

Treynor
Activities Department



Parent
Guidebook

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Code No. 103.E1

ANNUAL NOTICE OF NONDISCRIMINATION

The Treynor Community School District offers career and technical programs in the following areas of study: Applied Sciences, Technology, Engineering, and Manufacturing, Human Services, Arts, Communications, and Information Systems, Business, Finance, Marketing, and Management.

It is the policy of the Treynor Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the High School Principal, who serves as the Equity Coordinator: Jacob Hedger, High School Principal, 102 East Main, 712-487-3804, jhedger@treynorcardinals.org

Code No. 103.E2

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Treynor Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the principals, who serve as the equity coordinators: Jill Kay, Elementary Principal, #2 Elementary Drive, 712-487-3422, jkay@treynorcardinals.org Jenny Berens, Middle School Principal, 102 East Main, 712-487-3181, jberens@treynorcardinals.org Jacob Hedger, High School Principal, 102 East Main, 712-487-3804, jhedger@treynorcardinals.org

We feel strongly that involvement in all activities is a part of the educational experience, and helps to teach lifelong characteristics that are able to be used each and every day of our adult lives. Every coach in our program is dedicated to winning, however, they are also encouraged and reminded to keep things in their proper perspective, provide a positive experience and make sure we are teaching lessons that can be used for a lifetime as well.

Concussion Management

- Each athlete will submit to the HS Office before the first day of practice a Concussion Fact Sheet, signed by the student and parent. This form is found at the end of this guidebook.
- No student should return to play/competition or practice on the same day she/he sustained a concussion or brain injury, unless a licensed health care provider makes the final decision to return.
- A licensed healthcare provider should evaluate a student suspected of having a concussion on the same day the injury occurs.
- After receiving medical clearance, by a licensed healthcare provider, the student should follow a stepwise protocol with provisions for delayed return to play based upon the return of any signs or symptoms. Return to Play Protocol is found on page 10 and 11

Physical Forms

- Each athlete will submit to the HS Office before the first day of practice a completed and signed by doctor, athlete and parent physical form. This form is found at the end of this guidebook.

Insurance Form

- Each athlete will submit to the HS Office before the first day of practice. This form is found at the end of this guidebook.

Attendance Treynor Student Handbook

- The Treynor High School Attendance Policy states that parents of students who have undocumented absences during the school year will receive an attendance-warning letter and both the 5th undocumented absence and the 10th undocumented absence informing them that their child is having attendance issues.
- Parents of students with at least 15 undocumented absences during the school year will receive a letter informing them that their child is having attendance issues and that an "Attendance Cooperation Meeting" may need to be held. During this meeting, an attendance contract will be drawn up and signed by the student, parent(s) and school personnel. After this time, if the attendance issue is still not corrected the issue may then be referred to the District County Attorney's Office.
- Documented Absences: A documented absence is an absence that has supporting documentation such as an appointment that is considered unavoidable (Doctor, Dentist, Court, School Sponsored Activities, Funerals, etc.) Students are required to bring documentation when returning to school in order for it to be considered a documented absence.
- Undocumented Absences: Parent notes or notification for absences such as; illness, vacation, personal reasons, etc. will be considered an undocumented absence.

- The Principal is responsible for the interpretation of documented versus undocumented absences.
- Student Absences: Parents are requested to notify the principal's office (487-3804) by 9:00 when students are not going to be in school.
- Truancy: In Iowa, truancy is defined as "any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly, without a reasonable excuse for their absence, shall be deemed a truant." Parents who fail to ensure their child is in school may have charges filed against them under the "child in need of assistance" provision of the state.

Late Arrivals/School Sponsored Activities or Practices Treynor Student Handbook

- Any time a student arrives late to school or leaves prior to regular dismissal time, she/he must report to the office to sign in/out and ensure that his or her guardian has contacted the office.
- Students participating in school activities must be in school at least one-half day during the afternoon session on the day of the event in order to participate in a school activity. This rule may be waived by the principal for special circumstances. This policy doesn't affect participation in Saturday activities.

