloo East. (Division alignments rotate every two years.)

#### **The College Community Schools**

The Board of Education, responsible directly to the people, is the educational agency for the public schools. It has ultimate jurisdiction over athletics, which are an integral part of the total educational program of the College Community School District.

#### **Superintendent of Schools**

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility for devising ways and means of executing efficiently the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling of interscholastic athletics and approves all policies and procedures recommended by their staff and is directly responsible to the Board of Education for the successful performance of the organization.

#### **High School Principal**

The high school principal, as administrative head of the school, is the head of all activities in the school, including athletics. Responsibility for day-to-day operation of the athletic program is given to the activities director.

#### **Statement of Philosophy**

The College Community School District believes that activities are an integral part of the total educational process. Activities are meant to provide Prairie students with quality educational experiences. It is a goal of Prairie activities to assist students in the development of habits, attitudes and ideas necessary to compete and get along in today's society. Activities should provide our students with the opportunity to learn self-discipline, teamwork, sacrifice and loyalty to their peers.

The right to participate is open to all students. However, once students make a commitment to participate in an activity, the right becomes a privilege. When the students are granted this privilege, they accept the responsibility of following behavior guidelines outlined in policies and rules established for administration of co-curricular and extra-curricular programs.

Because the participants represent Prairie in co-curricular and extra-curricular activities, they are expected to adhere to even more stringent and demanding behavior codes than non-participating

students.

### **Prairie Students Involved in Multiple Activities Simultaneously**

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

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

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

### **•ACTIVITIES GOVERNING COMMITTEE•**

An activities governing committee, appointed by the activities director and including a counselor, a coach, director, sponsor, two faculty members, and administrator will meet as needed to deal with questions of eligibility, course credits, discipline, etc. The governing committee members will serve a minimum two year term. The committee will convene at the request of the activities director to review appeals.

Any student who feels that his/her circumstances are of a such a unique nature as to wish to have the situation heard by the Activities Governing Committee should fill out an appeal form which may be obtained in the activities office. This appeal shall be processed within three (3) school days of the date the appeal is filed. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

The committee will meet in closed session prior to inviting the student to participate in the committee proceedings. If a student is not satisfied with the committee's decision, he/she has a right to due

### **•A W A R D S•**

Prairie High School will provide letters and awards to student activity participants who have been recommended for appropriate recognition by their coach/sponsor/director and who have successfully completed the season or activity.

### **•CHANGING SPORTS•**

Student/athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the activities director. The following procedures should be adhered to if a student wishes to change sports:

1. Notify the coach immediately,
2. Turn in all school gear that has been issued,
3. Empty locker and remove padlock.

Note: If a student wishes to quit a sport without the permission of the coach and the activities director, they will not be eligible to participate in the next sport

until the season of the sport which they quit has been completed.

#### •DUE PROCESS•

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, race, or creed. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept, student/athletes are entitled to:

- know what the rules and regulations are;
- be notified of the charges and be provided the opportunity to respond to those charges;
- have counsel if they appeal;
- appeal a decision about the charges to a higher level and to have the charges or penalties removed from the record if the evidence demonstrates innocence.

Throughout the procedure the student/athlete should be made to feel that only the behavior is being questioned, not the value of the student/athlete as an individual process.

#### •ELIGIBILITY•

##### ATTENDANCE

##### Attendance in School:

In order for a student to practice or participate in any activity, they must be in attendance in all of their classes that day. Individual exceptions may be approved by the activities director or designee. It will be the responsibility of the **student** to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee.

Practicing without proper approval will result in the student sitting out the next practice or performance equivalent to the activity participated in without approval.

##### ACADEMIC - revised 7/1/06

##### Nine Week Eligibility:

All students involved in athletics, speech, drama, vocal and instrumental music are required to be enrolled in at least 2.5 approved credits in order to be eligible. If a student is not passing 2.5 credits at the end of the nine-week grading period, he/she will be ineligible for the next nine-week period.

2.5 credits is usually equivalent to five full classes. P.E. is not considered a full credit class (**if unsure check with the guidance office**). Post secondary enrollment classes taken either on or off campus are given the same credit as regular classes.

