

**LEWIS CENTRAL**

**GRADES 7 – 12**



**ACTIVITIES HANDBOOK**

**2020 - 2021**

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ACTIVITIES HANDBOOK  
2020 - 2021  
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## **PURPOSE**

Activities, and their competition and performance, may be the real bastions of discipline and participation in our society. Co-curricular activities are often called upon to absorb much of the responsibility for teaching the values of our community. A contribution of this magnitude requires the development of positive, definitive programs. Thus, the purpose of this manual is to introduce and inform students and parents of the programs and procedures that are associated with the Lewis Central Activities Program.

## **TITAN PRIDE**

Any great tradition is a long time in building; it takes the hard work of many young adults, the loyal support of parents and community, and the dedication of sponsors and coaches. As members of the Lewis Central co-curricular activity group, students have inherited a tradition that is one of the finest in the state. The district believes in excellence and that total effort must be exerted by all for lifelong learning. It is the striving, not necessarily the arriving, that brings out the best in a person. Students automatically assume a leadership role when they are involved in a co-curricular activity. The student body, the community, and other communities judge the school by our conduct and attitude, both at school and away. Accepting the role of leadership allows each individual to contribute to school spirit and community pride.

## **NOTE TO STUDENTS AND PARENTS**

The student activity program of the Lewis Central Community Schools is an important part of the education program. As an extension of the classroom, the activities program strives to provide for the needs of young people, giving students additional opportunities to acquire and develop the skills, attitudes and appreciation according to their individual interest, needs and abilities. These activities help the student develop into a responsible and effective member of the community.

## **STUDENT RESPONSIBILITIES TO SELF**

The most important responsibility students have is to gain experiences that develop character and wisdom. Students should seek to get the most out of their school experiences. The Lewis Central Community School District believes that from studies and participation in co-curricular activities, students will better prepare themselves to meet the demands of the future.

## **STUDENT RESPONSIBILITIES TO LEWIS CENTRAL**

As a representative of the Lewis Central Community Schools in a co-curricular activity, the student is expected to uphold the reputation of the community and the school.

## **ACADEMIC ACTIVITIES**

The activities department believes in and supports all academic activities. We encourage building principals and teachers to develop and sustain new and current programs in this area.

## **ACTIVITIES DIRECTOR**

The Activities Director is charged with the responsibility of recommending and directing the activities program in keeping with the aims and purposes of education as conceived by the administration and Board of Directors.

The Activities Director is responsible for the continual evaluation of the district's activities program as well as the evaluation of coaches/sponsors. He/she will work with his/her staff, and building principals in developing guidelines, policies, philosophy, and objectives for the entire activities program. He/she must determine the activity needs of the community and make plans to satisfy these needs. He/she must keep abreast of current trends and is responsible for recommending additions, changes and alterations in the school environment that relate to the activities program.

He/she must plan, schedule, coordinate and supervise all aspects of the total activities program. He/she must make certain to avoid showing favoritism to any particular activity; instead, he/she must display an equal interest in all activities. Fair and consistent administration of all activities will help promote a harmonious staff, which is so vital in building and maintaining a successful program.

## **ACTIVITIES TRAVEL**

The Lewis Central District provides transportation to and from activities/competitions, exception: many Council Bluffs activities. Participants are expected to travel to and return from a competition with the team/group. Exceptions are made when absolutely necessary and must be approved by the Coach/Sponsor. Written consent will be required from a parent/guardian. **Permission will not be granted by a Coach/Sponsor for a participant to ride home with someone other than their own parent/guardian. If such a situation is needed, permission must go through the Activities Director ([jdermody@lewiscentral.org](mailto:jdermody@lewiscentral.org)) via email.**

## **ACTIVITY TICKETS**

Activity tickets are available to all students in grades K-12, at a cost of \$45. Tickets may be purchased during registration, online, or at the Principal's Office in each building. When presented, the activity ticket will admit a student to most Lewis Central sponsored events. However, this does not include local, regional or state tournaments and specified fine arts events.

## **ATHLETIC CODE OF IOWA: Non-School Team Participation**

Any student (grades 7 –12) in the Lewis Central Community School District who participates in school sponsored athletics may participate in non-school sport during the same season with approval of the activities director and coach. Such outside participation will not conflict with the school sponsored athletic program.

A student who chooses to give non-school participation priority over the school sponsored sport program may jeopardize his/her status or standing as a member of the school sponsored sport program.

## **PARTICIPATION AGAINST INTERCOLLEGIATE ATHLETES**

Scholarship Rule 36.15(2) h, prohibits high school students from participating and/or training with or against college athletes who are representing their collegiate institution or as part of an event sanctioned or sponsored by a collegiate institution.

“A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institutions’ athletic administration”.

If there is any question whether something is permitted or not, seek permission first from the Activities Director.

Reference Iowa Administrative Code 36.15(2).

## **ATTENDANCE: Practice and Performance Days**

Attendance at all rehearsals and practices is expected. If a participant is unable to attend, he/she must contact the sponsor/coach before the rehearsal/practice begins. Each sponsor/coach will have specific attendance requirements.

***Students participating in school activities must be in four (4) classes the day of the event or the day preceding a weekend event, vacation day, or district day in order to participate in a school activity.*** Pre-arranged absences—for example, medical appointments—are exceptions approved by the administration.

