

KEOKUK JR/SR HIGH ACTIVITIES DEPARTMENT



PARENT/STUDENT HANDBOOK 2024-2025

**Zach Summers
Activities Director**

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KEOKUK ACTIVITIES DEPARTMENT WELCOME LETTER

Athletics and activities at Keokuk play a pivotal role in our educational mission. Our aim is to transform these sports and activities into profoundly educational experiences for our students. We seek individuals who are not only eager to compete at a high level but also embrace challenges both in practice and competition, enabling us to achieve excellence. Our goal extends beyond producing exceptional student-athletes and performers to nurturing students who excel in all aspects of their academic journey.

We are committed to providing experiences that foster learning, personal growth, and leadership. Through rigorous practice, we prepare our students to navigate and overcome adversities they encounter in competition. Our environment encourages freedom of choice while providing the guidance needed to make informed decisions and learn from mistakes.

Our programs are designed to be both challenging and rewarding. We maintain high expectations for personal development, academic achievement, and athletic performance. Our dedicated staff not only challenges students but also guides and supports them every step of the way.

Beyond graduation, students carry with them the invaluable "experience" gained through their participation in our programs — encompassing lessons learned, personal bonds forged, and the pride of belonging to something greater than oneself. This opportunity is truly unique and leaves a lasting impact unlike any other.

This is the standard we uphold in the Keokuk Activities Department, a standard we carry with great pride and responsibility. By approaching each day with enthusiasm and commitment, we ensure the success of our programs and contribute to the overall excellence of our school. It's always a great day to be a Chief at Keokuk!



Zach Summers
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School-Sponsored Activities Policy

School-sponsored or approved activities are a crucial part of the Keokuk school program, offering students the chance to engage in various activities beyond the regular school day. These activities provide enjoyment and meaningful opportunities for student involvement.

Spectators are expected to respect the enjoyment and participation of students, as well as the duties of employees and officials supervising the events. Any interference with these activities will not be tolerated.

If a spectator disobeys the school official or district's order, law enforcement authorities may be contacted to remove the individual. Should a previously excluded spectator attend a subsequent event, they will be informed that their attendance will lead to prosecution. The school district may seek a court order for permanent exclusion from all future school-sponsored activities.

Activity Department Goals

- A. **Continuous Improvement:** Utilize a continuous improvement process to support systems and programs that promote high standards of performance and high expectations for learning on and off the playing field.
- B. **Culture of Accountability:** Develop a culture of accountability that relies on data, research, evaluation, best practices, and assessment to measure the effectiveness and productivity of our programs and the satisfaction of our stakeholders.
- C. **Staff Development:** Develop, encourage, and support the activities department staff and their programs (grades K-12) by improving instructional standards and professional development. This aims to enhance student athletes' and performers' knowledge, skills, and performance levels to achieve high levels of success.
- D. **K-Pride:** Promote and encourage Keokuk Pride, Unity, Victory, and a Strong Social Conscience among our student-athletes, staff, and community members.
- E. **Effective Communication:** Maintain open and effective communication with the public, the activities department staff, and students to stay informed.
- F. **Best Practices Integration:** Continue to integrate best practices and advanced techniques into all phases of the athletic/activity educational process.
- G. **Financial Responsibility:** Provide the necessary financial resources to support our instructional programs through prudent management and fiscal responsibility.
- H. **Safe Environment:** 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 our students. These activities provide opportunities to serve the school, foster fellowship and social goodwill, promote self-realization and overall growth, and encourage the development of good citizenship qualities. Recognizing their importance to the holistic development of students, the Board of Education considers co-curricular activities an integral part of the total school curriculum.

Family Night

To maintain good community relations, student school activities will not be scheduled on Wednesday nights beyond 6:30 PM, including the Friday preceding Easter until after the first Wednesday in May. This policy excludes scheduling make-up activities that may need to occur on those days. Any regular season contest scheduled on a Wednesday must receive board approval.

