

***ACTIVITIES GUIDELINES  
FOR  
STUDENTS AND PARENTS***



***REVISED JUNE 17, 2016***

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## **Activities Website**

[www.j-hawks.com](http://www.j-hawks.com)

## **Other Websites**

Iowa High School Athletic Association- [www.iahsaa.org](http://www.iahsaa.org)

Iowa Girls High School Athletic Union- [www.ighsau.org](http://www.ighsau.org)

Urbandale Schools- [www.urbandaleschools.com](http://www.urbandaleschools.com)

# **STUDENT / PARENT GUIDELINES**

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# **MISSION AND VISION STATEMENTS**

## **URBANDALE COMMUNITY SCHOOL DISTRICT**

Mission: Teaching All – Reaching All.

Vision: Urbandale will be a school district that brings learning to life for everyone

## **URBANDALE ACTIVITIES**

Through positive experiences in activities, students at Urbandale High School and Urbandale Middle School will be afforded life opportunities that serve to enhance the educational process.

## **EDUCATIONAL EQUITY STATEMENT**

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status (for program), ethnic background, national origin, disability, sexual orientation, gender identity, age (for employment) or socio-economic background (for program). The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

If you have questions please contact the district office at 11152 Aurora Ave, Urbandale, IA or call 515.457.5000. The district's Equity Coordinators are Dr. Keri Schlueter, Coordinator of Student Services, Mark Lane, Director of Human Resources, and Crista Carlile, Director of Teaching and Learning.

# ATHLETIC AFFILIATION

## **Iowa High School Athletic Association (IHSAA)**

## **Iowa Girls' High School Athletic Union (IGHSAU)**

Urbandale High School is a member of both the IHSAA and IGHSAU. The purpose of these organizations is to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.

## **Central Iowa Metropolitan League (CIML)**

The purpose of the Central Iowa Metropolitan League is to enable each member school to operate more effectively and more efficiently in its complete athletic program. This is accomplished by permitting each member school to develop more complete schedules, to limit travel, and to compete with other high schools of similar enrollment.

The athletic and activity directors of the league manage the CIML with final authority resting with the principals of the member schools.

Beginning in the 2016-2017 school year, league alignment will return to three conferences, each with six teams.

<b>Central Conference</b>	<b>Iowa Conference</b>	<b>Metro Conference</b>
Ames	Dowling Catholic	DM East
Ankeny	Fort Dodge	DM Hoover
Ankeny Centennial	Johnston	DM Lincoln
Southeast Polk	Marshalltown	DM North
Waukee	Mason City	DM Roosevelt
WDM Valley	Urbandale	Ottumwa

Schedules will be generated for each sport with the majority of competition involving other teams in the Iowa Conference with crossovers within the league.

Urbandale participates in the CIML Middle School League which consists of teams from all areas except Mason City and Ottumwa.

# ACTIVITIES PRINCIPLES

At Urbandale High School the activities program will be governed by the following principles at all times:

**Student First Approach.** The physical, mental, and emotional well being of our students must be at all times our primary concern.

**Sportsmanship.** Coaches/Directors, students, student-athletes, and fans will be held to a high standard in terms of the embodiment of sportsmanship. Coaches/Directors must set the example in displaying good sportsmanship and must demand good sportsmanship of their students.

**Academics First; Activities Second.** Activities can be an integral part of the educational process. Take the time to remind your participants of the importance of their education and the relevance that activities has in terms of their development.

**Loyalty and Commitment.** The development and internalization of these two attributes will enhance our ability to succeed both inside and outside of the arena of activities.

**Communication.** All members of the Activities Community must communicate on all levels with all involved with Urbandale High School and the community.

**Conditioning.** Conditioning, both mental and physical, is a key element in the development of a successful activities program. This begins with proper planning and execution and continues through repetition and hard work.

**The Total Program.** The individual components of the Urbandale Activities Department serve to make up the entire program. Coaches/Directors, students, and parents need to be aware that the needs of the overall program will always be considered first. Win or lose, we will do so as Urbandale High School.

# PARENT-COACH/DIRECTOR RELATIONS

PARTICIPATION IN HIGH SCHOOL ATHLETICS AND ACTIVITIES IS A PRIVILEGE, NOT A REQUIREMENT. IT IS THE SINCERE HOPE OF THE ADMINISTRATION OF THE URBAN DALE COMMUNITY SCHOOL DISTRICT THAT ALL STUDENTS AND PARENTS WILL TREAT IT AS SUCH.

