

HIGHLAND

ACTIVITIES



HANDBOOK

2020-2021

The purpose of this handbook is to inform you about policies and procedures relative to the athletic program at Highland Community Schools.

Mission Statement

It is the mission of the Highland Community School District Activities Department to inspire each student to extraordinary achievement everyday.

- Provide a comprehensive activities program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
- The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.
- The program serves as a positive, powerful, productive force for our, schools, community and most importantly the student-athlete.

Activities Department Objectives

To provide an attractive program for the student:

- Provide the student with an enjoyable and rewarding experience
- Make player safety and welfare our highest priority

To give quality instruction in the fundamentals of each activity offered:

- Sportsmanship, ethical conduct and fair play

To be an integral part of the secondary school curriculum:

- Inspiring all students to give their highest effort in the classroom, as well as, on the playing field
- To stress the importance of self-discipline in both the classroom, the community and on the field
- Teach our students that dignity, self-worth and self-esteem are achieved through hard work
- To create a positive school climate that is enhanced when students who participate in activities and remaining student population work together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post secondary educational opportunities

To make the activities program a source of both school and community pride:

- Help each student to interact positively with faculty, community and fellow students
- Make the team a positive influence on all who come in contact with it
- To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations

Coaches Directory

<u>Position Name</u>	<u>Email</u>
Principal Angela Hazelett	ahazelett@highlandhuskies.org
Dean of Students Bill Zywiec	bzywiec@highlandhuskies.org
Activities Director Jody Fink	jfink@highlandhuskies.org
Activities/Transportation/Scheduling Traci Vonnahme	tvonnahme@highlandhuskies.org
Cross Country	
Head Coach Angie Strobel	astrobel@highlandhuskies.org
Ass't Coach	
Football	
Co-Head Coach Joe Donovan	jdonovan@highlandhuskies.org
Co-Head Coach Scot Morel	smorel@highlandhuskies.org
Ass't Coach Tyler Kibbee	tkibbee@highlandhuskies.org
Ass't Coach	
JH Coach Mitchell Huntington	mhuntington@highlandhuskies.org
JH Coach Jason Schlabaugh	jschlabaugh@highlandhuskies.org
Wrestling	
Head Coach Derick Ball	dball@highlandhuskies.org
Ass't Nick Cole	ncole@highlandhuskies.org
Jr. High	
Ass't Eric Stewart	estewart@highlandhuskies.org
Basketball	
Boys Head Bill Zywiec	bzywiec@highlandhuskies.org
Boys Ass't James Higdon	jhigdon@highlandhuskies.org
Girls Head Coach Jody Fink	jfink@highlandhuskies.org
Girls Ass't Michael Eden	meden@highlandhuskies.org
Jr. High (Girls) Cheyann Adamson	cadamson@highlandhuskies.org
Jr. High (Girls) Michelle Teran	mteran@highlandhuskies.org
Jr. High (Boys) Scott James	sjames@highlandhuskies.org
Jr. High (Boys)	
Drill Team	
Head Coach Kylene Anderson	kanderson@highlandhuskies.org
Ass't Coach	

Volleyball	
Head Coach Gina Trower	gtrower@highlandhuskies.org
Ass't Coach Molly Edgar	medgar@highlandhuskies.org
Jr. High Clint Jones	cjones@highlandhuskies.org
Jr. High Angie Alberts	aalberts@highlandhuskies.org
Baseball	
Head Coach Seth Milledge	smilledge@highlandhuskies.org
Ass't Coach Kevin Vonnahme	
Jr. High Clint Jones	cjones@highlandhuskies.org
Jr. High Michael Eden	meden@highlandhuskies.org
Softball	
Head Coach Carrie Wieland	cwieland@highlandhuskies.org
Ass't Coach Samantha Wieland	swieland@highlandhuskies.org
Jr. High Cheyann Adamson	cadamson@highlandhuskies.org
Jr. High Kelsey Hora	khora@highlandhuskies.org
Track	
Head Coach Angie Strobel	astrobel@highlandhuskies.org
Ass't Coach Kayla Schneider	kschneider@highlandhuskies.org
Jr. High Jody Fink	jfink@highlandhuskies.org
Jr. High Angie Alberts	aalberts@highlandhuskies.org
Soccer	
Head Coach Tony Castillo	tcastillo@highlandhuskies.org
Ass't Coach	
Golf	
Head Coach Jacob Schultz	jshultz@highlandhuskies.org
Cheerleading	
FB	
BB:	
Wr: Ashlee Ferlitsch	aferlitsch@highlandhuskies.org
Instrumental Music	
Andrew McDonald	amcdonald@highlandhuskies.org

Vocal Music	
Jennifer McClenhan	jmcclenhan@highlandhuskies.org
School Play	
Speech/Debate	
Speech Jayme Kallaus	jkallaus@highlandhuskies.org
Speech Alison Butterbaugh	abutterbaugh@highlandhuskies.org
Student Council	
HS: Traci Vonnahme	tvonnahme@highlandhuskies.org
HS: Kelli Schwarz	kschwarz@highlandhuskies.org
MS: Jayme Kallaus	jkallaus@highlandhuskies.org
MS: Alison Butterbaugh	abutterbaugh@highlandhuskies.org
Mock Trial/Quiz Bowl	
Alison Butterbaugh	abutterbaugh@highlandhuskies.org
Jayme Kallaus	jkallaus@highlandhuskies.org
NHS	
Cindy Conrad	cconrad@highlandhuskies.org
Molly Zywiec	mzywiec@highlandhuskies.org

Travel Distances and Time

<u>Destination</u>	<u>Travel Time from H.S.</u>
Lone Tree	20 minutes
Columbus Junction	25 minutes
L-M	45 minutes
Wapello	1 hour
Mediapolis	1 hour 15 minutes
Pekin	1 hour 15 minutes
Central Lee	1 hour 30 minutes
Cardinal	1 hour 30 minutes
Winfield	45 minutes
Wayland	45 minutes
New London	1 hour
Danville	1 hour 15 minutes
West Branch	45 minutes
I.M.S.	45 minutes
Wellman	45 minutes
Keota	45 minutes
Holy Trinity	45 minutes
West Burlington	1 hour 15 minutes
Burlington	1 hour 30 minutes
Fort Madison	1 hour 30 minutes
Keokuk	2 hours