*Eligibility will be based on each nine-week grading period with a five school day period to make up incomplete grades. Student will remain eligible during this makeup period.*

##### Semester Eligibility:

Students must be passing at least 2.0 credits at the end of the semester or they will be ineligible for the entire following semester. 2.0 credits is usually equivalent to four full classes (**if unsure check with the guidance office**). Post secondary enrollment classes taken either on or off campus are given the same credit as regular classes.

*Any incomplete received on the semester grading report must be made up within five school days in order to change the grade to a passing grade. Students will be eligible during this five day period.*

##### GOOD CONDUCT

Prairie High School activities that will be included are all athletics, speech, drama, vocal music and instrumental music.

ANY STUDENT, through his/her habits or conduct, who is not able to represent the ideals, principles and standards of Prairie High School may be declared ineligible for activities by the principals or superintendent until he/she is capable of upholding the high ideals and principles of the school. The Good Conduct Rule covers twelve (12) months--during activity seasons, between activity 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.

**Alcohol, Tobacco Products & Drugs:**

In the event a Prairie student involved in activities admits to or is found guilty of using or being in possession of alcohol, tobacco products, or illegal drugs, the student shall immediately be declared ineligible for participation in interscholastic activities for a period as outlined.

**First Offense** will be 1/3 of the season or the next season if not currently involved. (The next season is that in which the student is involved in or was involved in the previous year and/or has attended the organizational meeting.) Students may lessen their suspension to 1/5 of the contest or events by admitting or reporting the infraction to the Principal, AD, Director, Sponsor or Coach within 24 hours of the infraction. (Tournaments count as one contest or date.) If a suspension is not fulfilled during a current season, it will carry over into the student's next season.

**Second Offense** will result in the student being ineligible for one calendar year from the date of the second infraction. Students can lessen their period of ineligibility to 1/3 of their current or next season if they are enrolled in and successfully completing a drug and/or alcohol treatment program. This program will be at the student and/or parent/guardian expense and will be monitored by a Prairie High School guidance counselor. (Tournaments count as one contest or date.) If the total suspension is not fulfilled during a current season it will carry over into the student's next activity. (The next season is that in which the student is involved in or was involved in the previous year and/or has attended the organizational meeting.)

**Third Offense** will result in the student being declared ineligible for the rest of their high school career unless they complete an approved drug/alcohol treatment program within one year. If completed, the period of ineligibility will be one calendar year from the date of the third infraction for both categories one and two. This program will be at the student's or guardian's expense and will be monitored by a Prairie High School guidance counselor.

**If a student is involved in multiple activities that coincide, the appropriate suspension will apply to each activity simultaneously.**

**Involvement with Law Enforcement Agencies:**

Based on conviction and excluding minor traffic violations:

**Misdemeanors** - The length of the ineligibility shall be one-third of the season. If less than one-third of that season remains, ineligibility will carry over to the next sport. A student must complete that sport in good standing at the coach's discretion.

**Felony and/or Delinquent Act** - The length of the ineligibility shall be one calendar year from the date of the infraction subject to review by the coach and administration if it is found there are extenuating circumstances.

**Theft** Treated as misdemeanor or felony.

*Any Prairie student who has been charged with a felony and/or serious delinquent act and is awaiting*

*trial may be declared ineligible by school officials. The incident underlying the charge will be investigated by school officials and the student will be given an opportunity to tell his/her account of the incident or charges. The administration will then determine if the student has violated the "Good Conduct Policy" and determine if the student will be allowed to represent Prairie High School in any public performance or activity.*

**Other eligibility requirements, as set forth by the State Association:**

**You are NOT eligible if -**

- you do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- you have attended high school for more than eight semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
- you changed schools this semester (except upon like change of residence of your parents).
- you were out of school last semester or if you entered school this semester later than the second week of school.
- 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 ever received any money for expenses or otherwise for your participation in any athletic contest.
- you have competed, outside school time, as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal.
- you have ever trained with a college squad or have participated in a college event.
- you are not passing 2.0 Credits or twenty hours for the semester. If a student is not passing twenty hours or 2.0 Credits for the semester, they will be ineligible for the entire next semester.
- 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.
- ineligible under your previous school's academic or good conduct rule and transfer to Prairie High School. Your period of ineligibility transfers with you to Prairie High School. After the period of ineligibility is completed, you will be treated as any other Prairie student who has had his/her eligibility reinstated.