Academic Eligibility Treynor Student Handbook

- Students must not be failing any subject on mid-quarter, quarter, or semester reports. Students who do not meet this requirement are not allowed the privileges of participating in extracurricular activities.
- If a student is failing any class for the mid-quarter or quarter, the student is ineligible for a minimum of two calendar weeks. If the student is passing the failed course(s) after that time, he/she regains eligibility.
- If a student is not passing all courses at the end of a final grading period, that student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. (Students in baseball or softball have the same penalty as all other students.) However, the student must finish the season in good standing for the eligibility to take effect during the next season. (Ex: If a student decides to play softball then she must finish the whole season in good standing so that she is able to participate and be eligible for volleyball.)
- The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanctions described above. Activities under this rule include but are not limited to: all athletic activities, jazz band, jazz choir, speech/drama, musical, dance team, and cheerleading.

Good Conduct Rule Treynor Student Handbook

- Extracurricular activities in the Treynor Community School District are an integral part of the total education of students and are a privilege, not a right.
- Good conduct is an expectation of students who represent the Treynor Community Schools in all extra-curricular activities and school-sponsored organizations.
- Therefore, all students in grades seven (7) through (12) whose actions, habits, or conduct would degrade or be detrimental to the ideals, principles or standards of the school shall be subject to being declared ineligible by the building principal or activities director.

- FIRST OCCASION: Student may be ineligible for up to four calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.
- SECOND OCCASION: Student may be ineligible for up to six calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.
- THIRD OCCASION: Student may be ineligible for up to twelve calendar weeks commencing with the Monday preceding the first scheduled contest/performance in which he or she participates. Penalties may include, but are not limited to, detention, suspension, and/or expulsion.
- The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanction described above. Commencing with the Monday preceding the first scheduled event of the next season or activity in which the student participates.
- Activities under this rule include but are not limited to all athletic activities, jazz band/choir, speech/drama, yearbook, musical, drill team, cheerleading, student council, National Honor Society, Homecoming court, and Prom court.
- The principal is responsible for pronouncing the ineligibility and informing the parties involved including the student's parents. First, second, and third occasions apply to total school years eligibility and not to only an annual interpretation as it pertains to this policy.

Drug, Alcohol and Tobacco Rule

Treynor Student Handbook

- A student will be declared ineligible to participate in extracurricular activities if the student has been found to have committed, has been observed by a school employee to have committed or admitted to committing any of the following at any time regardless of age:
 - Selling, distributing, dispensing, manufacturing, possessing, using or being under the influence of beer, wine, alcohol, tobacco and/or nicotine products, including, but not limited to cigarettes, chew, snus, dissolvables, electronic cigarettes, vaping products and devices and/or any electronic or other devices that can be used to deliver nicotine to the person inhaling from the device, illegal drugs, drug paraphernalia or look alike substances that appear to be tobacco, beer, wine, alcohol or controlled substances and the unauthorized selling, distributing, using, possessing or being under the influence of otherwise lawful drugs.
- All Treynor students are expected to be honest and to take responsibility for their actions. The following consequences will be imposed when a student chooses to speak with a Treynor school administrator, athletic director, or guidance counselor within 48 hours of the incident and admit the mistake he or she made.
 - FIRST OCCASION: The Student will be ineligible for three (3) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates. 22
 - SECOND OCCASION: Student will be ineligible for five (5) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by

- certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
- THIRD OCCASION: Student will be ineligible for one (1) calendar year commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
 - * Preseason events, "soap" scrimmages, jamborees, etc. are NOT counted as a scheduled activity.
 - If a student is found to have committed any of the infractions described above and chooses to not self report it within 48 hours of the infraction, the following consequences will be imposed:
 - FIRST OCCASION: The Student will be ineligible for five (5) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates.
 - SECOND OCCASION: Student will be ineligible for seven (7) calendar weeks commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
 - THIRD OCCASION: Student will be ineligible two (2) calendar years commencing with the Monday preceding the first scheduled activity* in which he or she participates. The student must submit to professional counseling by certified personnel. The student and/or parents are responsible for any expenses, scheduling this in a timely fashion, and providing the school with documentation of successful completion.
 - * Preseason events, "soap" scrimmages, jamborees, etc. are NOT counted as a scheduled activity
 - If an infraction takes place after practice has begun for an activity in which the student elected not to participate, he or she may not then join that activity.
 - The ineligibility would begin with the next season in which the student participates.
 - The ineligibility period shall continue from one season or activity to a second if necessary to complete the weeks of the sanction described above. Commencing with the Monday preceding the first scheduled event of the next season or activity in which the student participates.
 - Activities under this rule include but are not limited to all athletic activities, jazz band/choir, speech/drama, yearbook, musical, drill team, cheerleading, student council, National Honor Society, Homecoming court, and Prom court.
 - The principal is responsible for pronouncing the ineligibility and informing the parties involved including the student's parents. First, second, and third occasions apply to total school eligibility and not to only an annual interpretation as it pertains to this policy.