**Students will not be allowed to go home and get uniforms or equipment during the school day. It is the students' responsibility to be organized and prepared, so all school time missed will be made up through detention.**

## **COMPETITION**

Competition gives all students an opportunity to learn something rarely available in the classroom situation. It is an experience that involves preparation, dedication and hard work. The reward is measured in different ways by each individual, ranging from simply participating to making the first team, placing in a competition, winning conference recognition or being named a state champion.

It is the philosophy of the Lewis Central Activities Department that each student should be given an opportunity to develop his/her skills to the best of his/her ability.

The elementary level will give all students an opportunity to participate in any activity sponsored by the school system. Although students may play different roles and have different responsibilities to perform, no student at this level should be excluded from any activity.

Participation and skill development are emphasized at the middle school level.

Competition is emphasized as students move through the activities program at the high school level. The goal of our high school activities programs is to field teams/groups that are competitive at the state level.

The activities department believes that there should be no cutting of any participants in any athletic program below the junior varsity level. Activities other than athletics will emphasize participation by allowing students the opportunity to be involved in the activity of choice in some way (i.e. stage crew, band, vocal, publication, etc.).

## **INTERSCHOLASTIC COMPETITION**

Students may participate in clubs and organizations where interscholastic competitions may occur. Building administrators will present information related to the clubs and organizations to the superintendent to present for Board approval. The district will prescribe and implement eligibility requirements for students participating in these activities.

## **CONFERENCE AFFILIATION**

Lewis Central is proud to be a member of the Hawkeye Ten Conference, which consists of the following schools: Lewis Central, Glenwood, Shenandoah, Clarinda, Red Oak, Atlantic, Creston, Harlan, Carroll Kuemper, Denison, and St. Albert. These fine schools have developed, over time, to produce one of the most competitive

conferences in the state of Iowa. Outstanding students in the areas of both fine arts and athletics have developed their skills within the conference and have gone on to outstanding accomplishments.

### **DUAL PARTICIPATION**

The activities department recognizes that some individual students have multiple talents and may be involved in more than one activity at a time. However, each coach/sponsor develops and enforces practice and participation requirements for their activity. A student who cannot meet the practice or participation requirements of a given program should not expect to maintain his/her position on the team.

### **DUE PROCESS**

In the event of alleged infractions of rules and regulations pertaining to athletics/activities, the participant may be suspended from participation in athletics and extracurricular activities. In any case, the due process procedures specified in the high school and middle school handbooks and adopted by the Lewis Central Board of Directors will apply.

### **EQUAL OPPORTUNITY**

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 [lthies@lewiscentral.org](mailto:lthies@lewiscentral.org) as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to the Superintendent, Lewis Central Community Schools, 4121 Harry Langdon Blvd, Council Bluffs, IA 51503, (712) 366-8248, to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City Missouri.

### **EXTERNAL SUPPORT GROUPS**

The Lewis Central Community School District is appreciative of the support it receives from such outstanding groups as our Booster Club and PTA. These

dedicated organizations not only contribute money to needy programs, but more importantly, the members donate time and effort to the promotion of the programs involving our students and staff.

The activities department encourages all district patrons to support these groups by joining and volunteering time and energy to the many programs that involve our student population.

## **EXTRACURRICULAR ACTIVITIES**

The middle school offers the following extracurricular activities:

Band, Jazz Band, Chorus, Show Choir

Student Council and other approved clubs

Boys' Athletics: Football, Cross Country, Basketball, Wrestling, Track and Swimming

Girls' Athletics: Volleyball, Cross Country, Wrestling, Basketball, Track and Swimming

The high school offers the following extracurricular activities:

Vocal Music: Concert Choir, Chamber Choir, Freshman Choir, Show Choir and Jazz Choir

Instrumental Music: Concert Band, Jazz Band, Pep Band and Marching Band

Forensic: Speech and Drama

Spirit Squads: Cheerleading and Dance Team

Boys' Athletics: Football, Cross Country, Basketball, Wrestling, Swimming, Bowling, Tennis, Track, Soccer, Golf and Baseball

Girls' Athletics: Volleyball, Cross Country, Swimming, Basketball, Wrestling, Bowling, Tennis, Soccer, Track, Golf and Softball

Clubs/Organizations: Art Club, BPA, Drama Club/International Thespian Society, FCCLA, Spanish Club, Ecology Club, Industrial Arts Club, National Honor Society, Skills USA, Student Council, Table Top Games, and Weightlifting.

## **FACILITY USAGE**

The Lewis Central Community School District strongly supports community use of the school district's facilities and area, including all buildings and grounds, as long as they do not conflict with school sponsored activities and practices.

Any individuals or groups interested in promoting cultural, educational, social or economic activities are eligible to use school facilities, providing the activities to be conducted are consistent with public interest as determined by the Board of Directors



or as provided by federal and state laws or local ordinances. Approval and use of facilities does not imply the endorsement or sponsorship by the Superintendent, the Board, or the District.

Under circumstances considered appropriate and acceptable by school officials, certain school facilities may be rented and used for private profit. Principles of guidance for judging acceptability will be good taste, community welfare, timing, and the provisions for the administration and supervision of the event.

Individuals or groups interested in using district facilities must contact the activities department at the high school and apply for such usage.

### **FUND RAISING PROJECTS**

All fundraising projects for clubs and other school activities must be approved by the Activities Director. Fundraising projects must be for a specific purpose, and the funds may only be used for that purpose. Any fund raising project must not exploit students or staff in any way or conflict with school time, recognized school events, holidays, school policy or school regulations.

