



DANVILLE COMMUNITY SCHOOL DISTRICT

ACTIVITIES

HANDBOOK

2024-2025



ACTIVITIES HANDBOOK

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HELPFUL WEBSITES

Danville Community School District	www.danvillecsd.org
Iowa High School Athletic Association	www.iahxaa.org
Iowa Girls High School Athletic Association	www.ighsau.org
The National Federation of State High School Associations (NFHS)	https://www.nfhs.org/
Division I and II NCAA Eligibility	http://fs.ncaa.org/Docs/eligibility_center/Student_Resources/IE_Brochure.pdf
Scores and Stats	https://www.gobound.com/ia/schools/danville
Iowa Association of Track/Cross Country Coaches	https://www.iowarunjumpthrow.com/
Iowa Girls Coaches Association	https://www.iagca.org/
Iowa Basketball Coaches Association	https://ia.nhsbca.org/
Iowa High School Soccer Coaches Association	https://www.iahssca.org/
Iowa Cheerleading Coaches Association	https://www.iowacheercoaches.org/
Iowa High School Baseball Association	https://www.iowahsbca.net/

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ATHLETIC PROGRAMS

MIDDLE SCHOOL

Baseball
Basketball
Cheerleading
Cross Country
Football
Soccer
Softball
Track & Field
Volleyball

HIGH SCHOOL

Baseball
Basketball
Cheerleading
Cross Country
Football
Golf
Soccer
Swimming
Tennis
Track & Field
Wrestling
Volleyball

ACTIVITIES

MIDDLE SCHOOL

Student Council

HIGH SCHOOL

Art Club
Drama
E-Sports
FFA
(Future Farmers of America)
GSA
(Genders & Sexualities Alliances)
Leo Club
NHS
(National Honor Society)
Science Fair
Spanish Club
Speech
STUCO
(Student Council)
Quiz Bowl ?

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ATHLETIC PASSES

Gold Pass admits 1 senior (62+) that lives in the Danville School District to any home athletic event

*proof of residency is required

Senior Pass admits 1 senior (62+) that lives in the Danville School District to any home athletic event

*valid ID is required

Adult Pass admits 1 adult to any home athletic event

Student Pass admits 1 Danville student (K-12) to any home athletic event (includes 1 'Blue Crew' t-shirt)

Punch Card admits cardholder into any home athletic event; total of 10 games

Family Pass (2 options); admits 1 family to any home athletic event; all individuals must live full-time in the same household

OPTION 1

1 adult & 3 student passes (K-12); includes 2 'Blue Crew' t-shirts

*additional student = \$25 each; **additional t-shirts = \$10 each

OPTION 2

2 adult & 3 student passes (K-12); includes 2 'Blue Crew' t-shirts

*additional student = \$25 each; **additional t-shirts = \$10 each

ELIGIBILITY

EXTRACURRICULAR ACTIVITIES

- Extracurricular activities are any activities that will require a student to spend time outside the typical school day or be involved in any public appearances on behalf of the Danville Community Schools.
- All students are encouraged to participate in a plethora of the extracurricular organizations offered by the District.

ELIGIBILITY POLICY AND RULES - MIDDLE SCHOOL/HIGH SCHOOL

To be eligible for any extracurricular activity:

- Students must be enrolled or dual-enrolled in school.
- Students must adhere to all academic requirements established by the school district.
- Students in athletics/activities must be under 20 years of age.
- Students in athletics/activities must be enrolled in high school for eight semesters.
- Students in athletics/activities must not have been a member of a college squad nor trained with a college squad, participated in a college contest, or engaged in that sport professionally.
- Students must have met all transfer requirements [if the student is a transfer student] or are eligible under state law and regulations if the student is an open enrolled student.
- Students may participate in as many activities as they desire, provided they meet the eligibility requirements of the activity and the school.

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DETAILS OF INELIGIBILITY

- The period of ineligibility attaches immediately upon the finding of a violation if the student is engaged in an extracurricular activity.
 - If the ineligibility is not completed during the current activity, it will begin or be carried over to the time the student seeks to go out for the next activity, performance, or contest.
 - If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
- An ineligible student must remain in *Good Standing*, and attend all practices or rehearsals but may not represent the school in performances, contests, or productions.
- An ineligible student must serve the ineligible period during the time they are participating in the extracurricular activity in which they participate.
 - The athlete must complete the season or time period by meeting all activity requirements.
- If a student participates in more than one extracurricular activity at the time of the violation, they will serve the penalty in all activities during this period.
- If Danville is sharing programs with another school, the discipline will be agreed to by the ADs or administration.

ACADEMIC ELIGIBILITY

MIDDLE SCHOOL:

- Eligibility will be reviewed at the end of each quarter throughout the year.
- If a student fails a class at the end of the quarter, they will be declared ineligible to participate in an extracurricular competition/performance for two academic calendar weeks of that active season or the athlete's next sport season.
- Special education students, or students covered by a Section 504 plan shall not be denied eligibility based on scholarship if the student is making adequate progress towards the goals and objectives of the student's IEP or accommodation plan, as determined by the HS Principal.

HIGH SCHOOL:

- Eligibility will be determined by the IAW, the IHSAA, and IGHSAU, and requires that any student involved in (or going to be involved in) extracurricular activities must pass all classes at the end of a semester.
- A student failing a class at the end of the semester will be declared ineligible to participate in extracurricular competitions/performances for 30 consecutive calendar days.
- The 30-day period starts on the first available competition date, or the day after grades are released.
- If it is related to Fine Arts, it will result in sitting out of the first scheduled performance.
- The student must complete the season in good standing, or the 30 days will remain on record until completed, and will be carried over to the next activity.
- Special education students, or students covered by a Section 504 plan shall not be denied eligibility based on scholarship if the student is making adequate progress towards the goals and objectives of the student's IEP or accommodation plan, as determined by the HS Principal.