Activity Seasons

<u>Sport</u>	<u>Practice Begins</u>	<u>Competition</u>
Football	August 12	August 29
Volleyball	August 12	August 20
Cross Country	August 12	August 26
Girls Basketball	November 11	November 22
Boys Basketball	November 18	December 2
Wrestling	November 18	December 2
Girls Track	February 17	February 17
Boys Track	February 17	February 17
Soccer	March 16	April 2
Golf	March 16	March 30
Baseball	May 4	May 25
Softball	May 11	May 25
Debate	October 5	January 10
Group Speech	November 5	January 25
Individual Speech	November 5	February 29

Note: All Jr. High sports events are up to the schools or coaches. The only exception is football, which starts the first day of school.

Huskies Athletics

The district shall implement the following listed standards of ethical conduct for each temporary, probationary, permanent and contracted employee of the district who provides supervision and instructional service in interscholastic athletic programs and activities. Such person providing service shall:

1. Show respect for players, parents, other coaches, staff, and administration.
2. Respect the integrity and judgment of the game officials.
3. Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
4. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
5. Provide proper supervision of student-athletes while under the coach's direction.
6. Use discretion and proper language when providing constructive criticism when reprimanding players – use of profanity is unacceptable.
7. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
8. Consistently require all players to adhere to the established rules and standards of the game.
9. Properly instruct players in the safe use and care of equipment and uniforms.
10. Not recruit student-athletes from other schools.
11. Not exert undue influence on a student-athlete's decision to enroll in particular athletic program at a public or private post-secondary educational institution.
12. Not suggest provide, or encourage any athlete to use non-prescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.

Athletic/Activities COVID-19 Return to Learn Plan

Phase 1

Pre- workout Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check. ([temp check form](#))
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19 (see sample Monitoring Form).
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals should not oversee or participate in any workouts during Phase 1.

Limitations on Gatherings:

- No gathering of more than 10 people at a time (inside or outside).
- Locker rooms should not be utilized during Phase 1. Students should report to workouts in proper gear and immediately return home to shower at the end of the workout.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual’s use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Students should wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned after each use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.
- Resistance training should be emphasized as body weight, sub-maximal lifts and use of resistance bands.

- Free weight exercises that require a spotter cannot be conducted while honoring social distancing norms. Safety measures in all forms must be strictly enforced in the weight room.
- **Examples (including by limited to):**
 - A basketball player can shoot with a ball(s), but a team should not practice/pass a single ball among the team where multiple players touch the same ball.
 - A football player should not participate in team drills with a single ball that will be handed off or passed to other teammates. Contact with other players is not allowed, and there should be no sharing of tackling dummies/donuts/sleds.
 - A volleyball player should not use a single ball that others touch or hit in any manner.
 - Softball and baseball players should not share gloves, bats, or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually.
 - Wrestlers may skill and drill without touching a teammate.
 - Cheerleaders may not practice/perform partner stunts or building. (Chants, jumps, dances without contact are permissible.)
 - Runners should maintain the recommended 6 feet of distancing between individuals

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Phase 2

Pre-Workout/Contest Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check. ([temp check form](#))
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19 (see sample Monitoring Form).
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals should not oversee or participate in any workouts during Phase 2.

Limitations on Gatherings:

- No gathering of more than 10 people at a time inside. Up to 50 individuals may gather outdoors for workouts.
- If locker rooms or meeting rooms are used, there must be a minimum distance of 6 feet between each individual at all times.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur. Appropriate social distancing will need to be maintained on sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.)
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- Lower risk sports practices and competitions may resume (see Potential Infection Risk by Sport below).
- Modified practices may begin for Moderate risk sports.
- There should be no shared athletic towels, clothing or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- Hand sanitizer should be plentiful at all contests and practices.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Phase 3

Pre- Workout/Contest Screening:

- Any person who has had a fever or cold symptoms in the previous 24 hours should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate healthcare professional. ([temp check form](#))
- A record should be kept of all individuals present.
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

Limitations on Gatherings:

- Gathering sizes of up to 50 individuals, indoors or outdoors.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between each individual. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- Moderate risk sports practices and competitions may begin.
- There should be no shared athletic towels, clothing or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout. • Hand sanitizer should be plentiful at all contests and practices.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use. Other equipment, such as hockey helmets/pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/pads/gloves/eyewear should be worn by only one individual and not shared.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.
- Modified* practices may begin for Higher risk sports:
 - *Continue pre-practice screening as in Phases 1 and 2. Shower immediately after practices/contests.
 - Re-assess epidemiology data and experiences in other states and other levels of competition to determine when Higher risk sports competition may resume.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) may be utilized but must be cleaned after every practice/contest.

1. Potential Infection Risk by Sport:

Higher Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

Examples: Wrestling, football, dance

Moderate Risk: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.

Examples: Basketball, volleyball, baseball, softball, soccer, 7 on 7 football if equipment can't be sufficiently cleaned between competitors.

*Could potentially be considered "Lower Risk" with appropriate cleaning of equipment and use of masks by participants.

Lower Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

Examples: Individual running events, throwing events (shot put, discus), individual swimming, golf, weightlifting, sideline cheer, cross country running (with staggered starts)

2. Transportation to events

- Schools must consider social distancing requirements when scheduling contests and events for the fall. Social distancing (as required by state or local health department) will need to be maintained on buses/vans. Thus, multiple buses/vans and/or parental/guardian transportation may be needed.

3. Social distancing during Contests/Events/Activities

- Sidelines/benches
 - Appropriate social distancing will need to be maintained on sidelines/bench during contests and events. Consider using tape or paint as a guide for students and coaches.
- Who should be allowed at events?
 - Group people into tiers from essential to non-essential and decide which tiers will be allowed at an event:
 - Tier 1 (Essential): Athletes, coaches, officials, event staff, medical staff, security
 - Tier 2 (Preferred): Media
 - Tier 3 (Non-essential): Spectators, vendors

Only Tier 1 and 2 personnel will be allowed to attend events until state/local health departments lift restrictions on mass gatherings.