Door-to-door solicitations are to be kept to a minimum and must be pre-approved by the Activities Director. Clubs may participate with other civic or community groups in door-to-door solicitations as long as they make it clear that they are representing the civic organization.

### **GOOD CONDUCT CODE**

Participants in the Lewis Central activities programs are expected to comply with the Good Conduct Code. See attached.

### **GRIEVANCE PROCEDURE—TITLE IX**

The Lewis Central Community School District Grievance Procedure in its entirety is located in the Board of Education Policy Book. Procedures for parents, students, and community members are referred to in Board Policy 505.5. Copies are in each Principal's office and also in the Administration Office.

If additional assistance is needed, contact the Superintendent, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, telephone (712) 366-8248.

### **LETTERING REQUIREMENTS**

Lettering requirements are established at the individual sponsor's/coach's discretion and reviewed on a regular basis by the Activities Director. The first time, and

only the first time, an individual letters in any varsity sport or activity, he/she will be awarded a chenille letter.

The following activity awards will be given to participants:

First year of participation:

Participant—Certificate of Participation  
Lettered Participant—Letter, Pin and Varsity Certificate

Second year of participation:

Participant—Certificate of Participation  
Lettered Participant—Gold Bar and Varsity Certificate

Third year of participation:

Participant—Certificate of Participation  
Lettered Participant—Gold Bar and Varsity Certificate

Fourth year of participation:

Participant—Pin, Letter and Varsity Certificate  
Lettered Participant—Gold Bar and Varsity Certificate

### **QUITTING OR BEING REMOVED FROM AN ACTIVITY**

Any participant who quits an activity or who is removed from a team or group by a coach/sponsor or the Activities Director automatically forfeits any letter he/she has earned during the current school year in that activity.

### **OPEN GYM**

Open gym is held for the purpose of making recreational activities available for all students. Open gyms are subject to the following restrictions:

1. The supervisor shall not engage in any type of coaching during supervision.
2. Attendance by students is voluntary.
3. 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.
4. Open gym shall not be called or posted for specific sports.
5. All open gym notices will be published in the daily student announcement with prior approval by a school administrator.

## **PERSONAL PROPERTY**

Lewis Central Community Schools is not responsible for personal property that is lost, stolen, or damaged while on and/or in school property. Students, parents, or employees who bring personal property on and/or in school property do so at their own risk.

## **PROCEDURES FOR HANDLING CONFLICTS**

It is the responsibility of everyone involved to deal with conflict in the most mature and appropriate manner possible to ensure its successful resolution. It is the philosophy of the activities department that conflicts should be dealt with at the lowest possible level. Students should first speak with the sponsor or coach in charge of the activity in an attempt to resolve the matter. If, for some reason, the matter cannot be resolved at that level parents should then be included in the conversation. Ultimately, the following should be notified (in this order) if resolutions are not found:

1. Activities Director
2. Principal
3. Superintendent
4. Board of Directors

Please refer to Parent/Student/Coach/Sponsor Relationship Pamphlet.

## **SCHOOL CLOSINGS AND STUDENT ACTIVITIES**

The health, safety, and welfare of the students participating in student activities shall be foremost in the minds of those directing and responsible for such activities. In the interest of student welfare and safety, the procedures below shall be followed during times of school closings due to inclement weather, emergency situations, etc.

### **Practices and activities**

1. School closed all day—**Administration shall determine if practices are to be conducted.**
2. School closed early—
  - A. **Administration shall determine if practices or events are to be conducted.**

B. Unsafe road conditions: There shall be no practices or activities. All students are to be released from school and return to their homes immediately.

### **Contracted contests and scheduled activities**

1. School closed all day—The administration shall be responsible for any postponements, cancellations, and rescheduling of contracted contests and scheduled events.
2. School dismissed early—The administration shall be responsible for postponement and cancellations of all activities and/or events, if needed. As the need arises, the administration shall notify the contracted parties, news media, transportation coordinator, and others of the cancellation. In addition, they shall be responsible for rescheduling the canceled events and activities.

### **EMERGENCY TRAVEL SITUATIONS**

In case of an emergency on the road (bus breakdown, bad weather, etc.), it is the duty of the head sponsor/coach to inform the Activities Director or Principal of the situation, and he/she will in turn inform parents/guardians.

### **PUBLICITY**

Each sponsor/coach is responsible for the publicity concerning their program. The activities department encourages sponsors/coaches to establish a professional working rapport with all media resources.

All written news releases, ads, etc. are to be submitted to the Activities Director for his/her approval before they are released to the news media.

Poster, team or individual pictures, etc. must be paid for by those individuals involved in a particular program. No organization under any circumstance is to attempt to sell advertising or solicit funds without the approval of the Activities Director and the Superintendent of Schools.

### **SCHOOL SPONSORED SUMMER CLINICS**

Any organization may organize a clinic in any activity after school is dismissed in the spring through the first weekend prior to the beginning of the next school year. Clinics must be scheduled and approved through the Activities Director.

## **SPECTATOR BEHAVIOR**

All student and adult spectators of Lewis Central activity events are expected to conduct themselves in an appropriate manner. They are to show support and respect for all individuals on the field, court or stage. Officials, performers and fans from other schools should be made to feel welcome at all Lewis Central activity programs. Sportsmanship is part of the game. A code of conduct for fans: A ticket is a privilege to observe a contest, not to be abusive. Respect decisions made by officials. Be a role model by demonstrating positive support. Respect other fans, coaches, and players. Be *fantastic*, not fanatic.