ELIGIBILITY DATES

MIDDLE SCHOOL:

- End of 1st Quarter
- End of 2nd Quarter
- End of 3rd Quarter
- End of 4th Quarter

HIGH SCHOOL:

- End of 1st Semester
- At the end of 2nd Semester

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OPEN ENROLLMENT AND TRANSFER ELIGIBILITY

- Open enrollment transfer and eligibility only affect students in grades 9-12.
- All students in grades 9-12 open enrolling into the school district, who are otherwise eligible (academics, age, semesters, etc.), shall only be eligible for participation in athletic activities during the first ninety (90) school days of transfer into the school district below the varsity level, unless agreed upon by the resident district and the Danville Community School District.
- The student below the varsity level would be eligible for varsity level participation on the 90th day at 4:00 p.m. CDT.
 - This rule does not apply to a student entering 9th grade for the first time starting a school year, unless they participated at the varsity level as an eighth grader in softball or baseball.
- A transferring student must enter in good standing. If the student has not completed a period of ineligibility at the previous school, the transferring student will remain ineligible until it's been served.
 - The HS Principal and/or Activities Director shall determine the facts of the violation in the prior district.

INFORMATION FOR COACHES

ATHLETIC AND ACTIVITIES EXPECTATIONS

1. **STUDENTS FIRST:** Students will have fun, own their activity experience, and accept the responsibility of being active members of the activity program. The Activities Department, coaches, and directors will create an environment where students have the greatest opportunity for a positive and meaningful experience. Coaches/directors should have fun and enjoy their work by enabling all students to feel part of the program.
2. **HIGH EXPECTATIONS:** Students will have high expectations of themselves, their coaches/directors and any program in which they are involved. The Activities Department, coaches, and directors will support and uphold the vision and mission of the Danville Community School District and abide by the rules set forth by the Danville Board Education, the SEISC, the Iowa Girls High School Athletic Union, and the Iowa High School Athletic Association.
3. **COLLABORATION:** Students will learn to work effectively and positively with teammates, coaches/directors, officials, judges, etc. The Activities Department, coaches, and directors will be supportive of all activities and work as a team to build all Danville programs.
4. **INTEGRITY:** Students will learn to follow the rules and participate with honor by doing things right for the right reasons. The Activities Department, coaches, and directors will be positive role models, leading by example and by demonstrating honesty, responsibility, character, leadership, and morality.
5. **STEWARDSHIP:** Students will learn that it is their obligation to recognize, care for, and realize their gifts and talents for the greater good of all. The Activities Department, coaches, and directors will be fiscally conservative and take initiative in solving problems. We will be ambassadors in the community for our programs.
6. **ADAPTABILITY:** Students will learn self-reliance, perspective, balance, resilience, and how to deal with adversity in changing conditions. The Activities Department, coaches, and directors will be flexible, proactive, and be able to make adjustments in changing conditions.
7. **RESPECT:** Students will learn the value of their experience in activities by showing respect and having an appreciation for the efforts and responsibilities demonstrated by others. The Activities Department, coaches, and directors will be professional in all aspects of their work. This includes communication with all constituents, language use, dress, and conduct. These choices must show regard for others and the coaching profession.

ACTIVITIES HANDBOOK

DUTIES & RESPONSIBILITIES OF ATHLETIC COACHES

HEAD COACH EXPECTATIONS

1. Manage and evaluate all coaches within their program; assistant coaches, volunteer coaches, junior high coaches, etc.
 - a. The head coach is the leader of the program. They should be in regular contact with all coaches within the program, so the same expectations are being set and met, the same plays and programs are being run, etc.
2. Supervise all athletes at all times, after during and after all activities. A paid coach needs to remain with all athletes until the last individual is picked up from the game or practice.
3. In a fair and equitable manner, recruit student managers for the season, providing them with the necessary instruction and guidance.
4. Begin practices on the dates set by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.
5. Forms:
 - a. **Physical** - All squad members must have passed a physical examination as required by the state, and that proof of such is on file prior to participation in any manner.
 - i. Without a current signed physical, no athlete should be allowed to participate.
 - ii. Coaches/Sponsors must have a copy of each student's physical form in their possession during the entire season.
 - b. **Good Conduct Policy** - All squad members must read and understand the Good Conduct Policy, and sign an agreement to abide by the policy.
 - c. **Consent Form** - All squad members must have a completed consent form, signed both by the student and their parent/guardian.
 - i. Coaches/Sponsors must have each student's signed form in their possession during the entire season.
 - d. **Concussion Form** - All squad members must have completed a concussion form, signed both by the student and their parent/guardian.
 - i. Coaches/Sponsors must have each student's signed form in their possession during the entire season.
6. Be sure that there is always adequate locker room supervision.
 - a. See that locker and equipment rooms are maintained in a neat and proper manner
7. Treat all injuries in a serious professional manner.
8. Keep statistics as are required by the administration, conference, and/or stats necessary for school records.
9. Rate officials when requested.
10. Provide direct supervision of the Weight Room whenever that facility is being used by your squad.
11. Follow the guidelines of the Department of Education, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and the Danville Community School District.
12. Complete an inventory of equipment at the beginning of the season
13. Complete the end of season requirements, which will be communicated by the Activities Director.
14. It is encouraged that coaches have individual meetings at the close of the season, with all athletes at the varsity of their respective sports. This allows coaches to give them feedback on their season and make a plan of action going forward for their continued success.

ACTIVITIES HANDBOOK

ASSISTANT COACH EXPECTATIONS

1. Adhere to and carry out the duties and responsibilities expected of the head coach.
2. Assist the program in operating efficiently and in the best interests of the students who participate.
3. Give support and become involved in the decisions made affecting the program.
4. Be a positive influence on the activity by offering suggestions on ways to improve the activity and performance of the athletes.
5. Cooperate with the head coach or sponsor in seeing that such changes, whether theirs or others involved with the program be carried out with fidelity and integrity.
6. Inform the head coach or sponsor of any problems, irregularities, ethical concerns, or misconduct existing in the program.
 - a. An assistant has the duty and responsibility to report to the Activities Director if any potential or current problem existing in the program that after discussion with the head coach or director, has failed to be addressed.
 - b. The assistant shall follow the proper chain of command in dealing with any such concerns.