4. Hygienic

- Illness reporting Create notification process for all event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event.
- Considerations for Officials, Coaches, Other Personnel
 - Vulnerable individuals should not participate in any practices, conditioning activities, contests or events during Phases 1 and 2.
 - Masks may be worn, social distancing enforced and “Hygiene Basics” adhered to in all situations.

CONTINUE TO PRACTICE GOOD HYGIENE

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

OTHER CONSIDERATIONS

- Wide availability of hand sanitizer at contests and practices. Participants, coaches and officials should clean hands frequently.
- Wiping down the ball and equipment frequently.
- No pre-game and post-game handshakes/high-fives/fist bumps.
- Officials and sideline volunteers should be given the option to wear face coverings (may use artificial noisemakers in place of whistle).

Coaches Responsibilities

- Coaches should restrain from using inappropriate language around or towards any student. Results of this will lead to a written reprimand and may lead to immediate termination depending on the severity.
- Coaches will not use their private email when contacting students and parents. All coaches will be assigned a highland.org account.
- Coaches will not text individually students or groups directly. Text messages need to be done through a group app such as remind.
- All communication with students via email or text needs to have an AD or Administrator attached to it.
- Coaches are responsible for making sure they have all their proper licensure/endorsements up to date.
- Coaches are responsible for making sure all physical, concussion, and insurance forms have been turned in, signed, and are up to date before issuing any athletic equipment. (students have until their first competition to turn in their insurance form.)
- Coaches are responsible for making sure they are following the eligibility policy.
- Coaches are responsible for administering a parent meeting.
- Coaches need to schedule practices, open gyms, competitions, lifting schedules with AD in charge of scheduling.
- Facilities use, including open gyms and practice times must be submitted and approved by the Activities Director 24 hours in advance. At no time should the facilities be used without prior approval from the Activities Director.
- Coaches are responsible for securing the building, locker rooms and turning off lights before they leave. Turn and pull doors to make sure they shut and locked.
- Coaches are responsible for all athletes before and after practices/events. No athlete should be left unsupervised.
- All head coaches are responsible for reporting their scores, and stats in a timely manner to the appropriate organizations (ex.. Quickstats, media, track, wrestling...)
- Coaches must submit an equipment list of items issued to athletes prior to their first competition to the Activities Director and Dean of Students.
- Coaches who use the laundry facilities (rm 126) to clean uniforms are responsible for their own washing and drying. Uniforms should not be left on the floor or in the machines. It is not the job of our custodial staff to clean up the laundry room after our coaches.
- Coaches must submit an updated roster to the Activities Director and Dean of Students prior to their first competition.
- Coaches must inform the Activities Director and Dean of Students of any roster changes during their season prior to their next competition.
- Coaches must provide an updated inventory list along with a list of missing or damaged equipment to the Activities Director and Dean of Students five days before the start of the next scheduled sport season.
- Coaches need to submit the proper paperwork to the Activities Director when ordering equipment for approval.
- All district equipment including district vehicles is used for official school business only and is operated safely.
- Coaches are responsible for notifying the Activities Director within 24 hours of any injuries and making sure that all the proper paperwork is on file.
- Coaches must provide the Activities Director and Dean of Students a copy of any disciplinary actions taken that result in the suspension of playing time.
- Coaches must provide the Activities Director a copy of their award and lettering requirements prior to the start of their season to be kept on file.
- Coaches who are in the building may use their rooms to watch game film. Those who are not in the building must check with the Activities Director on where they can view game film. This may change from year to year depending on staffing.
- All end of season banquets need to be completed in a reasonable time frame.
- No coach will duplicate any keys without receiving permission from the administration. Keys and swipe cards are not to be given to students or any other adults.
- Coaches may be assigned other duties by the Activities Director and Dean of Students.
- Coaches will clear all overnight stays with administration prior to the day of the stay
- Coaches will report any violation of the good conduct policy by a students within 12 hours of being made aware
- Coaches will submit money and the money collection form daily

General Equipment Policy

- Athletic equipment is property of Highland CSD and is to be used solely for the purpose of competing in an athletic program. It is not to be used for any purpose other than team games/practices.
- You are responsible for all lost or stolen items.
- Do not alter clothing or protective padding. If this occurs without the approval of the coach, you will be billed automatically.

Final Return of Equipment

- All items issued to the athlete must be **returned to the head coach** at the assigned time. Generally, your return time will be five days after your last game at your normal practice time. Your coach will confirm the date and time for the final return of equipment.
- If you are unable to be present for the final return of equipment, you will have five (5) days to return it to the head coach. After the five days, students will be billed for missing equipment.
- Individuals quitting the team prior to the end of the season are responsible for returning all items issued within five days of the date he/she quit the team to the head coach.
- All items issued must be returned to the head coach. This is necessary in order to confirm all items are returned.
- Athletes will be charged for all game and practice items not returned or damaged beyond normal wear and tear.
- You will not be reissued equipment for the next season or for another sport until all items have been returned and/or fines have been cleared.

Locker/Storage Policy

Lockers are the property of the Highland CSD. Students assume full responsibility for all items stored in the locker and locker room. Students may check out a lock from the Activities Director to use during their athletic season. Students are responsible for locks assigned to them and the lock(s) must be returned at the end of the school year. A fee will be charged to any student failing to return a school lock. Items of significant monetary value should not be stored in the locker or locker room. The school is not responsible for loss or damage to any items stored in the locker/locker room.

The school reserves the right to enter lockers at any time. Normal circumstances when lockers would be accessed include the following:

1. If a student fails to empty his/her locker at the end of the season or when a student quits the team, one week after the end of the season or date of last participation, the coach will clean out the locker.
2. At the request of the individual if he/she is no longer in school or is on medical leave.
3. An emergency situation deemed appropriate by the administration and the athletic department.

The coach will retain items that are property of the school. Personal items will be held for two weeks and disposed of at the discretion of the administration. The administration takes no responsibility for removed items.