## **SPIRIT SQUADS**

Spirit squads, (cheerleaders, dance team, pep band, marching band, etc.) are recognized as being an important part of the school's athletic program, especially when influencing the actions of spectators. It is important to recognize that the primary purpose of spirit squads is to promote school spirit and to influence those in attendance toward the positive aspects derived through competitive athletics.

The sponsor will have sole responsibility for the conduct and supervision of their group and will work together with the principal, coaches and Activities Director in formulating rules and procedures which will govern the group. It is expected that either the sponsor or an administrator or his/her designee will accompany any spirit squad on all road trips.

It is the expectation of the activities department that any spirit squad which participates in an event will be present for the entire event and provide the appropriate support. No spirit squad is expected to be present or perform at every scheduled event.

## **STUDENT ELIGIBILITY**

In order to be academically eligible to participate in the student activity programs, as a class officer, graduation speaker, or school royalty the student must:

### **High school students (grades 9-12)**

The high school participant:

1. Must be a full-time student. Students must be enrolled in five (5) different credit classes each trimester to be considered a full-time student. Senior students who have accumulated 50 credits can be considered full-time if they are enrolled in, and passing four (4) different credit classes with parent approval. Office aide, teacher aide, library aide, Titan Times and P.A.R.T. (Parent Approved Release Time) do not count as classes for the purpose of being a full-time student.

2. Must pass a minimum of four (4) credits and no “F’s”. Students that do not pass a minimum of four (4) credits in a trimester will be ineligible for activities until the next trimester that they pass a minimum of four (4) credits.

3. Must meet or exceed all eligibility requirements of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

**If a student does not meet the above standards, he/she will become ineligible until such time as he/she completes a trimester in which he/she meets the above standards or gains probationary status.**

### **Scholarship Rule:**

#### **High School**

All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four (4) subjects, each of one period or “hour” or the equivalent thereof, at all times.

1. Each student shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period.
  1. If at the end of any grading period a student is given a failing grade in any course for which credit is awarded, the student is ineligible to dress for and compete in the next occurring contest or competition in which the student is a contestant for 30 consecutive calendar days.
  2. The student will become eligible at 12:01 a.m. on 31<sup>st</sup> calendar day, if his/her grades meet the required standard.
  3. All coaches/sponsors will be notified of the list of students who are ineligible.
  4. If a student joins an activity with an outstanding Scholarship Rule violation, the student may not quit such activity until the end of the athletic season or the school year and must be in good standing with the coach, in order to get credit for satisfying the previous Scholarship Rule violation.

If a student does not meet the above standards, he/she will become ineligible until such time as he/she completes a trimester in which he/she meets the above standards.

### **Other provisions:**

All students entering middle school or high school for the first time (as either seventh or ninth graders) will be declared academically eligible.

Eligibility for students enrolled in special education classes will be based on the student's progress on his/her individual education program and the recommendation of the student's teacher.

These guidelines pertain only to those activities that are truly extracurricular. Classes that meet during the course of the instructional day and are recognized as curricular in nature are exempt from student eligibility guidelines.

### **Determination of eligibility:**

The following procedure will be used in determining student eligibility. High school coaches/sponsors will present the activities department in their buildings with a list of participants at the beginning of their season/program. On a regular basis the Activities Director will check for student eligibility. Coaches/sponsors and the Activities Director or Principal will be verbally contacted immediately and later in writing by the Activities Director when a student becomes ineligible. It will be the coach's/sponsor's responsibility to immediately remove a student from participation upon notification.

## **UNIFORMS/EQUIPMENT/FEEES**

***Before a student can compete in their next activity all uniforms, equipment and fees/fines have to be taken care of.***

## **N.C.A.A. ELIGIBILITY REQUIREMENTS**

The N.C.A.A. Division I and II universities and colleges have amended their by-laws regarding the requirements that must be met to participate in inter-collegiate athletics and to receive an athletic scholarship as a freshman. Detailed information is available in the guidance office.

In order to be eligible to practice and participate in inter-collegiate athletics and to receive a scholarship towards sports in the first year of attendance, a high school student must have completed a course selection of at least 13 academic classes with a minimum grade point average of the course selection and achieved a minimum score on the ACT or SAT.

- 1 Be sure to look at the N.C.A.A. website to make certain you are taking the approved core classes. The website is [www.ncaa.org](http://www.ncaa.org). A minimum grade point average of 2.3 (Division 1 Full), 2.60 (Division I Red Shirt), & 2.50 (Division II) in the following course is required:
  - a) Four years of English (Division I) – Three years of English (Division II).
  - b) Algebra I or higher and three years of Mathematics (Division I) – Two Years Mathematics (Division II).
  - c) Two years of Social Science (Division I & Division II)
  - d) Two years of natural or physical science (including one laboratory class). (Division I & Division II)
  - e) One additional English, mathematics, or natural/physical science (Division I). Three additional English, mathematics, or natural/physical science (Division II).
  - f) Two years of additional courses in four areas noted above and/or foreign language, or non-doctrinal religion/philosophy (Division I). Four years of additional courses in four areas noted above and/or foreign language, or non-doctrinal religion/philosophy (Division II)
- 2 Division I & Division II has a sliding scale for test score and grade point average. The sliding scale can be found on the website listed. Division II has a minimum score requirement of 900 on the SAT, or a sum of scores of at least 68 on the ACT. **All SAT or ACT scores must be reported directly to the NCAA Eligibility Center by testing agency. A test score that appears on a transcript will not be used.**

The interested student should see his/her guidance counselor and/or the NCAA website, for further information and the forms needed to apply. The web site is [www.ncaa.org](http://www.ncaa.org).