Scholarship Rule

IHSAA/IGHS AU Handbook

- All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- All contestants must be under 20 years of age.
- All contestants shall be enrolled students of the school in good standing.
 - They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.
 - To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.
 - No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - (1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
 - (2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- A student is academically eligible upon entering the ninth grade.
- A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is

sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.

- No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Non-School Team Participation

IHSAA/IGHS AU Handbook

- A high school student who participates in school-sponsored athletics may participate in a non-school-sponsored sport during the same season with approval of the superintendent. Such outside participation will not conflict with the school-sponsored athletic activity.
- Form is required to be signed by student athlete, parent/guardian, Treynor coach and Treynor Superintendent of Schools

Athletic Dual Season Agreement

- An athlete that desires to compete in two (2) athletic activities in the same season may do so with written consent of both coaches/sponsors involved.
- The athlete must determine a priority sport/activity and a secondary sport/activity.
- If a conflict between the two (2) activities exists, the athlete will participate in the priority sport/activity practice followed by the secondary sport/activity practice.
- The athlete will participate in any IHSAA/IGHS AU District, Regional, and/or State tourney/meet.
- Form is required to be signed by student athlete, parent/guardian, priority sport coach, secondary sport coach and returned to the activities director when completed.

Awards

IHSAA/IGHS AU Handbook

- A student will be permitted to receive from the student's school, another secondary school, a registered organization, or the host of an event sanctioned by a registered organization, for participation in an interscholastic athletic program, an award whose value cannot exceed \$50.
- Awards for participation in school programs from an individual or organization other than a secondary school or registered organization.
 - No student shall receive any award from an individual or outside organization, for high school participation while enrolled in high school, except that nothing in this sub rule shall preclude the giving of a complimentary dinner by local individuals, organizations, or groups, with approval of the superintendent, to members of the local high school athletic squad.
- No student shall accept any trip or excursion of any kind by any individual, organization, or group outside the student's own school or the governing organization, with the exception of bona fide recruiting trips that meet NCAA requirements.

- Nothing in this sub rule shall preclude or prevent the awarding and the acceptance of an inexpensive, unmounted, unframed paper certificate of recognition as an award, or an inexpensive table favor which is given to everyone attending a banquet.
- Absolute prohibition on cash. At no time may any student accept an award of cash.
- Awards for participation in non-school programs. If a student participates in an outside school activity, the student may receive any award provided that the award does not violate the amateur award rule of the amateur sanctioning body for that sport. In the absence of an applicable amateur award rule, the student may not receive any award the value of which exceeds \$50.

Player Disqualification Rule

IHSAA/IGHSAU Handbook

- Any student-athlete at any level grades 7-12 who is ejected from an IHSAA/IGHSAU sanctioned sport will be required to take the NFHS Coach Education/Certification Program elective course —Sportsmanship- It's Up to You.
- The course must be viewed prior to being able to return and participate in an interscholastic contest and the certificate of course completion must be sent to the IHSAA /IGHSAU office. This mandate is in addition to missing the next regularly scheduled game/meet which is defined as the next scheduled, rescheduled, or contracted date. There is no cost for this course.
- It is the responsibility of the game/meet official to report any disqualifications to the IHSAA/IGHSAU 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/IGHSAU.

Communication

- If a student-athlete has a disagreement with the coach she/he should follow our line of communication
 - 1st: Student to Coach
 - 2nd: Student, Parent to Coach
 - 3rd: Student, Parent to Coach and Activities Director
 - 4th: Student, Parent to Principal
 - 5th: Student, Parent to Superintendent

General Complaints By Citizens

Treynor Student Handbook

- The district recognizes that concerns regarding the operation of the school district will arise and believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The district also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.
- Procedures for dealing with complaints concerning programs or practices should be governed by the following principles: where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible; complaints should both be investigated and, if possible, resolved expeditiously; complaints should be dealt with courteously and in a constructive manner; individuals directly affected by the complaint should have an opportunity to respond.