****Coaches who do not turn in their inventory and missing equipment list within the allowed time will have a hold placed on their coaching check until the inventory/missing equipment list has been turned in.**

Highland Coaches' Checklist

1. _____ Get roster to the Activities Director and Dean of Students.
2. _____ All physical, concussion, and insurance forms have been turned in, signed, and are up to date before issuing any athletic equipment.
3. _____ Set up team photos. Lee Photography (641-799-8882)
4. _____ Fill out pre-season information for the press.
5. _____ Hold a player meeting. Hand out all of the rules and regulations. Give a copy to the Activities Director.
6. _____ Coaches need to schedule practices, open gyms, competitions, lifting schedules with AD in charge of scheduling.
7. _____ Hold a parent meeting.
8. _____ Hand out and record all equipment and uniforms.
9. _____ Attend pre-season rules meeting.
10. _____ Fill out an end of the year report. (Mr. Fink will send at the conclusion of your season.)
11. _____ Collect all of the equipment and uniforms.
12. _____ Properly store all of the equipment for the off season.
13. _____ Attend end of the year meeting for all-conference and all-district voting.

Athletic Lines of Communication

Coaches, please feel free to duplicate this “plan” for effective communication:

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing and understanding of each position, we are better able to accept the actions of others and provide greater benefit to the children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with a clear communication from the coach of your child’s program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR CHILD’S COACH

1. Expectations the coach has for all players on the squad.
2. Locations and times of all practices and contests.
3. Team requirements, i.e. fees, special equipment, off-season conditioning.
4. Procedure should your child be injured during participation.
5. Discipline that results in the denial of your child’s participation.

COMMUNICATION COACHES EXPECT FROM PLAYERS

1. Notification of any schedule conflicts well in advance.
2. Specific concerns in regard to a coach’s philosophy and/or expectations. As your children become involved in the programs at Highland, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH THE COACHES

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child’s behavior.

It is very difficult to accept your child’s not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child’s coach. Other things, such as those following must be left up to the discretion of the coach.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, THE PROCEDURE YOU SHOULD FOLLOW IS:

1. Call to set up an appointment.
2. The high school office number is 319-648-2891.
3. If the coach cannot be reached, please call the Athletic Director, Joe Donovan or Jody Fink. They will set up a meeting for you.
4. Please do NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide satisfactory resolution?

1. Call and set up an appointment with the Activities Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Athletic Practice Sessions

With as many athletic practices as we have, it is important that we set down guidelines covering our practices. Many of our students live a long distance from school and parents want a time schedule of when they can expect to pick up their children.

1. All after school athletic practices will be concluded by 6:30 p.m. All students must be on their way home no later than 6:45 p.m. This applies to **Senior High** students/athletes. The one exception will be basketball, which will rotate on an early or late practice. **Junior High** practices will conclude at 5:45 p.m. On Wednesdays all athletic practices will be over by 5:45PM, rarely exceptions will be granted by administration for extenuating circumstances.
2. Sunday practices are prohibited unless special circumstances warrant them. Permission from the Superintendent is required before these practices may be held. Coaches may use the following justification for having a Sunday practice: During tournaments, if a game falls on a Monday. These practices will be scheduled after public use of the facility has been completed.
3. On days when school is dismissed early due to inclement weather, which creates a safety factor for travel, **No Practices will be held**. On those days in which school is released due to heat, practices may be held but at a later time when the sun has gone down and the temperature has cooled off. Should school not be in session at all due to weather conditions, and the conditions improve during the day, practice may be held for teams, with the approval of Administration.
4. Should school be closed, due to weather conditions, it will be the decision of the Activities Director and the Administration in consultation with the other school as to whether a scheduled competition/contest shall take place.
5. Wednesday night is Church/Family night. We have told our clergy that we will avoid Wednesday night activities whenever possible. Practices will conclude at 5:45 p.m. on Wednesday nights.
6. It is necessary to have at least one coach or chaperone in the locker room when athletes are showering or dressing. Whenever you are in charge of an activity, you must be present when this activity is taking place. Coaches are to lock the locker rooms when all athletes have departed. Also, lock up uniforms in a safe and secure area until the next morning.
7. Students not in school by the end of 4th hour, they will not participate in the activity/game that night. Exceptions may include: Doctor Appointments, Funerals, Etc., but must be approved by the Administration.
8. Post-High School Graduates cannot practice or participate with/or against a team or member of a high school team during the given sport season. (The post-high school graduate would need their coaching authorization to be present.) The rationale is that student eligibility rules pertain to high school student athletes and not postgraduates. The liability concerns for the local Boards of Education and school districts are multiplied should an accident occur involving post-high school graduate and a member of the team. Rules and regulations do not prohibit the local school district, should they desire, to permit post-high school graduates to use their facilities for practicing and/or participating, but not for the purpose of practicing and/or participating with/or against a team member of a team representing the school.

Students Missing Class

There are times during the course of the school year, it is necessary to take students out of class for athletic events. Coaches, remind all athletes at the beginning of your sport season that teachers prefer to have make-up work done ahead of time, if possible. *“Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student’s teacher to complete the work missed. Students who wish to participate in school-sponsored activities must attend school one-half day the day of the activity unless permission has been given by the principal for the student to be absent.”* (Code No. 501.9)

Highland CSD will make every effort to avoid middle school school students missing instructional school time

Professional Organizations

Coaches are encouraged to join their respective coaching organizations. Each activities’ account will pay for memberships in state organizations, when included in clinic registration. This practice will continue as long as there is funding available to do so.

Fundraisers

If you are in need of additional funds, please check with the athletic director before starting any fundraiser. All fundraisers must be approved by the School Board. The Highland Athletic boosters are always willing to help raise funds by working in the concession stand.