STARTING DATES 2024-2025

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 12	August 29	September 18
Cross Country	August 12	August 26	September 15
Bowling	November 11	November 25	December 15
Swimming	November 11	November 25	December 15
Wrestling	November 18	December 2	December 22
Basketball	November 18	December 2	December 22
Track & Field	February 24	March 10	March 30
Golf	March 17	March 31	April 20
Tennis	March 17	March 31	April 20
Soccer	March 17	March 31	April 20
Baseball	May 5	May 19	June 7
IGHS AU Sports	1st Practice Date	1st Competition Date	Eligibility Resumes on THIS Date
Cross Country	August 12	August 26	September 15
Swimming	August 12	August 26	September 15
Volleyball	August 12	August 26	September 15
Wrestling	November 4	November 18	December 8
Basketball	November 11	November 22	December 12
Bowling	November 11	November 25	December 15
Track & Field	February 24	March 10	March 30
Golf	March 17	March 31	April 20
Tennis	March 17	March 31	April 20
Soccer	March 17	March 31	April 20
Softball	May 5	May 19	June 7
Middle School Sports	1st Practice Date	1st Competition Date	Eligibility Resumes on THIS Date
Cross Country	August 23	September 9	September 29
Football	August 23	September 9	September 29
Volleyball	August 23	September 9	September 29
Basketball	October 21	November 4	November 24
Wrestling	November 11	November 25	December 14
Track & Field	March 24	April 7	April 27
Soccer	March 31	April 14	May 4

* Check Web sites of IHSAA (www.iahssaa.org) or IGHS AU (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) 524-2542	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: Nathan Miller
Ottumwa (MS Only)	Address: 812 Chester Ave, Ottumwa, IA 52501	Phone: (641) 684-6511	AD: Brandon Brooks

Schedules

Schedules for each middle school and high school sport can be obtained by visiting the official website of Keokuk Athletics & Activities at <https://www.gobound.com/ia/schools/keokuk>. Once on the website, select the sport you are looking for and then click on the schedule tab. You can also download the Bound app on your phone or device to have instant access to schedules, stats, notifications, and updates.

High School Student Athlete/Performer Incentive Program

The Activities Department is pleased to announce our incentive program designed to encourage high school athletes and performers to excel academically and behaviorally. Every student participating in a sport or performance activity will have the opportunity to earn incentives by achieving the following goals:

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

This incentive program applies to all sports, band, choir, cheerleading, dance, speech, and color guard. Student-athletes who meet all these goals will receive the following incentives:

- **First Sport Season:** A Student Athlete Lanyard at the conclusion of their first sport season where they meet all the goals.
- **Full School Year:** A Student Activity Ticket (S.A.T.) for the following school year if all goals are met for the entire school year.
- **Seniors:** A distinguished student-athlete cord to wear at graduation if all goals are met for all four years of high school.

We hope this program motivates our students to be their best both in and out of the classroom.

Admissions

The Keokuk Activities Department relies on revenue generated from admissions to finance equipment, uniforms, officials, and the maintenance and utilities of athletic facilities. To support these needs, the Keokuk Board of Education has authorized the Keokuk Activities Department to charge admission to High School and Middle School events, in line with the recommendations from the SEC Conference.

High School Events: Admission is \$6.00 for both adults and students (5 years and up) for all events.

Middle School Events: Admission is \$3.00 for both adults and students (5 years and up) for all events.

Athletic Passes

Families in the Keokuk Community School District have the option to purchase individual or family passes that provide admission to every regular season home High School athletic event for each member of their immediate family (college-aged or younger). Passes can be purchased during summer registration or through the Activities Office located in the High School during the school year. ***Please note that a Middle School pass is not honored for High School events and vice versa.***

- **HS Student Pass:** \$40
- **HS Adult Individual Pass:** \$75
- **HS Family Pass:** \$200 (covers immediate family members)
- **MS Student Pass:** \$20
- **MS Family Pass:** \$100 (covers immediate family members)

Pass cards will be printed and distributed by the High School Activity Office. Please note that pass holders must present their pass upon entry to receive admission. If a pass is lost or stolen, replacements can be obtained for \$10 at the high school office.