## **STUDENT INSURANCE**

The Lewis Central Community School District Activities Department provides no insurance coverage. It is the responsibility of the parent/guardian to provide adequate insurance to cover any medical expenses which may be incurred while the student is participating in co-curricular activities. The Lewis Central School District is not responsible for any medical expenses that could occur while participating in co-curricular activities sponsored by the district.

Parents not owning a basic health insurance plan can purchase such insurance through an independent carrier. Forms are available in all buildings.



## PHYSICALS/CODES/CONCUSSION FORMS

Students involved in any extracurricular activity at Lewis Central High School must have the following on file in the Activities Office before they can practice or compete:

- *Yearly – Current Physical*
- *Yearly – A signed “Good Conduct Code” form (found on back page of activities handbook).*
- *Yearly – A signed “Heads Up: Concussion in High School Sports” (found on back page of activities handbook).*

**Physicals are good for 1 calendar year. Good Conduct Code & “Heads Up: Concussion in High School & Middle School are good for 1 school year.**

## HEALTH AND INJURY CARD

Health and injury information card and consent for medical treatment form will be required for all students in all activities.

## SUMMER CLINICS

The individual participant has no restrictions on summer camps/clinics except for those restrictions that may be imposed at the state level. The participant or his/her parents/guardians must pay expenses, and no school equipment can be used without the approval of the Activities Director.

## TIME OFF BETWEEN SEASONS

Multi-sport athletes whose seasons run together will not be required to attend practice for seven calendar days from the date of the last contest in the preceding season.

## WEDNESDAY, SUNDAY, AND HOLIDAY ACTIVITIES AND PRACTICES

The school attempts to ensure that activities are not scheduled on Wednesday evening during the course of the school year. Exceptions will occur only when an activity is a state sponsored activity or for special performances or activities approved by the Activities Director. **Practices on Wednesday will end by 6:15 p.m.** Practices on Sunday will be allowed if the Activities Director grants approval.

Limited activities will be scheduled on the dates of recognized school vacations. Practices may be held but only in accordance with conference and state practice guidelines. Practices held during vacation periods must be approved by the Activities Director.

**ACTIVITIES STAFF**  
**HIGH SCHOOL COACHES/SPONSORS**

Activities Director: Jim Dermody

**FOOTBALL**

Head: Justin Kammrad  
Asst.: Chris Hanafan  
Asst.: Ben Matiyow  
Asst.: Matt Argotsinger  
Asst.: Jess Bond  
Asst.: Dan Miller  
Asst.: TBA

**BASKETBALL**

Head Boys': Dan Miller  
Asst.: Jeff Nielsen  
Asst.: Jeff Paulson  
Asst.: TBA

Head Girls': Chris Hanafan  
Asst.: TBA  
Asst.: Tom Hutchinson

**WRESTLING**

Head: August Manz  
Asst.: Dean Leaders  
Asst.: TBA  
Asst.: TBA

**SOFTBALL**

Head: Hannah Cole  
Asst.: Paul Coffman  
Asst.: Rachel Sweet

**BASEBALL**

Head: Jim Waters  
Asst.: Billy Sanders  
Asst.: Kory Aldrich

**BOWLING**

Head: Paul Renshaw  
Asst.: Matt Renshaw

**SOCCER**

Head Boys': James Driver  
Asst.: Daniel Fischer  
Head Girls': Chris VonMende  
Asst.: Sydnie Dennis

**SWIMMING**

Head Boys'/Girls': Bruce Schomburg  
Asst. Girls': Kelsey Peters  
Asst. Boys': Liz Butler

**CROSS COUNTRY**

Head: Taylor May  
Asst.: Ron Frascht  
Asst.: Blake Dickinson

**TRACK**

Head Boys': Matt Argotsinger  
Asst.: Taylor May  
Asst.: Vince Rew

Head Girls': Ron Frascht  
Asst.: Kim Barents  
Asst.: TBA

**GOLF**

Head Fall Boys': Steve Koester  
Head Spring Boys'/Girls': Lowell Kennedy  
Asst. Spring Boys/Girls: Steve Koester

**VOLLEYBALL**

Head: Mike Bond  
Asst.: Rachelle Owens  
Asst.: Scott Harrill

**TENNIS**

Head Boys': Chris Hanafan  
Head Girls': Aaron Rodenburg  
Asst.: August Manz

**NEWSPAPER**

Maddie Sieck

**DRAMA**

Alan Strait

**SPEECH**

TBA

Asst.: Alan Strait

**INSTRUMENTAL MUSIC**

Daniel Tucker

Martin Aldrich

**VOCAL MUSIC**

Kevin Palu

Sam Schroeder

**STUDENT COUNCIL**

Maddie Sieck

TBA

**YEARBOOK**

Maddie Sieck

**DANCE TEAM**

Alexa Barr

**CHEERLEADING**

Liz Hytrek

Haleigh Philmalee

**NATIONAL HONOR SOCIETY**

Kim Muta

**SENIOR CLASS SPONSOR**

Maddie Sieck

**JUNIOR CLASS SPONSOR**

TBA

## MIDDLE SCHOOL COACHES/SPONSORS

Middle School Activities Director: Ryan Barker

### **FOOTBALL**

Head (8<sup>th</sup>) Rob Lear  
Asst. (8<sup>th</sup>) Ryan Nightser  
Asst. (8<sup>th</sup>) Charlie Reiss