Extra-Curricular Policies

1. All participants will be responsible for any and all equipment or uniforms issued for use.
2. All athletes will turn in a completed physical examination and waiver forms prior to participation or practice. Forms are good for one year.
3. Athletes who quit one sport to go out for another can do so only with the joint approval of both coaches and the Activities Director. A minimum number of practices must be attended before he/she may participate in the next sport.
4. All rules set up by the coaches or sponsors of any activity shall automatically become a part of these policies.
5. All participants will be well-dressed and conduct themselves in a manner of good behavior, respect, and be courteous to their host or guest at all events.
6. All school rules are in effect at school-sponsored events (field trips, etc.)

Transportation

1. The school district will provide transportation to and from all school activities.
2. The students must ride to and from the activity on school transportation, unless their parent/guardian has communicated with the coach in writing. Permission notes are located in this packet and with the Activities Director.
3. Have respect for the transportation that is provided and do not leave it dirty.
4. Coaches are responsible for paying mileage when using school vehicles during their offseason.

Good Conduct Rules

1. Any student whose habits and/or conduct both in and out of school during the school year or during the summer months, are such as to make him/her unworthy to represent the ideal, principles, and standards of the student's school, would be ineligible, and it would be the duty of the superintendent, principal and/or their delegated staff member to exclude the student from participating in any activity until reinstated to eligibility by the local school administration.
2. Any student found guilty, admits to breaking the law, or is placed on an official probation status, whether it be voluntary or not, will be ineligible to participate in any activity until the local school administration reinstates the student to eligibility.
3. Any student found guilty or admits to consumption, possession, acquiring, delivering, or transporting alcoholic beverages or dangerous drugs, will be ineligible to participate in any activity until the local school administration reinstates the student to eligibility.
4. All rules set up by coaches and approved by the administration automatically become part of the "Good Conduct Rules."

Penalties and Suspensions

Students in violation of the Highland's Good Conduct Rules are subject to penalties and suspensions.

1. **First Offense** - Student will serve four consecutive weeks of suspension from competition but must continue to practice with the team or group. The four-week suspension period will include the first 30 consecutive calendar days in which competition is scheduled. The student must also finish the season in good standing or the suspension will be carried over into the next school activity for which the student is a participant.
2. **Second Offense** - Student will serve nine consecutive weeks of suspension from competition but must continue to practice with the team. The nine-week suspension period will include the first 63 days (including weekends) in which competition is scheduled. The student must also finish the season in good standing or the suspension will be carried over into the next school activity for which the student is a participant.
3. **Third Offense** - Student will be suspended from all extracurricular activities for one calendar year. No self-report is considered.
4. After a violation that would result in any suspension from an activity, the sponsor must notify the individual and parents/guardians by meeting with the individual within three days of the infraction. A letter will be issued to the parents/guardians and the student of the violation and the penalties that will be followed. Students will be advised the right to due process.
5. Following the second offense, the student must serve a minimum of four weeks' suspension from activities, even if he/she has completed the approved program. The student must receive official release from the administration before reinstatement.

Good Conduct Penalty Reduction

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Policy prior to the initial confrontation by the high school principal, the student's penalty may be reduced to fifteen (15) consecutive calendar days in which competition is scheduled for the first violation and to thirty (30) consecutive calendar days in which competition is scheduled for the second offense.

Tobacco-Alcohol-Drugs

The board prohibits the possession, use, or being under the influence of alcohol, tobacco, or other controlled substances, or “look alike” substances that appear to be tobacco, alcohol, or any other controlled substances by student-athletes on school district property or at any activity sponsored by the school district, on or off school district property.

The Board believes such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors in the school district premises. Violation of this policy by a student and/or student athlete will result in disciplinary action including possible suspension or expulsion. Use or purchase of tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession of use of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities

Coaches Ejection Rules (Grades 7-12)

Coaches will adhere to the same rules as players. If a coach is ejected from a contest for flagrant, violent, or verbal misconduct, he/she will miss the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalty the IHSAA or school may access. The second time a coach is ejected, he/she will miss the next four scheduled contests/meets. If the coach is ejected from the last scheduled contest/meet of the season, the penalty will carry into the next season of that sport.

PROCEDURES FOR HANDLING A COACH EJECTION

Any time a coach is removed from a contest/meet, whether he/she is the head coach or assistant, the officials shall notify the IHSAA office the day following the ejection. If the game is held Friday or Saturday, the report should be made the Monday following the game/meet. The coach is responsible for notifying his/her administration. The administration is to file a report with the Athletic Association and report their coach has notified them and he/she has been informed that he/she will not coach the next contest.

Any school that does not enforce this policy will be placed on probation and will not be permitted to participate in any IHSAA-sponsored events for one calendar year.

The IHSAA does not determine whether the coach’s salary is affected if he/she cannot coach. It is left to the discretion of the local school administration. The coach will not be permitted to attend the contest(s)/meet(s) will be the result if he/she attends. At the conclusion of each season, a report will be sent to all member schools of coaches who have been ejected from the contest. This report will be published in the next official IHSAA bulletin. The name of the coach and his/her school will be listed.

Player Disqualification Rule

Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regular scheduled game/meet at that level of competition and all games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may access. The second violation carries a four-game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to the next sport program.

Any school that does not enforce this policy will be placed on probation and will not be permitted to participate in any IHSAA-sponsored events for one calendar year.

It is the responsibility of the game/meet official to report any disqualifications to the IHSAA the day following the game/meet. If the game/meet is held Friday or Saturday, the report should be made the Monday following.

It is the coach’s responsibility to inform his/her administrator of any disqualification(s). The administrator will file an official report form with the IHSAA. These forms will be provided to each member school.

Highland Athletic/Activities Grade Review for Eligibility

1. The Dean of Students/Administrative Designee will review grades every Friday starting the third week of each quarter.
2. If a student has one or more failing grades at the time of the grade review, the in-season coach/activity sponsor will be notified along with the Activities Director and the student will be placed on academic probation. It is the job of the in-season coach to notify his/her athlete, along with the Parent/Guardian of the academic probation.
3. The first week the student is on probation, he/she can continue to participate in his/her games/activity. The student has that first week to communicate with their teacher and get his/her grade to passing. At the end of the first week of probation, the Dean of Students will rule on the student's eligibility and notify the in-season coach and Activities Director (s).
4. If the student is still failing at the end of the first week of probation, he/she will not be allowed to participate in events for seven days, but may practice.
5. If the student is still failing after the second week of probation, he/she will not be allowed to practice until he/she is passing.
6. A student with an IEP (Individualized Education Program) is not subject to "pass all." The student is not to be denied eligibility on the basis of grades if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's IEP (Summary of Scholarship Rule, IHSAA 10).
7. Special circumstances will be considered and reviewed by Highland High School Administration.