**Local school rules may be more restrictive than those of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union.**

#### **•EJECTION•**

##### **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•**

##### **Athletic & Activity 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 on 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.

**•HEALTH•**

**Athletic Trainer**

A part-time trainer is provided by Prairie High School. It is the student athlete's responsibility to find out from their coach what hours the trainer is available, as the trainer availability varies from athletic season to season.

**Injury Report**

It is the student athlete's responsibility to report any injury to the coach.

**Physicals**

The State Athletic Association requires all student athletes to have a physical exam before starting athletic practices each year. **Physicals are good for one calendar year.** NOTE: Please attempt to schedule physicals May 1st or later to be good for the upcoming school year.

Student athletes who are unable to show proof of a valid and current physical, proper insurance coverage or waiver of coverage, along with parental permission to participate in the athletic activity and acknowledgment of reading and understanding the student activities handbook will not be allowed to participate with the team.

**\*INSURANCE\***

**Insurance**

The Prairie High School policy requires all student athletes to be covered by insurance (health and accident). This can be done in two ways:

1. By having family insurance.
2. Subscribe to insurance through the school.
  - (a) Football players can get football insurance policies through the high school office. This covers only football injuries.
  - (b) All other sports are covered by the school time insurance, which is offered through the school each year at a nominal rate.

**Proof of Insurance**

All Prairie High School students must have completed and signed a district insurance waiver acknowledging that you either have adequate insurance coverage or will be purchasing insurance. Application forms are available in the high school office.

**•PERSONAL APPEARANCE•**

Is up to the discretion of the coach/director/sponsor to establish reasonable and appropriate guidelines for any group under their care that is representing Prairie High School.

**•"THE SCHOLARSHIP RULE"•**

effective July 1, 2006  
Per Iowa Law 36.15(2)

"The Scholarship Rule", all students participating in activities shall pass all classes at the end of each semester in the last 12 months to be eligible.

Penalty:

Athletic: 20 school days of ineligibility begins the day the report cards are distributed for those students currently participating in athletics. If the student is not currently on an athletic team then it

attaches to the students next "bona fide" sport. The 20-day ineligibility period begins according to the first legal playing date for each sport as determined by the IGHSAU and IHSAA. For grade 10-12 a bona-fide sport is considered a sport in which the student has previously participated.

#### •TRANSFER•

##### **Student/athlete transfer and interscholastic competition activities:**

When a student/**athlete** transfers to a high school in the district outside his/her attendance area, the student is ineligible to compete for ninety days in any interscholastic athletic activity at the school to which the student transfers unless the parent/legal guardian and the student effect a bona fide change of residence to the proper attendance area. This period of athletic ineligibility shall be for ninety days from the first day of attendance in the receiving school. A bona fide change of residence must result in all household goods being transferred from the previous residence to the new residence, the parents or guardians must actually reside day and night at the new address, and change in residence has not represented an attempt to circumvent the intent of the transfer rule. A bona fide change of residence may also occur when the family unit has been disrupted as a result of divorce, separation or other circumstances beyond the control of the student/athlete. **All eligibility rules including "The Scholarship Rule" applies to transfer students.**

In the event of a parent/legal guardian change in residence, the principal of the receiving school shall ascertain eligibility by:

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation;
2. Securing a written transcript of all high school credits; and
3. Securing in writing a statement indicating that the student was in good standing in conduct, citizenship, and academic progress at the time of the transfer.

#### •TRANSPORTATION•

##### **Bus behavior**

Students will act appropriately on busses and will be responsible for picking up after themselves and leaving the busses clean. Any damage caused to the bus by students will be paid for by the students and they could be suspended as a result of their inappropriate behavior.