### **BASKETBALL**

Boys' Head (7<sup>th</sup>) Jeff Nielsen  
Boys' Asst. (7<sup>th</sup>) Lowell Kennedy  
Boys' Head (8<sup>th</sup>) TBA  
Boys' Asst. (8<sup>th</sup>) Steve Koester

### **BASKETBALL**

Girls' Head (7<sup>th</sup>) Angie Stoufer  
Girls' Asst. (7<sup>th</sup>) TBA  
Girls' Head (8<sup>th</sup>) Lowell Kennedy  
Girls' Asst. (8<sup>th</sup>) Steve Koester

### **WRESTLING**

Head: Chris Williams  
Asst.: Ryan Nightser

### **TRACK**

Boys' Head: Rob Lear  
Boys' Asst.: Burke Swenson  
Boys' Asst.: Chris Williams

### **TRACK**

Girls' Head.: Lynn Moen  
Girls' Asst.: Derek Archer  
Girls' Asst.: Blake Dickinson

### **CROSS COUNTRY**

Boys' & Girls':  
Chris Williams  
Burke Swenson

### **VOLLEYBALL**

Head (7<sup>th</sup>) Rachel Cyboron  
Asst. (7<sup>th</sup>) Jen Dekker  
Head (8<sup>th</sup>) Hannah Cole  
Asst. (8<sup>th</sup>) Laurie Kammrad

### **INSTRUMENTAL MUSIC**

Johnny Kurt  
Martin Aldrich

### **VOCAL MUSIC**

Natalie Chandler  
Andrew Schnitker ( Asst. Show Choir Director)

### **STUDENT COUNCIL**

Lee Toole  
Jennifer Williams

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 4121 Harry Langdon Blvd., Council Bluffs, IA 51503, 712-366-8311 [lthies@lewiscentral.org](mailto:lthies@lewiscentral.org).

If you are a person with a disability who requires reasonable accommodations in order to participate in this program; please contact 366-8311 no later than 24 hours in advance to discuss your need

**LEWIS CENTRAL COMMUNITY SCHOOL  
ELIGIBILITY FOR  
STUDENT ACTIVITY PROGRAM PARTICIPANTS (7-12)**

**I. GOOD CONDUCT CODE**

The following Good Conduct Code establishes the standards by which Lewis Central students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Lewis Central Activities Program. Student Activity Program participants shall commit themselves to meet the standards of this code and of the Student Code of Conduct at all times and in all places (365 days a year).

**STATEMENT OF PHILOSOPHY**

It is a privilege and an honor to participate in the full range of student activities at Lewis Central Community Schools. These activities and participation in them add a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who chose to participate in Lewis Central's Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.<sup>1</sup>

The Activities Director and/or the sponsor of a student activity may declare a student ineligible to participate in an activity when the conduct of that student is contrary to or in violation of the established rules and regulations set out in this policy.

As a requirement before participation is allowed, all students who wish to participate in the Lewis Central Activity Program shall receive a copy of these rules and regulations and shall indicate their concurrence with them and their responsibility to abide by them by signing a document indicating such agreement. A parent or guardian will also be required to sign indicating their review and understanding of the Lewis Central High School Good Conduct Code.

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<sup>1</sup>The following rules and policies have been approved by the Lewis Central Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administration Code Sections 281-36.14 and 281-36.15.

## APPLICABLE ACTIVITY PROGRAMS

The Lewis Central Activity Program includes but is not limited to:

- 1) all athletics;
- 2) all music, speech, drama, cheerleading, and dance team activities;
- 3) school royalty;
- 4) student council, NHS, and other elective officers;
- 5) school honors;
- 6) co-curricular activities such as Spanish Club, Ecology Club, Art Club, etc.

## DEFINITIONS

1. **Competition/performance** means a specific activity that is a component of an extracurricular program whether it be a contest, a social activity (such as a dance sponsored by a club or elected group), a performance, etc. This shall not mean membership in the specific extracurricular activity.
2. **Extracurricular activities** shall be an all inclusive term as used in this policy including athletics as well as all activities and events considered to be part of the Lewis Central Student Activity Program, including those related to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors.
3. **Offense** occurs when a student is determined by a school official to be in violation of the Good Conduct Code. Unless Specifically Stated otherwise all violations shall be counted cumulatively from year to year (grades 7-12), regardless of the specific portion of the Good Conduct Code that is violated.
4. **Service as an officer** means participating in an extracurricular program as an elected official of that program.
5. **Year**, as it is used in this policy means 12 months from the date of a violation.
6. **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior that violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.

## **APPLICATION OF THE RULES**

These rules shall apply to all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the same time and loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities.

If at the time of the violation the student is not currently participating in any activity, then the discipline shall apply to the first extracurricular activity or activities in which the individual participates.