Senior Passes

Senior residents of the Keokuk School District (age 62 and up) who are retired are eligible to receive a free "senior" pass. ***This pass grants complimentary access to all home regular season athletic events at both Middle School and High School levels.*** Seniors interested in obtaining a pass can do so through the high school office by providing proof of residence and age, such as a driver's license or identification card.

Family Pass Program

Families of the KCSD have the opportunity to participate in the Keokuk Family Pass Program by volunteering for various roles at middle school and high school athletic events. Participants can earn an individual or family pass based on the number of hours worked at these events.

Each event is categorized by hours depending on the length of time worked:

- **HS Family Pass:** 25 hours
- **HS Individual Pass:** 10 hours
- **HS Student Pass:** 5 hours
- **MS Family Pass:** 12 hours
- **MS Student Pass:** 3 hours

If interested, please contact the Activities Office located in the high school. ***It's also possible to accumulate combined hours to receive both a middle school and high school pass.*** Your participation helps support our athletic programs and is greatly appreciated.

Volunteers

The KCSD values parental and community involvement as crucial for the success of our programs. Here are several ways parents or community members can contribute to our programs:

- **Volunteer Opportunities:** Assist with operating the clock, announcing at events, keeping score or bookkeeping, line judging in volleyball, timing events, or working the admissions gate.
- **Booster Clubs:** Become an active member of the Keokuk Athletic Booster Club, the Keokuk Music Booster Club, and/or the Middle School PTO.

Your involvement and support are integral to the achievement and growth of our programs.

Keokuk Athletic Booster Club

The Keokuk Athletic Booster Club has been a vital supporter of Keokuk High School Athletic Programs for several decades, contributing several hundred thousand dollars. These contributions benefit all Keokuk high school athletes, underscoring the importance of parental support for the Athletic Booster Club.

The success of Keokuk Athletics hinges on the continued support of the Athletic Booster Club. Therefore, it is crucial for parents of Keokuk student-athletes to prioritize active participation. Meetings are scheduled every 2nd Wednesday of each month at 5:30 PM and are held in the High School Library.

Your involvement and support are essential to sustaining and enhancing our athletic programs.

Keokuk Music Boosters

The Keokuk Music Boosters is an organization comprising parents and friends of any music students at KCSD. Its primary purpose is to enhance the music program by offering financial assistance, volunteering, and supporting the overall needs of the music department.

Music Boosters assist with various expenses including registration fees, the purchase and maintenance of music and instruments, travel expenses, uniforms, and costly licensing fees.

Meetings are scheduled every 2nd Monday of each month during the school year and are held in the Fine Arts wing at 6:00 PM.

Your participation in the Keokuk Music Boosters is invaluable in enriching our music program and supporting our students' musical endeavors.

KMS PTO

The purpose of the Keokuk Middle School PTO is to enhance and support the educational and extracurricular experiences at Keokuk Middle School. We strive to foster a closer connection between school and home by encouraging parental involvement and improving the school environment through volunteerism and financial support.

The PTO collaborates with various stakeholders to identify opportunities for volunteer and financial assistance that benefit both students and teachers/staff at KMS. Throughout the year, several fundraisers are organized to support projects facilitated and funded by the KMS PTO.

Meetings are scheduled every 2nd Tuesday of each month during the school year and are held in the middle school library at 5:15 PM. Your involvement and support are vital in helping us create a positive and enriching environment for our middle school community.

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 forced 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 or boosters account 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 or boosters account.
- 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.

Coach's Handbook & Responsibilities

Coaches serving the Keokuk Community School District (paid or volunteer) are expected to adhere to the job description and guidelines specified in the Keokuk Athletic Department Coach's Handbook. A copy of the handbook is available upon request and can be obtained from the Keokuk Activities Director.

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 not be responsible for payment for additional services/visits with Advance Physical Therapy or any outside authority/clinic.

Multi-Sport Athletes

The Keokuk Activities Department is committed to providing student-athletes and performers with the opportunity and support to participate in multiple sports and activities. Coaches and sponsors will generally permit students to engage in dual participation in more than one sport/activity during the same season, as well as overlapping seasons.