Both parenting and coaching/directing are very difficult vocations. By establishing an understanding between coaches/directors and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know, and understand, the expectations placed on them and their students. Coaches/Directors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

## ***Communication parents should expect from their student's coach/director:***

- Coach/Director's philosophy.
- Expectations the coach/director has for your son or daughter, as well as other participants in the activity.
- Locations and times of practices and contests.
- Activity requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations.
- Procedures that will be followed if your student becomes injured during participation.

## ***Communication coaches/directors expect from parents:***

- Concerns regarding their son or daughter expressed directly to the coach/director at the appropriate time and place.
- Specific concerns in regard to the coach/director's philosophy and/or expectations.
- Notification of any schedule conflicts well in advance.

As your student becomes involved in interscholastic activities, he/she will experience some of the most rewarding moments of their lives. It's important to understand there may be times when things do not go the way you or your student wishes. These are the times discussion with the coach/director is encouraged.

## ***Appropriate concerns to discuss with a coach/director:***

- The mental and physical treatment of your student.
- What your student needs to do to improve.
- Concerns about your student's behavior.

It is very difficult to accept your student is not participating or getting as much playing time as you may hope. Coaches/Directors make decisions based on what they believe is in the best interests of all students participating. As you can see from the list above, certain things can and should be discussed with your student's coach/director. Other things, such as those listed next, must be left to the discretion of the coach/director, and are not appropriate to discuss.

***Issues NOT appropriate for discussion with your student's coach/director:***

- How much participation or playing time each student is getting.
- Team strategy.
- Play calling.
- Any situation that deals with other students.

There are situations that may require a conference between the coach/director and parent. These are not discouraged, as it is important for each party to have a clear understanding of the other's position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

***If a parent has a concern to discuss with the coach/director, the following procedure should be followed:***

- Call the coach/director to set up an appointment.
- If the coach/director cannot be reached, call the activities director and ask to set up a meeting with the coach/director for you.
- Think about what you expect to accomplish as a result of the meeting.
- Stick to discussing the facts, as you understand them.
- Do not confront the coach/director before, during or after a practice or contest. These can be emotional times for both the parent and coach/director. Meetings of this nature do not promote resolution of the situation, but often escalate it.

***What should a parent do if the meeting with the coach/director didn't provide satisfactory resolution?***

- Call the activities director to set up a meeting with the activities director, coach/director, and parent present.
- At this meeting, an appropriate next step can be determined, if necessary.

Students' involvement in co-curricular activities has been proven to increase their chances of success later in life. We hope the information contained in this handout helps make that experience more enjoyable for everyone involved.

*Information provided by the Iowa Athletic Council*

# ACTIVITIES POLICIES

## **Pre-Season Requirements / Participation Requirements**

Prior to participating in any athletic activity, cheerleading, and dance, students must have the following on file with the Activities Office:

- Completed Activities Passport for each sport/activity
- Completed Concussion Awareness Form – *Heads Up: Concussion in High School Sports*
- Current Athletic Physical
- HS Students: Completed ImPACT test or declination form on file

Students wishing to participate, tryout, or audition that attend a different school district or are home-schooled may not do so until their current school year is complete, the Urbandale Community District's year is complete, and the student is enrolled in the Urbandale Community School District, in addition to meeting the above requirements.

Students that graduate mid-year are not eligible to participate in interscholastic activities once their enrollment ceases.

## **School Attendance Policy**

- Students must attend classes at least one half of a student's day to be eligible for practice or a game.
- This is defined as:
  - Monday, Tuesday, Friday (Non-Block Day) – students must be in school for periods 5,6,7 & 8.
  - Wednesday (Block Day) – students must be in school for periods 6 and 8.
  - Thursday (Block Day) – students must be in school for periods 5 and 7.
- The Activities' Director will handle exceptions on an individual basis. Prior communication by the student should be completed whenever possible. Examples of common exceptions include scheduled medical appointments, college visits, and funerals.
- Middle School students are required to be in school 3 ½ hours of the school day to participate.