VOLUNTEER COACH EXPECTATIONS

We commend any adult who gives their time to our youth, and are thankful to have those individuals in our programs. Volunteer coaches are encouraged to give additional instruction and general help to the programs.

All volunteer coaches must be approved by the Activities Director and Superintendent.

To be a volunteer coach, the following conditions must be met:

- Must have a valid coaching endorsement or authorization on file in the administration office.
- Must pass a background check.
- Must be a positive role model around our youth.
- Must have the skills and expertise needed by the coach.

MIDDLE SCHOOL ATHLETICS

Participation is the key ingredient for students at this age. Students should be encouraged to become involved in various athletic teams and not specialize in one activity. Preparing these students for the competition they will experience at the senior high level is also paramount to the success of the entire athletic program. Equal playing time cannot be guaranteed at the junior high level. Every opportunity, however, will be taken to provide playing experiences to all participants.

PROGRAM DEVELOPMENT

All High School programs are required to host youth camps at any point during the school year. Camps can occur at any time during the school year.

The 7/8 Grade program integrates participants with a wide variety of skill levels who for the first time are all representing the same school. Emphasis is placed on participation but the competitive expectations increase when compared to that of the youth programs. Additional quarters or games may be scheduled in order for participants to compete against other programs whose participants are near the same skill level. By grouping participants based on their ability and matching them against teams from other schools with similar abilities, participants get the opportunity to better learn the game while also striving to reach their full athletic potential.

ACTIVITIES HANDBOOK

HIGH SCHOOL ATHLETICS

Danville is in the South Division of the SEISC. Competition for more advanced individuals plays an important role in the high school athletics program. Based on the numbers of each individual team, participation opportunities may be provided for players of different skill levels, by playing freshman games as well as JV games. *Participation and playing time are not guaranteed.* The number of participants on senior high athletic teams will be based on State regulations regarding squad size and schedule limitations, in addition to local concerns regarding facility and transportation availability, financial impact, safety, instructional quality and program manageability.

Some athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition, regardless of age. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

The **Junior Varsity** programs are designed to help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.

The **Varsity** team is for those who have mastered the basic skills and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team.

**Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.*

END OF SEASON REQUIREMENTS

Within two weeks of the close of the season, coaches will schedule their end of the year evaluation. At this meeting, coaches will submit to the Activities Director a written summary of their sport.

Coaches should include the following in their sport summary;

- Final Roster
- Final Season Statistics (including win/loss record and scores of all games)
- Copy of the All-Conference Team
- Team Awards
- All-Academic Recognition
- Final Inventory (additional form provided)
- Facility /Equipment Needs for Next Season (additional form provided)
- Recommendations for next year

ATHLETIC SCRIMMAGES

- Danville Community School District follows all rules and regulations set by the IHSAA and IGHSAU, including those pertaining to scrimmages.
 - Rules applying to scrimmages may be found in the IHSAA sports manuals dealing with that specific sport, and the Constitution of the IGHSAU.
- Coaches wishing to scrimmage other teams should first clear the date and activity with the Activities Director.
- Care should be taken to see that the visiting team's personal items are secure.

ACTIVITIES HANDBOOK

ATHLETIC INJURIES

The purpose of this policy is to establish the best possible care for all athletic injuries. The head coach of each athletic activity is responsible for seeing that all known injuries are properly cared for and that those which occur during practices and games are properly reported.

Please use the following procedure:

1. Determine the extent of the injury, treating no injury as minor until finding otherwise.
2. If the injury requires medical care, either obtain the services of a doctor in attendance or if no doctor is available, and an ambulance or rescue unit is appropriate to insure safe transportation of the athlete to a medical care facility, call an ambulance/or rescue unit. (All coaches should have their own emergency plan in place that may be unique to their individual sport.
3. A school official should accompany the student to the hospital or medical care facility when possible.
4. As soon as possible, properly contact the student's parents or guardian.
5. An accident report must be filed with the district. These are available in the Activities Office or on the school website.

SPORTS SEASONS

- In the event that a second sport is allowed to start practicing before the season in progress is completed, the second sport must practice in off hours and in a location which will not interfere with the former sport.
- Some students may choose to be involved in two or more activities during the same season, and while every effort will be made by school officials to avoid conflicts, they may still arise. When they do occur, the following criteria are used to prioritize the attendance of the student:
 1. State level performance
 2. District level performance
 3. Conference level performance
 4. Inter-school competition
 5. Public performance
- Sharing an athlete in multiple sports is an acceptable practice as long as both coaches agree and come up with a written plan addressing practice and event participation.
 - The plan will need approval by the Activities Director prior to the event.
- Being a small district, we encourage multi-sport or multi-activity students. However, shall a student want to participate in two sports at the same time, they will need approval from the Activities Director.

LOCKER ROOMS

- Lockers will be provided for athletes while the season is in session.
- Locker rooms will be locked during practices and games.
- Please advise athletes to padlock their lockers whenever they are not in there. The padlock may be a key lock or combination lock.
- The school reserves the right to cut padlocks off of lockers if deemed necessary. In such cases, the school will secure the equipment and clothing in the locker for the student.
 - The school is not responsible for the replacement cost of any locks that need to be cut off of lockers.
- Coaches/Sponsors are responsible for the daily inspections of the locker rooms after all practices and events.
- The coach should always do a walk-through before and after practice to make sure all is good.