Here are the guidelines:

- **Dual Participation:** Students wishing to participate in multiple sports during the same season must complete a form available at the activity department. *The Activities Department reserves the right to decline dual participation in the same season if it is determined that such a move would enhance both activities involved.*
- **Overlapping Seasons:** The sport that began first will be given priority in cases of conflicts such as game vs. game, practice vs. practice, or game vs. practice conflicts.
- **Priority Conflict Resolution:** In conflicts where the sport that began second has a game vs. a practice for the other sport, the game will take priority.
- **Coach Discretion:** Coaches reserve the right to make playing time decisions based on a student's ongoing participation in practices and games for that sport. Each situation will be handled individually based on its unique circumstances.

The Keokuk Activities Department aims to accommodate student-athletes and performers interests and commitments while maintaining fairness and supporting their overall development.

Athletics & Fine Arts

The Keokuk Activities Department supports students who wish to participate in both athletic teams and our fine arts programs. While every effort is made to avoid conflicts when creating the activities calendar, some conflicts may arise due to the limited number of days available.

Here are our guidelines:

- **Conflict Resolution:** If a conflict arises between athletics and fine arts events, the activity that is competing or performing in an event will take priority.
- **State or Post-Season:** State-level or post-season contests or performances will take priority if both activities are competing or performing simultaneously.
- **Family Decision:** If no priority is established by the above criteria, the decision about which activity to attend will be made by the family.

- **Coach Discretion:** Coaches reserve the right to make playing time decisions based on a student's ongoing participation in practices and games for that sport. Each situation will be handled individually based on its unique circumstances.

Our coaches and fine arts instructors collaborate to minimize conflicts, but dual participants should anticipate some degree of scheduling overlap. We strive to support students in their pursuits across both athletics and fine arts while ensuring fairness and opportunity for all involved.

Name, Image, and Likeness

The following is intended to offer guidance to students, parents and member schools regarding the use of Name, Image, and Likeness (NIL).

A student may earn compensation from the use of their Name, Image and Likeness (NIL) consistent with current IHSAA/IGHSAU regulations and provided:

- The compensation is not contingent on specific athletic performance or achievement (e.g., financial incentives based on points scored).
- The compensation (or prospective compensation) is not provided as an inducement to attend a particular school ("undue influence") or to remain enrolled at a particular school.
- The compensation is not provided by the school or an agent of the school (e.g., booster club, foundation, etc.).

In seeking compensation for NIL:

- The student should not use the IHSAA/IGHSAU or member school marks or logos in any NIL activity.
- The student should not wear apparel or equipment which includes the IHSAA/IGHSAU logo or member school marks or logos for the purpose of any NIL activity.
- Student should not reference the IHSAA/IGHSAU or member school name or mascot for the purpose of any NIL activity.
- The student should not use a member school's facilities for the purpose of NIL activity.
- The student should not promote activities nor products associated with the following: gaming/gambling; alcoholic beverages, tobacco, cannabis, or related products; banned or illegal substances; adult entertainment products or services; or weapons (e.g., firearms).
- The student and his/her family should seek guidance from his/her member school.
- The student and his/her family should seek their own legal counsel and tax advice when considering any NIL activity.
- The student and his/her family should contact the NCAA, NJCAA, and/or NAIA to ensure any NIL activity does not jeopardize collegiate eligibility.

Spectator Behavior

The Keokuk Community School District adheres to the IAHSAA and IGHSAU expectations for spectator behavior at athletic competitions as outlined in their "Conduct Counts" initiative. As a parent of an activity participant, you should:

- **Understand the Purpose:** Remember that your daughter or son participates in educational activities for fun and that education always comes first.
- **Privilege of Participation:** Recognize that participation in interscholastic activities is a privilege, not a right.
- **Model Character:** Conduct yourself with character at all times, and encourage your child to do the same.
- **Respect for All:** Treat all individuals—coaches, advisors, contestants, officials, and other spectators—with respect, and insist your child does the same.
- **Support All Students:** Support all students participating, not just your own child.