A student must begin involvement in an extracurricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extracurricular activity in progress unless coach/sponsor written permission has been given and the student has no outstanding Good Conduct Code violations (i.e.: has completed all Good Conduct Code periods of ineligibility). If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of the athletic season or the school year in order to get credit for satisfying the previous good conduct penalty provision.

A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

## **CONDUCT REQUIREMENTS**

Student participants shall:

- A) Abide by Lewis Central's Good Conduct Code at all times and in all places.
- B) If selected as royalty to preside over school sponsored activities or for other honors, shall not be allowed to serve if they have had any offense against this Good Conduct Policy within the year prior to such selection. Exception - A minor violation of rules 10 - 16.
- C) Abide by any specific rules and regulations that the coach/sponsor of the activity has established. Such rules will be approved by the Activities Director before distribution to students and students will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.

- D) Behave legally. In the event a student is convicted of an illegal action, except minor traffic violations, the student shall be declared to be in violation of this code.

## **VIOLATIONS**

It shall be a violation of Lewis Central Community School District Good Conduct Code to do any of the following:

1. Sell or distribute illegal drugs, alcoholic beverages, controlled substances, or imitation substances.
2. Possess, use, or be under the influence of illegal drugs, alcoholic beverages, controlled substances, imitation substances, or drug paraphernalia.

This includes a possession of a quantity of the above named beverages and substances that is greater than a quantity expected to be for personal use.

3. Being in possession of or using or threatening to use any instrument that is generally considered a weapon or an imitation weapon.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system excluding minor traffic offenses, regardless of whether the student was cited, arrested, or adjudicated for the acts(s).

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5. Fighting, assault, or physical abuse of a person at school or during school activities or coming to and/or going from school or a school activity.
  6. Tobacco: possession, use or distribution, paraphernalia, including imitations such as E-Cigarettes.
  7. The damage, destruction, or theft of school property and/or personal property of employees, students, visitors to the school, and district employees.
  8. Sexual harassment, including but not limited to: unwelcome sexual advances, request for sexual favors, other verbal or physical conduct of a sexual nature. Specifically, sexual pictures, calendars, graffiti, objects, jokes, gestures or comments will be considered forms of sexual harassment.



9. Hazing or bullying within the school. Any actions which attempt to threaten, intimidate, or injure another person.
10. Swearing, profanity, insubordinate, belligerent or disrespectful language used during the school day or at school related activities.
11. Disruption of school and/or school activities.
12. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make up detentions.
13. Repeated school violations or a serious violation of a school rule.
14. Unsportsmanlike conduct, profanity, or verbal abuse toward persons representing other schools including: their players, coaches, patrons, game officials, or toward players and the players, patrons, students, or officials of the Lewis Central Community School District.
15. Failure to follow the reasonable request or direction of a school employee.
16. Any conduct that does not represent Lewis Central activities in a positive manner.

### **DETERMINATION OF VIOLATION**

When it comes to the attention of school officials that a student is suspected of violating the Lewis Central Good Conduct Policy or the rules of a specific extracurricular activity, the Activities Director will investigate the allegation to determine its accuracy. Such an investigation will include interviewing the student, witnesses, and other actions which enable the Activities Director to make a determination whether or not the violation occurred. The student will have an opportunity to explain his or her behavior as part of this investigation.

Once the determination is made that a student has violated the Lewis Central Good Conduct Code, the Activities Director, as well as the coach/sponsor of the activity in which the student is involved, shall make a determination of the appropriate penalty.

Lewis Central Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or when the student is found not guilty by a court

of law as long as there is reasonable evidence to support the Good Conduct Code violation.

The student and his/her parent(s) or guardian(s) shall be informed in writing of the decision (the nature of the violation and the penalty) within three working days of the determination. In addition, the parent(s) or guardian(s) will be notified verbally, if possible.

### **PENALTIES FOR VIOLATION**

When a violation of good conduct requirements<sup>1-4</sup> has been determined to have occurred, the following penalties shall be applied.\*\*

1. For the **first offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: 60% loss of eligibility.\*\*\*

The student will not be permitted to dress for, or participate in, 60% of consecutive contests or performances of the activities in which he/she participates after the violation.

2. For the **second offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: 80% loss of eligibility.\*\*\*

The student will not be permitted to dress for or participate in 80% of consecutive contests for performances of the activities in which he/she participates after the violation.

3. For the **third offense** the student will be declared ineligible for any competition/performance, or service as an officer as follows: one (1) year to a permanent bar.

The student will not be permitted to dress for, or participate in activities, for the remainder of the school year after the violation. The school year includes all summer activities.

**Student in multiple activities.** Ineligible will be served at the same time. The activity that has the first competition/performance will be the starting date for ineligibility. The student will be ineligible for all activities during the ineligibility period for the first activity...

\*\*\*All numbers will be rounded off: Example 1.5 – 2.4 student misses 2 activities; 2.5 – 3.4 student misses 3 activities.

## **REDUCTION IN PENALTY PROPOSAL**

A student may receive a reduction in penalty for Good Conduct Code violations 1-4 only, when the following conditions are met:

1. A student may receive a reduction in penalty if there is admission prior to determination. If a student comes forward to a coach/director, administrator, or activity sponsor within 24 hours to admit (self-report) a violation of the extracurricular activities code of conduct policy prior to the finding of guilt by the administration, the student's penalty may be reduced (as listed below).
2. A student may receive a reduction in penalty if the student agrees to complete an assessment program. A student who enrolls in the program must complete the program to retain eligibility. Withdrawal from the assessment program or not satisfactorily completing the program as prescribed will reinstate ineligibility beginning on the date of withdrawal or determination of unsatisfactory progress in program. A minimum of four (4) counseling and/or assessment sessions will be held with the initial session being held prior to participation. Failure to attend required sessions will result in loss of eligibility equal to the original ineligible period.
3. A student may receive a reduction in penalty if the student agrees to complete an established number of hours of "school service." The type of "school service" will be determined and agreed upon by the student and administrator of Lewis Central High School. The numbers of hours of "school service" are listed below.