Activity Website

- To help facilitate our Activity programs we have a calendar that is in place and available from our school website.
- If you click on the Calendars tab on the home page, it will direct you to the "Activity Calendar" link. I would like to encourage you to use this website to print off schedules and see the latest updated information taking place in our Middle School and High School building.
- Another feature I would like to recommend that you use is the "Notify Me" feature that will send you an email, to multiple accounts if desired, when we have to reschedule an event, add an event or change a location of an event. This will be particularly useful when we get to the spring and summer time and weather causes havoc with our track, soccer, golf, baseball and softball schedules.
- Just go to the link and it will guide you through the process. If you have any questions or comments about the calendar feel free to contact Activities Director Tim Navara.

Treynor Cardinals on Twitter

If you would like to follow the scores and updates of Cardinal activities, follow TreynorNation (@TreynorNation) on Twitter.

Concussion or Other Brain Injury Return-To-Play Protocol Iowa Code Section 280.13C

1. No student shall return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury.
2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.
3. An athlete or coach reports concussion related symptoms or requests an ImPact test.
4. ImPact test is administered and Dr. Josh Bintz, Treynor HS trainer, is notified.
 - a. With the athlete's name, please send the parent's email address as well so that I can open a line of communication with them as well, keeping them up to date with our process.
 - b. Test results:
 - i. If the test is positive – the athlete enters the Iowa Concussion Protocol (no practice, S&C, academic accommodations, etc.) and follows up with Josh at their earliest convenience.
 - ii. If the test is negative – the athlete remains out of practice until they follow up with Josh for official clearance. If they would like to resume practice ASAP, they may come to the MOS clinic, checking to ensure Josh is available.
 - c. After receiving medical clearance by a licensed healthcare provider as defined in Iowa Code Section 280.13C, RTP shall follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms for a minimum of 24 hours. Each step shall take a minimum of 24 hours.
 - d. If the student shows signs, symptoms, or behaviors consistent with a concussion or other brain injury at any step of the RTP protocol, the student must stop the activity and the student's licensed health care provider and parent or guardian shall be contacted.

- e. If the student shows signs, symptoms or behaviors consistent with a concussion or other brain injury during this process, an additional 24-hour period of rest shall take place. After the 24-hour period of rest, the student shall drop back to the previous level when the student showed no signs, symptoms or behaviors consistent with a concussion or other brain injury and begin the progression again.
5. Return-to-play (RTP) Steps
- a. Step 1: Athlete has received written medical clearance from a licensed health care provider to begin the RTP process, **AND** the athlete is back to regular activities, including school, without experiencing any concussion signs, symptoms or behaviors for a minimum of 24 hours.
 - b. Step 2: Low impact, light aerobic exercise. Walking or stationary cycling at slow to medium pace. No resistance/weight training.
 - c. Step 3: Basic exercise, such as running in the gym or on the field. No helmet or other equipment.
 - d. Step 4: Noncontact, sport-specific training drills (dribbling, ball-handling, batting, fielding, running drills) in full equipment. Resistance/weight training may begin.
 - e. Step 5: Full contact practice and participation in normal training activities.
 - f. Step 6: Contest participation

Once an athlete passes all steps of the return to play and the Impact test or is deemed to not have suffered a concussion, Dr. Bintz will send an email to the parents, coaches, and the Activities Director with an "official" release

Health records, such as written clearance to return to participation, should be part of the student's cumulative file kept by the school. Iowa Administrative Code 281.12.3(4)

All athletes at Treynor Middle / High School take the ImPact Concussion Test to determine a baseline and/or assist the health care provider with clearance determination.

Concussion or Other Brain Injury Return-To-Learn Protocol

1. When a student has been declared by a health care provider that a concussion has been determined, the staff/teachers of that student will be notified.
2. Return-to-learn (RTL)
 - a. Accommodations shall be made to the student in the classroom upon returning to school
 - b. Student is allowed:
 - i. To leave class to go to the Office or Nurse's Office
 - ii. To take short breaks
 - iii. To sit outside the classroom during videos and then return to class for discussion
 - iv. To take assessments in a quiet place
 - v. Extended time on assessments
 - vi. Extended time on assignments or be given an assignment reduced in size
 - vii. To postpone semester or major tests until recovered
 - viii. To take only one test per day
 - ix. To eat lunch in a quiet place
 - x. Only physical activity permitted by the doctor
 - xi. A copy of lecture notes

- c. Use of Chromebook and/or laptop should be limited
- d. A math textbook should be provided or, if none is available, the needed pages of the online textbook should be printed and given.

Acknowledgement

I have received a copy of the Treynor Activities Department Parent Guidebook and understand the policies and rules set forth for my student to participate in activities at Treynor High School.

Parent's/Guardian's Signature

Date