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EQUIPMENT

CARE OF EQUIPMENT

- Participants are to be held accountable for any loss or abuse of equipment. Any equipment lost or destroyed by a participant must be paid for by the student or parent/guardian.
- Any loss or destruction of equipment should be reported to the coach or director immediately.
- Coaches will be responsible for all equipment relating to their sport including equipment that is used individually by their athletes.
- The cooperation of all coaches/directors is solicited in seeing that individuals maintain proper care of all equipment.

EQUIPMENT RECORDS

- The coach/director will be responsible for keeping accurate records. These records are to be checked against equipment turned in by each participant at the end of each season.
- A pre-season equipment inventory is to be taken, and compared to the end-of-season inventory from the previous year.
 - **For the 2024-2025 school year**, if there is not an accurate record of all equipment within the program, one will need to be taken.
- At the end of the season, coaches must take inventory of their equipment and compare that to the pre-season inventory.
 - Both of these reports will be submitted to the Activities Director at the head coach's post season evaluation meeting.

PURCHASE & REPAIR OF EQUIPMENT AND SUPPLIES

- In addition to the end of season inventory, a list of items that need to be repaired or replaced will be submitted as well. The Activities Director will review these requests and make a decision of approval or rejection based upon equipment needs and overall athletic budget.
- Any purchases of equipment or supplies are to be approved by the Activities Director. This approval must be obtained prior to the actual purchase.
- Requests for repair of equipment are to be accomplished within the same format as used in the purchasing of equipment.

ORDERING EQUIPMENT, SUPPLIES, REGISTRATIONS

- The actual ordering of equipment and supplies will be handled through the Activities Director.
- Requests for purchases must be filed with the Activities Director before a purchase order can be issued.
 - All purchase requests must be complete as to size, color, quantity, trim colors, type of material, etc. **NO PURCHASES CAN BE MADE WITHOUT PRIOR APPROVAL OF THE ACTIVITIES DIRECTOR.**
- Every effort must be made to anticipate needs and requisition equipment well in advance of the season. In spite of careful planning, it is understood that emergencies can arise and there may be occasions for a coach to want equipment quickly, but the Activities Director will make the decision in this situation.
- All purchases to go through the Booster Club will come to the Activities Director first, who will then take the requests to the Booster Club.

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TRANSPORTATION

EXPECTATIONS OF COACHES

- Coaches and sponsors must ride with and supervise the students to and from the events, unless cleared with the HS Principal and/or Activities Director in advance.
- Coaches and sponsors are responsible for making sure that the vehicle is clean after returning from the trip.
- Coaches and sponsors are responsible for making sure that all students adhere to proper transportation rules.
- Coaches and sponsors are responsible for requesting transportation for all competitions and events, **at least 14 days in advance**, with the exception of events scheduled inside of the 14 day window.
 - There is an online form that must be completed and sent to the Activities Director to request transportation.
 - No requests should be made directly to the Transportation Director via email or phone call, only with the online form.
- NO TRANSPORTATION REQUESTS WILL BE GRANTED WITHIN 48 HOURS OR LESS OF AN EVENT THAT HAS BEEN SCHEDULED, OR ON A SCHEDULE FOR MORE THAN 48 HOURS.
- All extenuating circumstances will be considered and decided upon by the Activities Director and Transportation Director.

EXPECTATIONS OF STUDENTS

Any student participating in a school-sponsored activity is expected to travel to and from the event in transportation provided by the school. However, the district does recognize that sometimes extenuating circumstances dictate the need for an athlete/participant to arrive home earlier than the school transportation can provide.

Coaches may make the decision to require athletes to travel home from events as a team. That will be at the discretion of each individual coach. Students are to return home on district provided transportation unless parents have made specific arrangements to assume responsibility for their child's transportation. Parents may assume that responsibility by choosing one of the following two alternatives:

1. **A student may ride home from the event with his/her parent(s)/grandparent(s) or graduated sibling.** They must personally contact the coach or sponsor after the event and sign the appropriate sign out form.
 - When a guardian signs the form and takes athlete/participant with them, they assume responsibility for the child's transportation home from the specific event and absolve the Danville School District from any responsibility for transporting the child home from the event.
2. **A student may ride home from an event with another student's parent/grandparent.** All of the following procedures must be followed or the student is in violation of this policy:
 - Parents must contact the Activities Director and/or the Coach/Sponsor by phone or email to make arrangements for their child to ride home with another individual.
 - This can be requested on a day-to-day basis, or for a string of events:
 - Ex: Joe will be riding home with Bob from all away games this season.
 - *This must take place before athletes/participants depart towards their destination.*
 - ****The school retains the authority to verify parental permission at any time the district deems such action necessary.****
 - Adults who are taking another child home will need to also sign them out after the event.
 - The athlete/participant must absolutely ride home from the activity with the designated team parent.
 - The team parent may not transfer the responsibility to another team parent, student or any other individual under any circumstance.

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Violators of this policy will lose the right to participate in events for the following week of scheduled activities in which he/she is to participate. Other actions regarding the policy may be taken as well if necessary. Under very extenuating circumstances the administration can deem exceptions to this Policy.

DRESS CODE

DRESS & APPEARANCE

The head coach/director in charge of each sport is responsible for the appearance of his/her participants, including dress and neatness. Students should be informed by the coach before the contest to dress in a manner that will bring credit to themselves, their group, their home, and the school.

PRACTICE ATTIRE

1. A t-shirt or tank top must be worn at all times.
2. Tops
 - a. No sleeveless shirts with an unfinished hem. Shirts that have been cut out and expose bare stomach and sides will not be permitted.
 - i. An exception to this goes for football players, who may be wearing these types of shirts under their pads.
 - b. Tops in the colors of blue, white, black, and gray are the only colors that will be permitted at all practices, camps, open gyms, scrimmages, etc.
 - i. An exception to this would be Danville shirts of a different color, such as a pink state shirt, conference champion shirt, etc.
3. Shorts
 - a. All shorts should be of a length and style that is appropriate for the sport.
 - b. Shorts can be of any color.
4. NO APPAREL OF OTHER SCHOOLS WILL BE ALLOWED.
 - a. This excludes collegiate or professional teams that follow the color code rule.
 - b. Shirts from other schools can be worn only when it is from a shared sport; wrestling, soccer, swimming.
5. Athletes who are not properly dressed will be asked to change or leave practice, and will receive an unexcused absence.