## Academic Eligibility

- The purpose of the Eligibility Code is to establish and provide for the enforcement of academic standards and standards of conduct for students participating in co-curricular activities in grades 6 through 12 of the Urbandale Community School District. Underlying this purpose is the premise that participation in co-curricular activities is a privilege to be earned not only by demonstrating a particular talent or ability but also by demonstrating exemplary conduct.
- Athletic Rule (Scholarship Rule 36.15). Students must pass all classes and make adequate progress toward graduation. If not passing all at the end of a final grading period, student is ineligible to dress for and compete for the first period of thirty (30) consecutive calendar days in the interscholastic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in Baseball and Softball have the same penalty as all other students. Students must receive credit in at least four subjects at all times.
- Music/Speech Association Rules. Outlined in the Constitutions of the Iowa High School Speech Association (IHSSA) and Iowa High School Music Association (IHSMA). Students must pass all classes and make adequate progress toward graduation. If not passing, a student must sit out thirty (30) calendar days from the point in time when grades are released.
- These rules reflect the revisions made effective July 1, 2008.
- Urbandale Board Policy 510 applications.
  - Cheer and Dance will be handled in accordance with Athletic rules (30 calendar days) with the start of the 1<sup>st</sup> Semester and the start of the Winter Sports Season and the release date of the 2<sup>nd</sup> semester.
  - All Music and Drama activities with public performances will be handled in accordance with Music/Speech rules. Teachers will provide alternate assessments for graded events.
  - Students with an Incomplete "I" remain eligible until the time in which Incomplete Grades come due, at which time if failing, the student begins his/her suspension.
  - Students must earn four (4) credits in the preceding semester to be eligible to participate in the next semester.

- Examples.
  - Student A is a Football Player and fails a class first semester. Student A only participates in Football. Student A is academically ineligible for the first 30 calendar days of the fall from the first legal playing date.
  - Student B (11th grade student) is a Football player and fails a class first semester. Student B has never participated in Track before in high school. Student B is academically ineligible for the first 30 calendar days of the Track season from the first legal playing date.
  - Student C is a Girls Basketball Player and is in the Show Choir and fails a first semester course. Student C is ineligible for the first 30 calendar days of Basketball in the 2nd semester and the first 30 calendar days of Show Choir.
  - Student D is a Girls Basketball Player and in the School Play. Student D fails a first semester course. Student D is ineligible for the first 30 calendar days of Basketball in the 2nd semester and the first 30 calendar days of public performance in the 2nd semester related to Drama activities.
  - Student E passes only three of seven classes first semester and is a Boys Basketball Player. Student E is ineligible for athletics for the entire 2nd semester.
  - Student F is in the Marching Band. Student F fails a class in the second semester. Student F is ineligible for Marching Band for the first 30 school days of the next school year.

### **Co-Curricular Eligibility Code**

- Standards of Conduct (Board Policy 510.3).
  - Any student, whose conduct either in or out of school, is such as to make him or her unworthy to represent the Urbandale Community School District shall be declared ineligible to participate in co-curricular activities by the administration.
  - These rules apply to students both during and outside of the regularly scheduled season or activity period.
  - The commission of a crime under any governmental law or ordinance except laws and ordinances regulating the use of motor vehicles under which a violation is classified as a simple misdemeanor will be grounds for review relative to the co-curricular eligibility code. A determination relative to eligibility may be made without regard to whether the student is prosecuted or convicted of such crime by other authorities.
  - Included in this policy is the use, consumption, possession or distribution of alcoholic liquor, wine, beer or any controlled substance. Furthermore, presence at a function where such substances are served illegally to minors shall also be a violation of the Eligibility Code, even if the student does not consume the substance.

- Sanctions (Board Policy 510.5).
  - These are mere guidelines for use and may be modified at the discretion of the Activities Director in consultation with other district officials.

<u>1<sup>st</sup> Offense (and 1<sup>st</sup> Offense in High School)</u>		
Self-Report	1 event	Individual agrees to undergo counseling or evaluation for alcohol or drug offense. Polk County program included.
Self-Report	1/6 of season	Individual refuses to undergo counseling.
Administrative Discovery	1/6 of season	Individual agrees to undergo counseling or evaluation for alcohol or drug offense. Polk County program included.
Administrative Discovery	1/3 of season	Individual refuses to undergo counseling.
<u>1<sup>st</sup> Offense (multiple Offense in High School)</u>		
Self-Report	1/6 of season	
Administrative Discovery	1/3 of season	
<u>2<sup>nd</sup> Offense</u>	2/3 of season	
<u>3<sup>rd</sup> Offense</u>	Calendar Year	