##### **Returning from out-of-town contests**

Students will return from all out-of-town events with their organization and by school transportation. Exceptions can be made by parents calling the coach/advisor/director in advance to explain the reason for the request, and by then providing a written note to the coach/advisor/director requesting the exception.

Please do not make requests to simply ride home with parents rather than on the bus or van. The team/group concept should always be paramount. **At no time should a student/athlete request to ride home with someone other than their parent.**

##### **Students driving to practices or contest in the local area**

Whenever possible and practical, the school will attempt to furnish transportation to practices and contests. Coaches/directors/sponsors will provide information to students and their parents of their activities transportation policy. However, occasionally it is necessary for us to have students report to the site rather than furnish school transportation.

## APPENDIX

What follows is a list of forms and documents that you may need during the course of your career as a student involved in Prairie Activities. A brief description of the purpose and necessity of each form has also been included for your information. If you have any questions, please stop by the activities office. This information and forms may be readily obtained either from your coach/director/sponsor or from the activities office.

### **Physical Form:**

All students involved in Prairie Athletics are required to have a physical annually. Physicals are good for one calendar year and should be obtained after May 1st to be good for the upcoming year.

### **Acknowledgement Form:**

All students are required to have this form completed prior to participating in activities covered under this Activities Handbook. This form acknowledges that the student and parent have read and will adhere to the rules and regulations set forth in the Activities Handbook.

### **Student Insurance Proof of Claim Form:**

Students wishing to make a claim on student insurance purchased through the school need to obtain claim form from the Activities Office and have Part A completed by a school official.

### **NCAA Clearing House 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 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 Activities Office. Student/athletes who feel they may be attending a Division I or Division II school should pickup a form in the Activities Office.

### **Dual Eligibility Participation Form:**

Students wishing to participate on a regularly organized team other than the team representing Prairie High School during the regularly scheduled school season must obtain permission from the activities director.

### **Appeal Form:**

Students wishing to appeal decisions based on the rules and regulations contained in this Activities Handbook will need to fill out an Appeal Form which may be obtained in the activities office.

### **Directions to Conference Schools and sites of various activities:**

Directions to the conference schools and the sites of various activities may be obtained from the coach/director/sponsor or from the Activities Office. There are booklets with directions to conference and non-conference schools available in the Activities Office for a nominal charge. These directions are also located on our school web site at [Prairiepride.org](http://Prairiepride.org).

### Acknowledgement

For the \_\_\_\_\_ School Year  
(specify year)

My son/daughter may be participating in one or more of the following sports offered at C.R. Prairie:

Baseball	Basketball	Bowling	Cheerleading	Cross Country
Dance Team	Football	Golf	Soccer	Softball
Swimming	Tennis	Track	Volleyball	Wrestling

Students involved in Band/Choir/Fine Arts must complete an Acknowledgement and turn it into their sponsor. If you are also involved in a sport listed above, you will need to complete an Acknowledgement for that activity and turn it into the Activities Office, along with a current physical, to participate in practices.

Acknowledgements, physicals, and insurance waivers are needed each year to participate.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

### Insurance Waiver

*Our child is covered:*

- \_\_\_ 1. I am insuring my student under the Security Life Insurance Plan.  
(pick up insurance form in the Activities Office or call 848-5350 for information)
- \_\_\_ 2. We do not wish to purchase the school insurance, we, the undersign, feel we have adequate insurance protection for our son/daughter while practicing or participating in Interscholastic Sports, or other school sponsored activities.

I (We) understand that accidents may occur in athletics even though normal acceptable safety precautions have been taken. My son/daughter has my permission to practice and complete in the interscholastic program.

### Athlete-Parent's Acknowledgement of Handbook and Insurance Waiver

I (We) hereby acknowledge that I (we) have read the athletic rules and regulations from the Activities Handbook on the date listed below and agree to adhere to the regulations while participating in athletics of other school sponsored activities at Prairie High School. Insurance waiver has been completed above to our needs to participate.

\_\_\_\_\_  
Parents/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Date