- **Grace in Victory and Defeat:** Be gracious in victory and accept defeat with dignity.
- **Respect Rules:** Honor the spirit and intent of the rules under which your child participates.
- **Prohibited Behavior:** Refrain from threatening or abusive behavior, using foul language, or engaging in disrespectful conduct.
- **Avoid Fanaticism:** Strive to be a fan, not a fanatic.

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

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

By adhering to these guidelines, we ensure a positive and respectful environment for all participants and spectators at Keokuk Community School District athletic events.

Spectator/Fan Code of Conduct

First Offense

- The spectator must schedule a meeting with the Activities Director to discuss the incident.
- Expectations of the Keokuk Community School District will be reviewed.
- The spectator must show cause why they should not be banned from athletic events.
- If justified, the spectator will be banned from all Keokuk Community School District 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 extend to playoffs or the first week of the next sport season (Fall-Winter-Spring-Summer).
- A letter from the Activities Director and Principal will notify the spectator of the ejection and prohibited attendance dates.

Second Offense

- The spectator must schedule a meeting with the Activities Director and Principal to discuss the incident.
- Expectations of the Keokuk Community School District will be reviewed.
- The spectator must show cause why they should not be banned from athletic events.
- If justified, the spectator may be banned for the 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).
- A letter of ejection from the Principal will notify the spectator of the ejection and prohibited attendance dates.

Third Offense

- The spectator must schedule a meeting with the Activities Director, Principal, and Superintendent to discuss the incident.
- Expectations of the Keokuk Community School District will be reviewed.
- The spectator must show cause why they should not be banned from athletic events.
- If justified, the spectator may be banned for one calendar year from the date of the third offense.
- A letter of ejection from the Superintendent will notify the spectator of the ejection and prohibited attendance dates.

Additional Notes

- Any athletic official or administrative personnel has the authority to enforce an ejection.
- The ejected spectator is responsible for arranging the meeting with school personnel before attending any school-sponsored events.
- Contests missed before the meeting will not count towards the suspension period.
- This policy ensures a respectful and safe environment for all participants and spectators at Keokuk Community School District athletic events.

Parent Communication/Chain of Command

As your children become involved in the programs at Keokuk Schools, they will have the opportunity to experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. During these times, it is crucial to communicate with the coach or sponsor, while remembering that your child is part of a larger group of students, and the coach or sponsor has the authority to make decisions they believe are best for the activity.

If a parent wishes to communicate with their child's coach or sponsor, the expectation is to contact them to set up an appointment. Approaching a coach immediately before or after a competition is not acceptable unless it concerns the safety or social well-being of the student-athlete.

What Coaches/Sponsors Expect from Students:

- Students should express concerns immediately and directly to the coach/sponsor.
- Students should provide advance notification of any conflicts with practices or games.
- Students should express concerns about the coach's/sponsor's philosophy and expectations specifically and promptly.

Communication Between Coaches/Sponsors and Parents:

There are situations where communication between the coach/sponsor and parent may be necessary. Such communication is not discouraged, as it is important for each party to have a clear understanding of the other's perspective. To facilitate resolution of issues, the following procedure is suggested:

What Parents Should Expect from Coaches/Sponsors:

- Coaches/sponsors should clearly communicate expectations for your child and the entire team.
- Coaches/sponsors should provide schedules and locations for all practices and events.
- Coaches/sponsors should provide information regarding team requirements, such as fees, special equipment, and off-season conditioning.
- Coaches/sponsors should outline procedures in case of injury during participation.
- Coaches/sponsors should explain disciplinary actions that could affect your child's participation.

Discussion Guidelines for Parents with Coaches/Sponsors:

- Appropriate concerns for discussion:

- The mental and physical treatment of your child.
- Steps your child can take to improve.
- Concerns about your child's behavior.
- Issues NOT appropriate for discussion:
 - Playing time and roles of individual students.
 - Team strategy and play calling.
 - Any issues involving other students.