IHSAA and IGHSAU rules apply and take precedence over Highland High School eligibility rules. Students who have failing semester grades are subject to the IHSAA and IGHSAU eligibility rules. (Minimum requirement - Code 36.15(2)) If a student is not passing all classes at the end of a final grading period, the student is ineligible for a period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. Highland's final grading period is at semester.

NOTE: This form must be filled out and signed by parents and students, physical exam, concussion, and insurance forms on file. All athletic fines must be paid **prior** to an athlete attending **any** contest. **PLEASE TURN IN SIGNED FORM TO THE HIGHLAND ACTIVITIES DIRECTOR.**

NAME OF ATHLETE
ADDRESS
CITY

STATE

GRADE
PHONE
ZIP

____ **MALE / FEMALE**

My son/daughter may participate in **ALL** sports during the 2018-2019 school year: _____ Yes _____ No

If no, please list sports your son/daughter may **NOT** participate: _____

1. **PHYSICAL EXAM FORM:** Iowa law dictates that all athletes must have a current physical examination form signed by a doctor on file at school prior to practice.
2. **AWARENESS OF POTENTIAL INJURY:** As the parent(s)/guardian of a Highland CSD athlete, I/we are aware that participation in sports and/or practicing in sports may be a dangerous activity involving many risks or injury and may even result in death.
3. **HEADS UP: CONCUSSION IN HIGH 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. A fact sheet for parents and students is provided in the Highland Coaching Manual and on the Highland website.
4. **CLUB SPORT PARTICIPATION:** Students and parents should be informed of the policies governing club participation during a high school sports season. Families and coaches should work closely together to avoid any loss of playing time due to missed practices or games.
5. **EMERGENCY CONSENT:**
"In the event I cannot be reached, I hereby give my consent to the attending physician, trainers, and coaches to secure and administer medical aid and ambulance service. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concur for the necessity for such surgery."
Yes No IF NO Please give Name and Number to call

6. **SUPPLEMENTAL ATHLETIC INSURANCE: ** PLEASE CHECK ONE OPTION ****

_____ A. We do not wish additional insurance. We feel we have adequate insurance coverage.

_____ B. We will pick up an insurance form from Highland CSD in order to purchase insurance.

THE SCHOOL DISTRICT **DOES NOT PURCHASE** ACCIDENT INSURANCE TO COVER INJURIES INCURRED BY YOUR CHILD AT SCHOOL. We encourage all families to have accident coverage on their children prior to participation in any sports or school sponsored activity. If you do not have insurance on your child, or if you have a plan with a high deductible or with limited benefits for Doctor, Hospital, or Dental bills, we encourage you to review the student insurance program. **Information needed to enroll in the insurance program may be obtained at the school.**

7. **STUDENT GOOD CONDUCT CODE (Summary):**

Students participating in extra-curricular activities are prohibited from possessing, using or purchasing tobacco, alcoholic beverages, or controlled substances. Loss of eligibility may also occur for engaging in activities outside the school community that would be grounds for arrest or citation in the juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s). Violation of rules throughout the calendar year whether at or away from school will result in the following action:

- **First Offense** - Student will serve four consecutive weeks of suspension from competition but must continue to practice with the team or group. The four-week suspension period will include the first 30 consecutive calendar days in which competition is scheduled. The student must also finish the season in good standing or the suspension will be carried over into the next school activity for which the student is a participant.
- **Second Offense** - Student will serve nine consecutive weeks of suspension from competition but must continue to practice with the team. The nine-week suspension period will include the first 63 days (including weekends) in which competition is scheduled. The student must also finish the season in good standing or the suspension will be carried over into the next school activity for which the student is a participant.
- **Third Offense** - Student will be suspended from all extracurricular activities for one calendar year.

If there is not a sufficient number of contests or performances remaining in a scheduled season to fulfill the terms of suspension, the suspension balance will be carried over to the tournament series and to the next season in which the student participates.

We have read and understand the information/rules as stated above and in the 2018-19 parent/activities manual. We have reviewed the information provided on the concussion fact sheet titled, "HEADS UP: Concussion in High Schools Sports."

Parent Signature _____

Date _____

Student Signature _____

Date _____

POST GAME PERMISSION SLIP

My child, _____, will be riding home with me after the
completion on _____ (date).

Parent Signature: _____

Signature of parent driving home: _____

My child, _____, will be riding home with me after the
completion on _____ (date).

Parent Signature: _____

Signature of parent driving home: _____

My child, _____, will be riding home with me after the
completion on _____ (date).

Parent Signature: _____

Signature of parent driving home: _____

My child, _____, will be riding home with me after the
completion on _____ (date).

Parent Signature: _____

Signature of parent driving home: _____

Accident Report

Parent's Phone# _____

Alternate Phone# _____

Name of Student _____ Grade _____

Address: _____

Date of Incident: _____ Location of incident: _____

Please write a brief description of what occurred:

Please list any eyewitnesses to the incident(attach their statements, if any, to this report) :

Please indicate what procedure was taken to resolve the incident:

Do you believe that the incident was handled to the satisfaction of all concerned? ____ If no, please explain briefly:

Was this report filed within 48 hours of the incident? _____

Date

Signature

FUNDRAISING REQUEST

Administration Report

This form must be completed by the individual or organization wishing to have a fundraiser that directly or indirectly involves Highland Community Schools.

Group Requesting Project: _____

Faculty or Staff Sponsor: _____

Type of Activity Proposed: _____

Date or Dates for Project: _____

Place Project is to take place: _____

State the needs for fund raising project. Also explain how the group plans to spend profits earned from project: _____

Person responsible for and requesting project

Date

Principal or Administrator

Date

Please forward a copy to the Business Manager after approval of the project.