**First Offense:** Reduction to 40% ineligibility (No penalty will be less than one event.)

- for self-reporting to the Activities Director within 24 hours AND
- satisfactory completion of assessment program AND
- satisfactory completion of 5 hours of "school service"

**Second Offense:** Reduction to 60% ineligibility

- for self-reporting to the Activities Director within 24 hours AND
- Satisfactory completion of 10 hours of "school service"

**Third Offense:** No reduction in loss of eligibility

When a violation of good conduct requirements **5-9** has been determined to have occurred, the following penalties shall be applied: (Coaches/sponsors will work with the Activity Director in determining the loss of competitions)\*\*

1. For the first offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 1-5 competitions.
2. For the second offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 3-10 competitions. Special consideration may be given if more than 2 years have passed since the first offense.
3. For the third offense, the student may be declared ineligible of any competition/performance, or service as an officer as follows: 1 (one) year.

When a violation of good conduct requirements 10 -16 has been determined to have occurred, the following penalties shall be applied (Coaches/sponsors will work with the Activity Director in determining the loss of competitions.):\*\*

1. For the first offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 1-5 competitions.
2. For the second offense and any subsequent offense the student will be declared ineligible for any competition/performance, or service as an officer as follows: 3-10 competitions for each violation. On recommendation of the Activity Sponsor, a second offense may be penalized the same as the first offense.

**NOTE:** All Violations from each section will be added together to determine penalty.

## **ASSESSMENT PROGRAM**

Lewis Central Schools strongly believes that an assessment/counseling program is necessary for students who violate our Good Conduct Code in regards to drugs, alcohol, tobacco or other controlled substances. This program is available through school authorities and state or local agencies. School administration can assist in scheduling this service if desired. The student and parents will cover the cost of the program and will permit the results to be shared with the school administration.

**Penalty Reductions:** The ineligible student will be able to reduce the ineligibility to 40% for the first offense and 60% for the second offense upon satisfactory involvement in the assessment program. A student who enrolls in the program must complete the program to retain eligibility. Withdrawal from the assessment program or

not satisfactorily completing the program as prescribed will reinstate ineligibility beginning on the date of withdrawal or determination of unsatisfactory progress in program. This applies to the first time offense only.

A minimum of 4 counseling and/or assessment sessions will be held with the initial session being held prior to participation. Failure to attend required sessions will result in loss of eligibility equal to the original ineligible period.

## **SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT**

In the event a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, that student will not be allowed to participate for the comparable period of time in any extracurricular activity practices, meetings, or other participation and will be denied all school transportation to or from such practices, meetings, or contests for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school or Saturday suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted, and shall have authority to determine when the student will be allowed to participate.

## **APPEAL**

A student may contest the declaration of the ineligibility or penalty imposed by the activity sponsor. Appeal of the activity sponsor's decision must be submitted in writing to the building principal within three school days of the declaration or penalty. The principal will meet with the student as soon as possible and provide the student with an explanation of the charges. The student will be given an opportunity to rebut the charges and present evidence on the student's own behalf. The meeting will be informal; however, the principal's decision shall be in writing and shall summarize the evidence upon which the principal relied in making a decision. The principal's decision shall be made within four (4) school days of the meeting with the student.

The decision of the building principal may be appealed to the superintendent. The appeal to the superintendent shall be in writing and delivered to the superintendent or his secretary within five (5) school days of receipt of the principal's decision. The appeal to the superintendent shall specify the reasons for the appeal and all supporting information and facts. The decision of the superintendent shall be final unless it

involves a suspension of five (5) calendar weeks or more, in which case it may be appealed to the board of education. This appeal shall be in writing and filed with the board secretary within five (5) school days of receipt of the decision from the superintendent. A board hearing shall be held as soon as reasonably practical. During the appeal, the student shall remain under suspension pending a decision by the board, unless otherwise directed by the superintendent or the board. The board's decision shall be final.

## **A FACT SHEET FOR PARENTS AND STUDENTS HEADS UP: Concussion in High & Middle School Sports**

***The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C,***

### ***Brain Injury Policies:***

(1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.

(2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.

(3) Key definitions:

**“Licensed health care provider”** means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.

**“Extracurricular interscholastic activity”** means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

### **(OR PARENTS**

#### **What is a concussion?**

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

#### **What parents/guardians should do if they think their child has a concussion?**

##### **1. OBEY THE NEW LAW.**

- a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
  - b. Seek medical attention right away.
2. Teach your child that it's not smart to play with a concussion.
3. Tell all of your child's coaches and the student's school nurse about ANY concussion.

#### **What are the signs and symptoms of a concussion?**

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

## **STUDENTS:**

If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK

## **IT'S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

### **Signs Reported by Students:**

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

## **PARENTS:**

### **How can you help your child prevent a concussion?**

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### **Signs Observed by Parents or Guardians:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