- General Points relating to the Suspension.
  - This applies to students in Grades 7-12 and applies to activities that incur public performance.
  - Coaches/Directors and sponsors have the right to establish guidelines up to and including removal from the organization for individuals in violation of this code. Such guidelines shall be in writing and approved by the Activities Director.
  - Students must continue to participate in the activity in which they have been suspended from for the length of the season. Failure to do so will result in the suspension being carried over to the next activity.
  - Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
  - Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities.
  - Students found in violation of the Co-Curricular Activities Code may not register for a new activity after the state mandated/district defined start date to avoid penalty at a later time from another activity.
  - Students involved in multiple activities will serve their suspension concurrently. For instance, a student involved in Basketball and Show

- Choir will serve the suspension in both activities. No student will be permitted to participate in one activity while serving a suspension in another for a violation of the Standards of Conduct.
- Self-Report Defined. An individual making a truthful report of a violation of the co-curricular code to a school administrator within 72 hours of the event taking place.
  - Individuals participating in a school event after violating the co-curricular code but prior to making a self-report or administrative discovery will be suspended with no opportunity for a reduced suspension.
  - Individuals with a first violation that earn a second violation prior to completing the suspension for the first violation will have both penalties added together and suspensions will be served back to back.
  - Individuals that are academically ineligible will serve their suspension upon regaining their academic eligibility.
- Administration of Penalty / Appeals.
    - Penalties associated with violations of the Co-Curricular Activities Code will be administered as violations are discovered.
    - All penalties will be provided to the student in writing and the parent/guardian will be notified in writing delivered via US Mail.
    - Students have the opportunity to appeal decisions made by school administration within five school days of student notification of the penalty. All appeals must be in writing and addressed to the building principal within five school days unless otherwise noted.
    - Appeals beyond the building principal fall in line with Board Policies 536 and 229.
  - The following are examples of what the penalty MIGHT be in a typical season (less post-season appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic Association, along with “typical” schedules for our Fine Arts Programs. These are only sample penalties that may be modified by the Activities Director and the actual number of events will be calculated annually.

Sample High School Penalties:

<b>Activity</b>	<b>Dates / Games</b>	<b>First Offense*</b>		<b>Second Offense</b>
Football	9 games	1	3	6
Boys Golf	12	2	4	8
Boys Cross Country	10	1	3	6
Girls Cross Country	10	1	3	6
Volleyball	14	2	4	9
Girls Swimming	12	2	4	8
Boys Swimming	12	2	4	8
Boys Bowling	12	2	4	8
Girls Bowling	12	2	4	8
Wrestling	15	2	5	10
Boys Basketball	21 games	3	7	14
Girls Basketball	21 games	3	7	14
Boys Tennis	12	2	4	8
Girls Tennis	12	2	4	8
Boys Track	12	2	4	8
Girls Track	12	2	4	8
Boys Soccer	13	2	4	8
Girls Soccer	13	2	4	8
Girls Golf	12	2	4	8
Baseball	40 games	6	13	26
Softball	40 games	6	13	26
Cheerleading**	Season Specific	TBD	TBD	TBD
Jaywalkers	Season Specific	TBD	TBD	TBD
Show Choir	Season Specific	TBD	TBD	TBD
Marching Band	Season Specific	TBD	TBD	TBD
Concert Band	Season Specific	TBD	TBD	TBD
Jazz Band	Season Specific	TBD	TBD	TBD
Drama	Season Specific	TBD	TBD	TBD

\*The differences for the 1<sup>st</sup> Offense represent a self-report vs. administrative discovery.

\*\*Cheerleading will be handled relative to the season in which the student is participating.

### **Participation in Non-School Sponsored Athletics**

Students wishing to participate in non-school sponsored athletics during the same interscholastic high school sports season must obtain the written permission of the Activities Director prior to competing outside of Urbandale. Students should submit requests in writing no less than thirty days prior to the event and communicate with the Head Coach regarding the situation. Coaches retain their authority to consider the amount of participation time for a student based on the student's commitment to the school-sponsored activity.

Although approval is not required for competition out of season, when it conflicts with another school activity, students should communicate with the coach/director in season as soon as possible regarding any missed practice/contest time.

### **College Tryouts**

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. Nothing in the rules prohibits a high school 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 institution's athletic administration.