GAME AND EVENT ATTIRE

1. Uniforms will be handed out to the athlete and only to be worn by the athlete, unless permission is given by the Activities Director.
2. Uniforms will be returned in a timely manner in the same condition as received.
3. Uniforms will have blue, white, or black as the primary colors.
4. When traveling to other schools, students should always be following the dress code in the student handbook.

UNIFORMS AND EQUIPMENT

- Coaches will maintain proper equipment and uniform inventories, and a copy will be submitted to the AD at the beginning and end of each season.
 - A preseason and postseason inventory will be taken by the coach.
 - A record of the uniforms and equipment issued to the students shall be maintained.
 - Equipment and uniforms may need to be numbered or labeled so they can be properly identified.
 - Coaches are responsible for getting uniforms and equipment out and putting them away.
 - The coach will notify the parent of the student if their equipment or uniform is lost.

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- Students who do not turn in school-issued equipment in an activity will not be issued equipment or uniforms in their next activity, nor allowed to participate until that equipment/uniform is returned to the school, or the student pays for the replacement cost.
- All warm-up and game attire worn on the court will follow the color structure of the dress code, with the exception of special events (Pink Out, etc.).

AWARDS

LETTERING PROCEDURES

The criteria for lettering in your sport or activity are determined by the coach or sponsor of that activity.

MIDDLE SCHOOL:

- Participation certificate

HIGH SCHOOL:

- First time letter winners will receive a “D” letter (only once), a pin of that sport, a bar, and an award certificate.
- Thereafter, letter winners receive a bar and an award certificate.
- Non-letter winners receive a participation certificate

GOOD CONDUCT POLICY

The Good Conduct Policy applies to all extra-curricular activities; fine arts performances, sports, clubs, and organizations.

It is a privilege and honor to participate in extracurricular activities at Danville. These activities can add a great deal to a student's education by promoting good citizenship and moral character, developing discipline and skills necessary to obtain personal success and wellbeing, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities must conduct themselves appropriately at all times both on school grounds and away from the school.

Before participation in any activity is permitted, **all students** who wish to participate in extracurricular activities shall receive, read, and sign a copy of the coaches/sponsors rules, including the Good Conduct Policy, indicating they have read and understand the expectations. Coaches need to have their rules/expectations turned sent to the Activities Director prior to the first day of practices for their season.

Before participation in any activity is permitted, **all parents** who wish to have their child participate in an extracurricular activity shall receive, read, and sign a copy of the coaches/sponsors rules, including the Good Conduct Policy, indicating they have read and understand the expectations.

VIOLATIONS

Any student is in violation of the Good Conduct Provision if he or she is found to have:

- Possessed, used, or purchased alcoholic beverages (including beer and wine)
- Possessed, used, or purchased illegal drugs (including steroids)
- Possessed, used, or purchased prescription drugs without proper authorization
- Possessed, used, or purchased tobacco products or vaping products, regardless of a student's age
- Engaged in any illegal act that would be grounds for arrest or citation
 - This is excluding minor offenses such as traffic or hunting/fishing violations) in the criminal or juvenile court system regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

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- Displayed inappropriate, unsportsmanlike, or offensive conduct such as fighting, bullying, insubordination, hazing, or harassment of others.
- Engaged in vulgar, profane, demeaning, bullying, and/or harassing behavior via any type of social media, group chat app or message, blog sites, email, or any other public domains that does not represent the Danville Community School District, its staff, or students in a positive manner.
- Violated the student handbook

DUE PROCESS

The student shall be provided a hearing with the Activities Director and HS Principal. The student will be given an oral or written notice of the hearing. During the hearing, the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to present his/her side of the story. After review of the evidence the Activities Director and HS Principal shall determine the status of the student.

THE FOLLOWING LIST OF DISPOSITIONS MAY BE INVOKED:

- A student who was *not found* to have violated the Good Conduct Policy will not be subject to disciplinary action
- A student who was *found* to have violated the Good Conduct Policy shall be penalized according to the penalties listed below.
- Parents, guardians, and the relevant teacher/sponsor/coach and the administration will be notified of the disposition at the earliest possibility.

REDUCTION IN PENALTY OPTION: ADMISSION/SELF REPORTING AND BEHAVIOR AGREEMENT

- If a student comes forward to a coach, administrator, teacher, or activity sponsor to self-report (admit) any violations of the Good Conduct Policy within 24 hours and opts to enter into and complete a Behavior Agreement, the penalty may be reduced.
 - The 24 hours is excluding Saturday and Sunday, in which the report must occur before 8:15 on Monday following the incident, regardless if school is in session.
- The Behavior Agreement shall be written and shall include, but not limited to, an apology for the students behavior to ALL affected parties, and restitution where appropriate. The student will also be required to complete 10 hours of service work within the school district, which shall be decided upon by the Activities Director.