Procedure for Discussing Concerns with Coaches/Sponsors:

- Discuss your concerns with your child first and get their consent to meet with the coach/sponsor.
- Avoid contacting other parents, students, or coaches. Keep discussions between you, your child, and the coach/sponsor.
- Contact the coach/sponsor via call or email to schedule an appointment. Avoid approaching them before or after practice or games.
- Approach the meeting with a constructive, non-confrontational attitude. Allow both parties to express their concerns and opinions respectfully.

Hierarchy for Addressing Concerns in Athletic Programs:

- Player
- Coach(s)
- Activities Director
- Principal
- Superintendent
- Board of Education

Maintaining Confidentiality and Communication:

- Maintain open communication channels within the coaching staff and administration.
- Resolve staff issues internally without discussing them outside the school, which can lead to mistrust and complications within the community.

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 half of their scheduled school day.

Additional 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.

IHSAA/IGHSAU HS/MS Eligibility Policy

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.

- a. 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 20 consecutive calendar days in the sport or activity in which the student is a participant.
 - b. 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.
 - c. 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 20 consecutive calendar days. Ineligibility begins on the first day of the next semester per Iowa's Scholarship Rule.
- 4.4. 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.
- 4.5. 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.
- 4.6. 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.

******Please note that the Middle School will be honoring the same scholarship rule as the High School. Students in 7th and 8th grade who fail a class in a semester will be subject to the same penalty.***

Weekly HS/MS School Eligibility

Beginning in the 5th week of each semester and every week thereafter, grade checks will be conducted. Any athlete receiving a failing grade will have one week to improve their grade to passing. If the student remains failing after the warning week, they will be deemed ineligible until their grade is raised to passing. Ineligible students are expected to attend all practices and rehearsals.

Coaches/sponsors are responsible for ensuring that ineligible students do not compete or perform in any event until they have achieved a passing grade.

Transportation

Students are expected to travel as teams or groups to extracurricular activities. However, there are situations where parents may wish to have their child leave an event with them. In such cases, parents must contact the coach or director and sign the travel roster to verify that the student will not return on the bus.

If a parent wishes for a student to return with someone other than themselves, prior approval must be obtained from the activities director or principal before the student departs for the event.

The opportunity to travel to extracurricular activities or special school trips will be at the discretion of the administration for students currently serving a suspension due to violations of the good conduct policy or state/local scholarship rules.

Bus Rules to Away Events

Students are required to maintain acceptable behavior while on buses. The bus driver holds final authority for safely transporting teams. Coaches are expected to enforce strict guidelines for bus behavior and hold students accountable for their actions as outlined in the rules and consequences detailed earlier in this handbook.

Middle School Consequences for Bus Misbehavior

The coach/sponsor is to submit a list of students who do not behave on the trip to the KMS assistant principal.

- **First offense:**
 - a. Student will not be able to attend the next out of town event.
 - b. If no out-of-town events are left then the student must sit out the next event in that activity.
 - c. If no events are left in that sport, the consequence carries over to that student's next activity's first out of town event.
- **Second offense:**
 - a. Student will not be able to attend the next out-of-town event and the next home event.
 - b. If no out-of-town events are left then the student must sit out the next two events in that activity.
 - c. If no events are left in that activity, the consequence carries over to that student's next activity's first out-of-town event and first home event.
- **Third offense:**
 - a. Athlete will be dropped from the activity for the remainder of the season/year.
 - b. The student will be placed on probation for future activities and any continued misbehaviors will result in the student not being able to attend any out-of-town events.

Good Conduct Policy

The conduct of students, both within the school and in the community, should uphold the ideals of the activities programs. The Good Conduct Rules policy applies uniformly to all students and participants in extra-curricular activities sponsored by Keokuk Community Schools. The following conduct will 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 violations will occur through formal citation by the Police Department, County Sheriff's Department, Iowa State Patrol, or Juvenile Court Services; when witnessed by a school employee; when a student admits to the violation; or through investigations by the administration team. This policy applies to all violations defined as follows (1. a-i):
 - **Use of Tobacco or Similar Products, Including Vapes:** 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 Substances 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. (This excludes doctor-prescribed medications for personal use; however, the exchange or sale of prescription drugs is a violation.)
 - **Criminal Activity:** If a student comes under the jurisdiction of any court for criminal activity, or is convicted or adjudicated of a felony or serious/aggravated misdemeanor, they shall be declared ineligible to participate in co-curricular activities pending school investigation.