A detailed accounting of the project funds must be presented to the Principal that approved the project and the Business Manager.

Cost of Materials: _____

Amount Raised: _____

Profit for Group: _____

Staff Transportation Request

**This form is to be used only by staff traveling outside of the district.
Completed forms should be placed in Mark Bressler's mailbox**

Today's Date: _____

Date of Trip: _____

Driver: _____

Total number of staff members riding: _____

Destination: _____

Address: _____

Special Instructions:

Time Leaving: _____ Time Returning: _____

Staff Signature(Driver): _____

Building Principal's Signature: _____

Transportation Director's Signature: _____

Vehicle Assigned: _____

A copy of this transportation form will be returned to the staff member making the request.

HEADS UP: Concussion in High 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.

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 from your health care professional.

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

IT’S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.

IMPORTANT: Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must annually sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, “HEADS UP: Concussion in High School Sports.”

Student’s Signature

Date

Student’s Printed Name

Parent’s/Guardian’s Signature

Date

Student’s Grade

Student’s School

IOWA ATHLETIC PRE-PARTICIPATION PHYSICAL EXAMINATION

ARTICLE VII 36.14(1) PHYSICAL EXAMINATION. Every year each student (grades 7-12) shall present to the student's superintendent a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, advanced registered nurse practitioner (ARNP), physician's assistant or qualified doctor of chiropractic, to the effect that the student has been examined and may safely engage in athletic competition. This certificate of physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination.

QUESTIONNAIRE FOR ATHLETIC PARTICIPATION (Please type or neatly print this information)

Student's Name _____ Male ___ Female ___ Date of Birth _____ Grade _____

Home Address (Street, City, Zip) _____ School District _____

Parent's/Guardian's Name _____ Date _____ Phone # _____

Family Physician _____ Phone # _____

HEALTH HISTORY (The following questions should be completed by the student-athlete with the assistance of a parent or guardian. A parent or guardian is required to sign on the other side of this form after the examination.)

- | | Yes | No | | Yes | No | |
|-------|-------|-------|------------------------------------------------------------------|-------|-------|-------------------------------------------------------------------------------------|
| 1. | _____ | _____ | Allergies to medication, pollen, stinging insects, food, etc.? | 20. | _____ | Head injury, concussion, unconsciousness? |
| 2. | _____ | _____ | Any illness lasting more than one (1) week? | 21. | _____ | Headache, memory loss, or confusion with contact? |
| 3. | _____ | _____ | Asthma or difficulty breathing during exercise? | 22. | _____ | Numbness, tingling or weakness in arms or legs with contact? |
| 4. | _____ | _____ | Chronic or recurrent illness or injury? | ***** | | |
| 5. | _____ | _____ | Diabetes? | 23. | _____ | Severe muscle cramps or illness when exercising in the heat? |
| 6. | _____ | _____ | Epilepsy or other seizures? | ***** | | |
| 7. | _____ | _____ | Eyeglasses or contacts? | 24. | _____ | Fracture, stress fracture or dislocated joint(s)? |
| 8. | _____ | _____ | Herpes or MRSA? | 25. | _____ | Injuries requiring medical treatment? |
| 9. | _____ | _____ | Hospitalizations (Overnight or longer)? | 26. | _____ | Knee injury or surgery? |
| 10. | _____ | _____ | Marfan Syndrome? | 27. | _____ | Neck injury? |
| 11. | _____ | _____ | Missing organ (eye, kidney, testicle)? | 28. | _____ | Orthotics, braces, protective equipment? |
| 12. | _____ | _____ | Mononucleosis or Rheumatic fever? | 29. | _____ | Other serious joint injury? |
| 13. | _____ | _____ | Seizures or frequent headaches? | 30. | _____ | Painful bulge or hernia in the groin area? |
| 14. | _____ | _____ | Surgery? | 31. | _____ | X-rays, MRI, CT scan, physical therapy? |
| ***** | | | | | | |
| 15. | _____ | _____ | Chest pressure, pain, or tightness with exercise? | 32. | _____ | Has a doctor ever denied or restricted your participation in sports for any reason? |
| 16. | _____ | _____ | Excessive shortness of breath with exercise? | 33. | _____ | Do you have any concerns you would like to discuss with your health care provider? |
| 17. | _____ | _____ | Headaches, dizziness or fainting during, or after, exercise? | | | |
| 18. | _____ | _____ | Heart problems (Racing, skipped beats, murmur, infection, etc.?) | | | |
| 19. | _____ | _____ | High blood pressure or high cholesterol? | | | |

- Yes No Family History:**
34. _____ Does anyone in your family have Marfan syndrome?
35. _____ Has anyone in your family died of heart problems or any unexpected/unexplained reason before the age of 50?
36. _____ Does anyone in your family have a heart problem, pacemaker or implanted defibrillator?
37. _____ Has anyone in your family had unexplained fainting, seizures, or near drowning?
38. _____ Does anyone in your family have asthma?
39. _____ Do you or someone in your family have sickle cell trait or disease?

Use this space to explain any "YES" answers from above (questions #1-38) or to provide any additional information:

40. Are you allergic to any prescription or over-the-counter medications? If yes, list: _____

41. List all medications you are presently taking (including asthma inhalers & EpiPens) and the condition the medication is for:

A. _____ B. _____ C. _____

42. Year of last known vaccination: Tdap (Tetanus): _____ Meningitis: _____ Influenza: _____

43. What is the most and least you have weighed in the past year? Most _____ Least _____

44. Are you happy with your current weight? Yes _____ No _____ If no, how many pounds would you like to lose or gain? Lose _____ Gain _____

FOR FEMALES ONLY:

1. How old were you when you had your first menstrual period? _____

2. How many periods have you had in the last 12 months? _____

PHYSICAL EXAMINATION RECORD (To be completed by a licensed medical professional as designated in Article VII 36.14(1).