PENALTIES

First Offense

- Penalty: loss of eligibility for 33% of the contest/performance dates scheduled for that activity for the year.
 - Calculation: $(1 \text{ divided by the number of total dates schedule for that season for that sport}) \times 100$
= A number that each contest date is worth for that season
 - Example: if you have 9 dates, $1/9=.11$, $.11 \times 100=11.1$, $33/11.1=2.97$ or 3 games
 - If the athlete is not able to satisfy the 33% requirement for that season, the same formula will be used for the next activity the student will be involved in.
- Penalty Reduction Option: if a student meets the requirements of this option, the penalty may be reduced to 20% (or at least one) of the contest/performance dates scheduled for that activity for the year

ACTIVITIES HANDBOOK

Second Offense

- Penalty: loss of eligibility for 67% of the contest/performance dates scheduled for that activity for the school year.
- Penalty Reduction Option: if a student meets the requirements of this option, the penalty may be reduced to 33% of the contest/performance dates scheduled for that activity for the year
 - The student must also elect to seek an evaluation from a recognized substance abuse facility or behavior program at the student or the parent/guardian's expense.
 - The student must successfully complete the evaluation of the program and agree to waive confidentiality to allow the facility to report back to the Superintendent or Activities Director regarding recommendations for treatment or follow-up care.
 - If a treatment is recommended and the student elects to enter into a treatment program at the student or the parent/guardian's expense, the hours of treatment may be counted as community/school service hours.

Third Offense

- Penalty: the student will be ineligible for participation for one calendar year.
- Penalty Reduction Option: none.

Fourth Offense

- Penalty: the student is ineligible for participation in any activities for the remainder of their career.

OTHER BEHAVIORS

For behaviors including inappropriate, unsportsmanlike, offensive conduct, vulgar, profane, demeaning, bullying, and/or harassing behavior via any type, it will be the prerogative of the Activities Director, HS Principal, and Superintendent to assess contest or performance suspensions based on the breadth, depth, vulgarity, and severity of such acts. If the violation results in disqualification from a contest assessed by the game officials;

1st Violation

The student will be suspended for the next contest date at the same competition level

2nd Violation

The student will be suspended for the next two contest dates at the same competition level

3rd Violation

The student will be removed from the squad/team for the rest of the same season

APPEALS

Step 1

The student or the parent/guardian may appeal within five days of the determination of the Activities Director by making a written notice of appeal to the building principal. The hearing shall be within seven calendar days of the receipt and notice of the appeal. The building principal shall make a written decision within 72 hours of the hearing.

Step 2

If the student and/or parent/guardian is still dissatisfied, they may appeal to the Superintendent within five days of the determination of the building Principal by making a written notice of appeal to the Superintendent. The hearing shall be within seven calendar days of the receipt of the notice of appeal. The Superintendent shall make a written decision within 72 hours of the hearing.

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Step 3

If the student and/or parent/guardian is still dissatisfied, a written appeal may be filed with the board secretary within five days of the determination of the Superintendent. The view by the board will be in a closed session unless the student's parent/guardian requests an open session. A student who is 18 may request an open session on their own behalf. The grounds for appeal to the school board are limited to the following; the student did not violate the Good Conduct Code, the student was given inadequate due process in the investigation and determination, or the penalty is in violation of the Board Policy. The School Board shall make a written decision within 72 hours of the session. If the decision of the administrator is reversed at any higher level, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

The decision maker(s) will be vested with discretion to impose a lesser sanction or penalty including reduction of the offense level if the decision maker(s) determine mitigating circumstances exist, and the decision maker(s) sets the mitigating circumstances in writing. In this context, the decision maker(s) means the building level administrators, the Superintendent, and the school board.

ATTENDANCE

EXCUSED ABSENCES

- No consequences; Requires prior approval from the coach if possible.
- Any scheduled appointment, *with a medical note*, including but not limited to:
 - Physical therapy
 - Dental/Ortho
 - Counseling
 - Other medical reason
- Teacher time/academic responsibilities, with notification from the teacher or principal
- Wedding
- Funeral or death in the family
- Illness when absent/dismissed from school
- Family Graduation
- School Activities

UNEXCUSED ABSENCES

PLANNED UNEXCUSED ABSENCES requires prior conversation with the coach. This conversation may or could lead to no consequences.

- Family Vacations
- Church Event
- Mission Trip
- Vacation
- Senior Pictures
- College Visit
- Job
- Anything not listed as excused

ACTIVITIES HANDBOOK

UNPLANNED UNEXCUSED ABSENCES

- Unplanned Family Vacations, Trips of any kind
- Undocumented Excuses (car trouble, needed at home, sick, etc.)
- No Ride (each coach should have a plan for situations like this that may arise)
- No Call, No Show
- Missed Bus or Van
- Anytime a student does not show up, and has no note or proof of reason for absence

UNEXCUSED ABSENCES ARE BY CONSECUTIVE DAYS MISSED. EXAMPLES:

- Family vacation preapproved with the coach for Monday-Friday equals 1st offense.
- The person decides to stay an extra day and misses Saturday practice equals 2nd offense.
- If a player misses another day because of extension to the vacation, or any other reason, that would be a 3rd Offense.

CONSEQUENCES FOR UNEXCUSED ABSENCES:

1st Offense

Coach decision/punishment

2nd Offense

A student misses one contest or competition. Written or verbal notification will go to the parent/guardian and Activities Director. A meeting is scheduled with the student, parent/guardian, coach, and AD to discuss the issue.

3rd Offense

A student misses two contests or competitions. A meeting is scheduled with the student, parent/guardian, coach, and AD to discuss the issue

4th Offense

Removal from the team or squad

ACTIVITIES HANDBOOK

PARENT COMMUNICATION

ATHLETIC PARENT MEETING

It is required for each head coach to conduct a parents meeting prior to the start of their competitive season. Remember communication is one of the best ways to avert trouble and gain support.