### **Athlete Ejections**

- Players that are ejected will fall under the jurisdiction of those policies outlined by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.
- First Offense: The ejected player will sit out the next scheduled/rescheduled/contracted date of competition at that level of competition and all other contests in the interim at any level.
- Second Offense: The ejected player will sit out the next four (4) regularly scheduled/rescheduled/contracted dates of competition at that level of competition and all other contests in the interim.
- While there is no formal policy beyond the second ejection in a season, punishment would follow such an event and the level of that punishment would be severe.
- Any player that is ejected from competition will not participate the remainder of that day, in addition to the penalties listed above.

### **Hazing**

- The Urbandale Community School District believes all individuals should be treated with respect and dignity. Students should be able to participate in school sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the co-curricular eligibility code, as well as all other applicable school policies.

- Iowa Code Section 708.10 states the following about hazing:
  - A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
  - For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.
  - A person who commits an act of hazing is guilty of a simple misdemeanor.
- A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

### **Transportation**

- The Activities Director will coordinate all transportation.
- Travel will be conducted by school bus when appropriate. In general, travel to locations close to Urbandale High School may be conducted by individual students under the coordination of the Head Coach/Director. Such locations include: Dowling, Hoover, Johnston, Valley, etc.
- Students are expected to ride to and from events on the bus. In the event that a coach/director allows students to ride to or from an event other than on a bus, the coach/director will develop and implement a plan that accounts for the student and requires written parental permission. Students wishing to ride home with someone other than their parent or guardian must have prior administrative approval.
- Coaches/Directors returning to the building after hours are required to stay with students until they are picked up from the school or leave using their own means of transportation. The Cheerleading sponsor or designee is required to do the same for all Cheerleaders.
- When student drivers are used, Coaches/Directors may conduct practice sessions prior to road events.
- Coaches/Directors must provide a stated time of arrival at the destination and must allow students adequate travel time to reach the destination.

### **Activity Awards**

- The Performing Arts program manages their own awards
- Varsity letters will be awarded for participation in all varsity interscholastic athletic programs at the discretion of the Head Coach.
- The athletic chenille letter will be white on royal and be a block "U".
- Criteria for earning a varsity letter will be established by the coach/director of each activity.

- When the requirements for a varsity letter are met for the first time, the athlete will receive a varsity letter and a certificate.
- If, for any reason other than injury or illness, an athlete is dismissed from the squad, the athlete shall not receive any type of athletic award for that particular sport in that season.
- The following guidelines will be used in the distribution of the actual letter:
  - Students will receive only (1) chenille Letter.
  - Students receiving their first Athletic Letter overall will receive a chenille letter and a sport-specific pin.
  - Each letter earned after the first, the student will receive either a sport-specific pin or a bar for that sport, if they have already received a pin for that sport.
- Those students in athletics who maintain a 3.25 GPA, either within the previous semester or cumulative will be named to the CIML All-Academic Team in all sports. First semester 9th Grade students are not eligible to receive this award. This is for athletics only.

#### **All Conference / All State Selection**

- In those sports where All Conference and All State teams are selected, the following general process is followed.
  - For All Conference teams, each Athletic Director in the Central Iowa Conference is responsible for a sport. Within that meeting, All Conference teams are voted on by the coaches.
  - The Athletic Director in charge conducts a meeting where coaches nominate players that they feel are worthy of All Conference Status.
  - Those nominated are voted upon by the coaches at the meeting. This process is followed for both 1<sup>st</sup> and 2<sup>nd</sup> Teams for All Conference.
  - Honorable mention selections are held at the discretion of the coach and are based upon a formula established by the league. For instance, in basketball, no school may have more than (5) total players on All Division when combining 1<sup>st</sup> team, 2<sup>nd</sup> team, and Honorable Mention selections.
- All State selections are taken from nominations made statewide by coaches in that class or at the discretion of the news media.

## Wall of Fame

Champions / 1<sup>st</sup> Team All State Honors.

- Individuals that are State Champions or are part of a State Championship Relay team will have their picture placed on the Wall of Fame permanently.
- Individuals that earn 1<sup>st</sup> Team All State honors from a recognized media outlet or state organization will have their picture placed on the Wall of Fame permanently.
- Individuals that earn 1<sup>st</sup> Team All State honors and/or are a State Champion in multiple sports will have their picture placed on the Wall of Fame permanently for each sport.
- Individuals that are State Champions or 1<sup>st</sup> Team All State in multiple years in the same sport will only have one picture for that sport.