Athlete's Name _____ Height _____ Weight _____
 Pulse _____ Blood Pressure _____ / _____ (Repeat, if abnormal _____ / _____) Vision R 20/ _____ L 20/ _____

	NORMAL	ABNORMAL FINDINGS	INITIALS
1. Appearance (esp. Marfan's)			
2. Eyes/Ears/Nose/Throat			
3. Pupil Size (Equal/Unequal)			
4. Mouth & Teeth			
5. Neck			
6. Lymph Nodes			
7. Heart (Standing & Lying)			
8. Pulses (esp. femoral)			
9. Chest & Lungs			
10. Abdomen			
11. Skin			
12. Genitals - Hernia			
13. Musculoskeletal - ROM, strength, etc. (See questions 24-31)			
14. Neurological			

Comments regarding abnormal findings: _____

LICENSED MEDICAL PROFESSIONAL'S ATHLETIC PARTICIPATION RECOMMENDATIONS
 (Please be precise when indicating at which level the student is cleared to participate.)

1. **FULL & UNLIMITED PARTICIPATION**
2. **LIMITED PARTICIPATION** - May NOT participate in the following (checked):
 Baseball Basketball Bowling Cross Country Football Golf Soccer
 Softball Swimming Tennis Track Volleyball Wrestling
3. **CLEARANCE PENDING** DOCUMENTED FOLLOW UP OF _____
4. **NOT CLEARED FOR ATHLETIC PARTICIPATION DUE** _____

Licensed Medical Professional's Name (Printed) _____ Date of PPE _____

Licensed Medical Professional's Signature _____ Phone _____

PARENT'S OR GUARDIAN'S PERMISSION AND RELEASE

I hereby verify the accuracy of the information on the opposite side of this form and give my consent for the above named student to engage in approved athletic activities as a representative of his/her school, except those activities indicated above by the licensed professional. I also give my permission for the team's physician, certified athletic trainer, or other qualified personnel to give first aid treatment to my son or daughter at an athletic event in case of injury/illness and to share necessary information about the injury/illness with appropriate school personnel.

Name of Parent or Guardian, or student if 18 years of age (Printed) _____ Signature of Parent or Guardian, or student if 18 years of age _____

Address (Street/PO Box, City, State, Zip) _____ Phone Number _____

This form has been developed with the assistance of the Committee on Sports Medicine of the Iowa Medical Society and has been approved for use by the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union. Schools are encouraged NOT to change this form from its published format. Additional school forms can be attached to this form.

HEALTH AND INJURY INFORMATION CARD and CONSENT FOR MEDICAL TREATMENT FORM

(This form is to be completed and kept available for reference wherever competition takes place. Update medical information as necessary.)

Student's Name (Last, First, MI) _____

Age _____ Grade _____ Date of Birth _____ Today's Date _____ Parent's/Guardian's

Name _____

Student's Address _____

Parent's/Guardian's Home Phone Number _____

Father's/Guardian's Place of Work _____

Father's/Guardian's Work Phone Number _____

Mother's/Guardian's Place of Work _____

Mother's/Guardian's Work Phone Number _____

In an emergency, when parent's/guardian's cannot be notified, please contact:

_____ Relationship _____ Phone _____

_____ Relationship _____ Phone _____

Family Physician _____ Phone _____

Preferred Hospital _____ Phone _____

Family Dentist _____ Phone _____

Date of last tetanus booster: _____ (month/year)

Do you wear: Glasses _____ yes _____ no / Contacts _____ yes _____ no / Dentures _____ yes _____ no

List any known allergies, drug reactions, or other pertinent medical information. (Diabetes, seizures, history of head injury with unconsciousness or confusion, medications, etc.)

Please note and date any new injury information here: _____

CONSENT FOR MEDICAL TREATMENT

Iowa law requires a parent's, or legal guardian's written consent before their son or daughter can receive emergency treatment, unless, in the opinion of a physician, the treatment is necessary to prevent death or serious injury.

As the parent(s), or legal guardian(s), of the child named on the front of this card, I (we) authorize emergency medical treatment or hospitalization that is necessary in the event of an accident or illness of my (our) child. I (we) understand that this written consent is given in advance of any specific diagnosis or hospital care. This written authorization is granted only after a reasonable effort has been made to contact me (us).

_____ Date _____ Parent's/Guardian's signature

Consent for Treatment endorsed by the Iowa Chapter of the American Academy of Emergency Physicians

Cards provided by THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION, BOONE, IA

Concussion Signs and Symptoms

<p style="text-align: center;">PHYSICAL (how a person feels physically)</p> <p>Headache/pressure Blurred vision Dizziness Ringing in ears Seeing “stars” Vacant stare/Glassy eyed</p> <p>Nausea Vomiting Numbness/Tingling Sensitivity to light Sensitivity to noise Disorientation Neck pain</p>	<p style="text-align: center;">COGNITIVE (how a person thinks)</p> <p>Feel in a “fog” Feel “slowed down” Difficulty remembering Difficulty concentrating Difficulty organizing</p> <p>Easily confused Easily distracted Slowed speech</p>
<p style="text-align: center;">EMOTIONAL (how a person feels emotionally)</p> <p>Inappropriate emotions Personality change Nervousness/Anxiety Feeling more “emotional”</p> <p>Irritability Sadness Lack of motivation Argumentative Easily annoyed</p>	<p style="text-align: center;">SLEEP/ENERGY (how a person experiences their energy level and/or sleep patterns)</p> <p>Fatigue Excess sleep Trouble falling asleep</p> <p>Drowsiness Sleeping less than usual</p>

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

Return to participation following a concussion is a medical decision made on an individual basis by licensed health care providers. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to activity. While the protocol below is not mandatory, it will help licensed health care providers as defined in Iowa Code Section 280.13C determine when return to participation is appropriate:

- **Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance** from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer . ****Written clearance to return by one of these licensed health care providers is REQUIRED by Iowa Code Section 280.13C!***
- Once the criteria above are met, **the student should progress back to full activity following the stepwise process** detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.
- **Progression to return is individualized and should be determined on a case-by-case basis.** Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

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

Step 2. Return to school full-time /normal cognitive daily activities (or normal cognitive functions).

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

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

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

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

Step 7. Normal competition in a contest.

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