ITEMS TO DISCUSS WITH PARENTS - *all policies to be discussed with parents are located in this handbook*

1. Eligibility and the Code of Conduct Policy.
2. The coach's philosophy, rules, and expectations and the program's goals and objectives.
 - a. Policies regarding food, transportation, practice, vacations (spring and winter) and cell phones.
3. Review with parents the tensions and frustrations they may experience with the student participating, not participating, and reacting based on those feelings.
 - i. Also discuss reactions from other parents (they will always be told good things about their child from other parents).
 - ii. All of us feel our children are the best and want them to be happy. If they aren't - the coach/director is usually blamed. The coach/director will decide who, in their best estimate, deserves to fill a specific role and has the talent to do so.
- b. Students have frustrations; they should be encouraged to voice them in the appropriate manner, and when done so, they usually go on to improve if parents or others don't interfere.
 - i. Encourage parents to support the program and push students to advocate for themselves.
- c. Equipment or materials that the students will need to buy or rent. An explanation should also be given that students will be expected to reimburse the school for any equipment not returned at the end of a season or event.
 - i. Students will not be allowed to move on to the next activity or sport until items are returned or fees have been paid.
- d. Address how conflicts can be resolved if they occur between two school programs.
- e. Let the parents know you are open to questions and discussion during the season, when the appropriate chain of command is followed.
- f. Encourage parents to be positive - don't tear the group or staff down! Please have them talk to the coach or director if they have concerns, following the appropriate chain of command.
- g. Remind them that our program is an educational one - not merely a recreational one - students will grow from both positive and adverse situations.
- h. Clearly define your lettering requirements.
 - i. Schedules.
- j. Proper training techniques and diet; how to fuel their bodies in the days and hours before and after they practice and compete.
- k. The treatment of injuries.
- l. Dress code and attire for practices and competitions.
- m. School attendance.
- n. Encourage parents to refrain from sending any messages to the coaching staff during or right after any event or competition; everyone's emotions may be high and that will not produce the best results for anyone involved.

ACTIVITIES HANDBOOK

PROCEDURE FOR RESOLVING CONCERNS WITH A PROGRAM

From time to time, in working with the many individuals who are involved in an activities program in a school such as ours, issues come up that may cause concern for parents. It is difficult for these concerns to be addressed when the parties involved have different views, backgrounds, and opinions. The following procedure will be followed in order to get the issues on the table and address them.

Should concerns with a program surface, no conversations are to be had after an event or competition. A meeting needs to be scheduled between the involved parties the following day(s). Parents should respect the boundaries of their coaches, and expect a response during their working hours.

If issues arise, the following chain of command will be followed:

Level 1 Student and coach

Level 2 Student, parent and coach

Level 3 Student, parent, coach and Activities Director

Level 4 Student, parent, coach, A.D. and principal

Level 5 Student, parent, coach or director, A.D, principal, and superintendent

Once again, we are suggesting that concerns are best resolved at the level closest to the problem. As with any appeal procedure, should satisfaction not be achieved at a level, then appeal can be made to the next level. Administrators, coaches, directors and parents are in the business to best serve our students and participants. This process will help us to make the activities programs at Danville something that we can all be proud of.

SCHOOL

SUSPENSION IN & OUT OF SCHOOL

In-School Suspension: When a student is suspended in school, they are still required to attend the practice or game scheduled for that day, but may not participate. This will be counted as an unplanned and unexcused absence. If a student chooses not to attend, further punishment will incur.

Out-of-School Suspension: The student will be sent home, and may not appear on school property from the time the student is suspended until the student is readmitted. When a student is suspended out of school, s/he may not attend any extra curricular activities or appear on school grounds during the course of the suspension.

SCHOOL EARLY DISMISSAL & CANCELLATION DUE TO WEATHER

SCHOOL CANCELLATION

Middle School: all practices, activities, and competitions are canceled for the day/evening

High School: activities may practice no earlier than 3:30 and this must be approved by the

Superintendent and Activities Director. This is only if road conditions have improved. We understand that each athlete's road conditions are different so if you feel your roads are unsafe please contact the coach directly.

ACTIVITIES HANDBOOK

EARLY DISMISSAL

All practices for the day/evening will be canceled

If a competition/performance is scheduled for that evening, it is to be decided by the Superintendent, Activities Director, and Coach/Sponsor whether those events will take place.

If events are scheduled at other locations, that will be at the discretion of the Activities Directors and Superintendents of both districts.

LATE START

No activities to occur before school.

SCHOOL ATTENDANCE

- Students *with a full schedule* participating in school activities must be in school by 11:30 a.m. on the day of the event in order to participate in the school activity (including practices).
- Medical appointments and dental appointments are excusable if the HS Principal and/or Activities Director deems so.
- The HS Principal and/or Activities Director has sole discretion in determining whether an absence will be excused.
- If the building principal and/or Activities Director is gone, the acting principal and/or Superintendent will make the decision.

ABSENCES FOR SPECIAL EVENTS

- If a team and/or group of students are planning a trip for a special event during school hours it is the responsibility of the coach/sponsor to hand out and collect pre-arranged absence sheets.
- The coach will be responsible for turning them into the office all at once **before** the trip, and provide the building secretary with a roster of students who will be attending the event.

CAMPS, OPEN GYMS, AND PRACTICES

SPORTS CAMPS

Any coach wishing to use Danville Community School District facilities to conduct sports camps must obtain permission from the Activities Director. Sports Camps shall not conflict with the sport-in-season. An athlete may not miss a practice or game to attend a Danville Sports Camp. Head coaches shall schedule camps to respect the integrity of the sport in season, including sports occurring in the summer. Varsity baseball and softball players shall not participate in a camp in the week prior to the start of District, Regional, or Sub-State play. The coach operating the camp will not require an athlete to participate in the camp on the same day as a contest for the sport in season.

All head varsity coaches are encouraged to host a youth and a team camp during the season or off-season for their designated sport.

IOWA NATIONAL GUARD FITNESS CAMP

The Iowa National Guard hosts a fitness camp in Middletown every summer. *All coaches are expected to make an effort to encourage their athletes to attend this camp.* The National Guard is a partner and huge supporter of our school district, and it's important that we show them support like they give to us. Any athletes who do not have a conflicting game or practice during the camp, as well as coaches who are not working or coaching, are encouraged and expected to attend.