## Athletic Training / Injuries

- Unity Point Hospital Corporation provides Urbandale High School with an Athletic Trainer who is typically on duty from 3:00pm—6:00pm daily and at Varsity contests.
- All injuries must be reported to the coach.
- Students will not be allowed to return to practice or competition after injury without a specific written release from a medical professional.
- Concussion Management: Once a student has been evaluated by a licensed health care provider (to include a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer licensed by a board designated under section 147.13) trained in the evaluation and management of concussions and other brain injuries, and that student has been deemed to have suffered a concussion, that student may not return to action without having been evaluated by a physician and completing the Return to Play Protocol recommended by the IHSAA / IGHSAU. This in-person evaluation by a physician must occur after the time the student is removed from participation as having exhibited signs, symptoms, or behaviors consistent with a concussion or brain injury and before the student returns to participation. This applies to all students in grades 7-12.
- ImPACT Testing: All high school students participating in athletics to include Cheerleading and Dance will be tested prior to the season in which they participate (one test annually for students in multiple sports) by the Athletic Trainer and/or Activities Department Staff. The data collected will then be used in the event a student suffers a concussion to assist in the determination of return to play status. Any student wishing to not participate in this testing will be allowed to opt out of the testing with the approval of his/her parent in writing.

## **NCAA Clearinghouse / College Athletics**

In order for students to participate in Division I and II Intercollegiate Athletics, they must first register with the NCAA Clearinghouse. For those students that feel that will go on and participate in college athletics at any level, additional information is available in the Activities Office for students and parents. Visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) for more information.

## **Fundraising**

Definition.

- Any activity that generates revenue (profit or not) through the use of Urbandale High School students and/or facilities.
- Activities that occur under the direction of Urbandale High School where revenue and expenses are covered out of the general fund are not in this classification.

Approval.

- All fundraising activities must be submitted prior to the start of the event and must be approved by the Activities Director.
- All requests must be submitted in writing.
- Events are subject to approval based upon timeline, budget, profitability, current and future needs and appropriateness of the event.

Guidelines.

- An Urbandale High School representative must sponsor all fundraising activities. There will be no student-led fundraising activities.
- All fundraising revenue must be deposited in a school district account. Sponsors must account for all money generated and spent.
- Activities that incorporate the sale of food or beverage will not be conducted during school hours. Such activities must be conducted before or after school.
- No products that endorse inappropriate items such as alcohol, tobacco, and drugs among other items will be promoted or sold.
- All fundraising revenue must be spent on students or activities that enhance student life.
- Students may not receive personal reimbursement for their efforts.

Other Notes.

- Prizes may be given to students for their efforts in fundraising, however the total amount of prize money will not exceed 10% of the gross amount raised and all prizes will be pre-approved by the Activities Director.
- Games of chance such and raffles are subject to the guidelines established by the State of Iowa.
- Facilities and equipment that are used for fundraising activities are subject to a rental fee.
- This policy applies to parent groups leading fundraising efforts for programs.

#### Contracts.

- Only the President of the Board of Directors, Urbandale Community School District may sign contracts involving outside agencies.
- Employees that sign contracts with outside agencies will be held accountable for all aspects of the event.

#### **Use of Non-School Issued Equipment**

The student may wear and use apparel and equipment, including safety equipment, supplied by the student provided it meets requirements of the governing organization. However, the equipment may not have any advertising, logos or markings that are not approved by the coach of the sport. The District (Activities Director / Coach) has the right to require the student to wear and utilize District apparel and equipment at the District's option. In the event the student supplies the apparel or equipment, the District assumes no responsibility in the selection or maintenance of the apparel or equipment and makes no representation as to the suitability of the apparel and equipment to protect the student or for any other purpose. The student and the student's parents assume all risks associated with the use of the apparel and equipment.

#### **Use of the J-Hawk Logo / Split U**

- Use of the J-Hawk Logo or Split U in any format, the word J-Hawks, or the word Urbandale with relation or reference to Urbandale as a school or any athletic program is strictly prohibited without the permission of the Activities Director.
- This would include the printing of t-shirts and other apparel or novelties for any purpose.

#### **CIML Sportsmanship Statement**

At Urbandale, we enjoy many great traditions. One of these traditions does not include poor Sportsmanship.

The Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the CIML promote good sportsmanship by participants, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, sexist or abusive comments or intimidating actions directed at officials, participants, coaches, team representatives, or event personnel will not be tolerated and are grounds for removal from the venue. In addition, consumption or possession of alcoholic beverages is prohibited, as is smoking on the campus of buildings in the Urbandale Community School District.