- **Good Citizenship:** Students whose actions, habits, or conduct create a negative image of the school or community may be declared ineligible by the principal or designee.
- **Harassment of Students:** Students involved in physical violence, harassment, or bullying of other students will be subject to the Good Conduct Policy. Students defending themselves against physical attack or bullying will not be subject to this policy.
- **Transfer Students:** All high school transfer students must present evidence of conduct eligibility from their previous school. Students who were ineligible for conduct at their previous school must complete the term of ineligibility as defined in the Good Conduct Rules and Eligibility for Keokuk High School. The penalty applied will depend on the number of previous conduct violations at the previous school.
- **Out-of-School Suspension:** Any student who receives an out-of-school suspension will be withheld from practices and competitions during the suspension period. If the suspension was due to an action that led to a Good Conduct Violation, the student may count missed games towards fulfilling the Good Conduct suspension.

3. Dispensation for violating the Good Conduct Policy will be as follows:

The Good Conduct Policy remains in effect for the entire calendar year (12 months) and applies throughout the four-year tenure of high school students in athletics and activities, and the two-year tenure of middle school students. Students are subject to the high school's Good Conduct Policy starting from their 9th grade year, unless involved in a summer sport or activity. Student athletes/participants are covered by the policy regardless of being in or out-of-season during their tenure. Penalties carry over from one activity to the next in which they participate. The policy for athletics and activities is administered by the Activities Director under the same administrative regulations governing misuse involving alcohol, drugs, or tobacco. In addition to activity-related discipline, students are also subject to regular school rules and regulations for violations occurring on school district property or at school-sponsored events elsewhere. Penalties for each violation are established by these administrative regulations and are rigorously 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 and Concert Band will not be subject to suspension/penalty do to it being a curricular activity. School rules and policy still will be enforced for these events.

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 thereafter.

**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 Category 1 and 2 violations, all penalties will be served concurrently. When a period of ineligibility cannot be completed before the end of the season or school year, it will carry over to the next activity in which the student participates. It is mandatory for a student to complete the activity in which they are serving their ineligibility in good standing. Failure to do so will result in the period of ineligibility being served again in the subsequent activity.

SELF REPORTING OPTION

Students who violate the Good Conduct Policy have the option for an alternative/reduction in penalty as follows:

- A student, whether in-season or out of season, must self-report their violation to a member of the administrative team or the head coach within 72 hours after the violation has occurred.
- Self-reporting is permissible only for a first-time offense.
- Students who self-report a first-time offense may be eligible for a reduction in penalty of up to half of the original penalty. The exact reduction will be determined by the high school administration.

Concussion Protocol

IHSAA/IGHSAU Recommended Protocol When a Student Has Sustained a Concussion or other Brain Injury as Defined in Iowa Code Section 280.13C

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, along with their parents/guardians, are required to annually sign the acknowledgement form. The concussion form can be digitally signed on the student's Bound profile. For information on how to do this, please contact the Activity Department.

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 valid for 365 days, with a 30-day grace period provided for expired physicals. After this grace period, student-athletes without an updated physical will be restricted from all team activities until a new physical form is submitted to the District. Once completed, the physical form can be uploaded to the student's Bound profile. For information on how to do this, please contact the Activity Department.

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. Voluntary Participation:** I understand that this Program(s) is/are completely voluntary and offered by KEOKUK COMMUNITY SCHOOL DISTRICT 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 Program(s). I understand that my participation could result in injury to myself, including loss of property, limb, life, or permanent physical impairment. I believe that I am in good health and know of no physical or emotional reasons why I cannot safely participate. I promise to abide by all 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 that 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. Unless parent(s) have provided written permission (see below) for students to utilize other modes of 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.
- 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, understand its terms, and voluntarily enter into it. 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: _____