ACTIVITIES HANDBOOK

SCHOOL SPONSORED CAMP REGULATIONS

- Youth and team sports camps are expected.
 - Running camps builds a sense of community within your program, and allows for connection outside of the season.
 - Connecting with the youth is essential to build our programs from the ground up.
- The camp dates and times should be scheduled with the Activities Director, and a Google Form will need to be filled out to reserve the desired space
- Coaches must turn in the camp information to the Activities Director.
- Students from other districts may attend Danville Sports Camps.
- Arrangements will be made with the Activities Department/Administration Office/Booster Club for athletes who would like to attend camps but cannot afford to do so.
- The goal of the sports camps is to increase and develop the skills of the individual students.
- The maximum time of the camp is five days, and each day cannot be longer than four hours in length.
- The coaching staff at the camp must be pre-approved by the Activities Director.

RECREATIONAL “OPEN” GYM

- The coach shall not engage in any type of coaching or participation during the supervision of an open gym that goes against rules governed by the IHSAA and IGHS AU.
- Attendance at open gyms is voluntary.
- Volunteer or paid coaches may not directly or indirectly require the attendance of students, or require the performance of activities by students prior to the legal practice period for that coach’s sport.
- Participation by students who are already involved in an in-season sport shall be at the discretion of the coach of the in-season sport. Proper ethics and communications are expected between the coaches/sponsors involved.

PRACTICES

- Coaches are expected to hold regularly scheduled, high quality practices.
- Practices should be planned ahead of time, be organized, and planned with the goal to improve the skills of all participants.
- When school is dismissed early or canceled, please follow the directions located in this handbook.
- All coaches and sponsors are responsible for making sure that all of their students have rides and have left the building.
- Under no circumstances shall any student be left waiting for a ride home without proper supervision.
- No doors should ever be left propped open.
- The building, equipment sheds, closets, etc. should be secured when the coaches/sponsors leave the building
- Coaches are expected to be the first person at practice and the last person to leave.

SUNDAY & WEDNESDAY PRACTICES, HOLIDAYS & OPEN GYM

Sunday practices are prohibited unless approved by the Activities Director or Superintendent.

In keeping with good community relations, student’s activities scheduled on Wednesday night will conclude by 6:00 p.m., from the beginning of the school year until the second Monday in May. Students may participate in activities scheduled by the state or activities rescheduled by other schools. Students with conflicts on re-scheduling activities on a Wednesday evening shall be excused from the activity with no consequences because of changing dates. It shall be the responsibility of the Activities Director or designee to oversee the scheduling of school activities for compliance with this policy.

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Practice schedules for holiday breaks will be communicated at the beginning of the season. We will not practice on Thanksgiving Day, Christmas Eve/Day, or New Year's Day.

FACILITY RENTALS

No school sanctioned sports, clubs, or activities will be required to rent the facilities.

Any other individual or group wanting to rent the facilities must fill out a Facility Request Form, and pay a \$100 rental fee, to pay for utilities and custodial services. These individuals or groups will also be required to provide proof of insurance in order to rent the facilities as well.

FUNDRAISING

FUNDRAISING

Fundraising has become a necessary part of supporting sports and activities. Gate money does not always cover the total expenses of school sports and activities. All sports and activities are encouraged to run at least one fundraiser that will be run through the Activities Office, *in addition to apparel sales*. All Fundraising must be approved by the Activities Director and School Board. Programs can do additional fundraising through the Booster Club as well. Our athletic department relies heavily on our Booster Club to help organize and run our fundraising events.

CONCESSIONS

Concessions are managed by our Booster Club. The funds they raise are essential to the success of our programs, and they can't raise money without the help of our athletes and their families. We could not do what we do without our Booster Club. ***Because of this, each program will be REQUIRED to fulfill concession stand duties throughout the year.***

Each coach will be responsible for finding parents (or athletes with adult supervision) who will volunteer time in the concession stands on their designated assigned dates. All efforts will be made to ensure that sports are being assigned concessions that DO NOT interfere with their own competitions. If coaches do not fulfill their responsibilities, or are showing no attempt to fulfill their responsibilities, a meeting with the Activities Director will be held to discuss the insubordination.

SPECIAL EVENTS

TEACHER AND STAFF APPRECIATION EVENT

- Each team will schedule a Teacher and Staff Appreciation Event where students will have the opportunity to recognize a staff member, current or former, who has impacted their lives. These events can be recognition during a game, having staff members wear the player jerseys, etc.

SENIOR NIGHT

- Seniors will be recognized at the last regular season game/event held at home.
- Each athlete will fill out a senior night questionnaire online and submit the form at least 48 hours prior to the event to the Activities Director.
- Athletes will be escorted by a family member or adult of their choice, and flowers will be provided.

ACTIVITIES HANDBOOK

TEAM ONLY QUALIFYING SPORTS

Football	Volleyball	Boys Basketball	Boys Soccer	Girls Soccer
Cheerleading	Baseball	Softball	Girls Basketball	

- Only individuals that are on district/substate rosters will be financially supported and supervised by the school.
 - Additional teams or groups could be approved to attend at the discretion of the Administration.
- Non-qualifying team members may go as school participants (fans) and may use a school sponsored pep-bus (if provided) or their own transportation.
- The school or Boosters will not pay for non-qualifiers for hotel, food, admission, etc.

TEAM AND INDIVIDUAL QUALIFYING SPORTS

Boys Cross Country	Girls Cross Country	Boys Golf	Girls Golf	Boys Swimming
Boys Track	Girls Track	Boys Wrestling	Girls Wrestling	Girls Swimming

- Any individual state qualifier will be financially supported and supervised by the school.
- If a team qualifies for state, any individual (or any recognized alternate) that competes in the state qualifying event (district, regional final, or substate) will be financially supported and supervised by the school as a school activity.
- The school or Boosters will not pay for non-qualifiers for hotel, food, admission, etc.