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 Athletic Department to inspire each student to extraordinary achievement everyday.

- Provide a comprehensive athletic 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.

Athletic Department Objectives

To provide an attractive program for the student-athlete:
- Provide the student-athlete with an enjoyable and rewarding experience
- Make player safety and welfare our highest priority

To give quality instruction in the fundamentals of each sport offered:
- Specific athletic skills and strategies
- Sportsmanship, ethical conduct and fair play

To be an integral part of the secondary school curriculum:
- Inspiring all athletes 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 athletes that dignity, self-worth and self-esteem are achieved through hard work
- To create a positive school climate that is enhanced when student-athletes 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 athletic program a source of both school and community pride:
- Help each athlete 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
Athletic Director Job Descriptions

Evaluated jointly by Dean of Students & Superintendent

Joe Donovan

Rschool Scheduling:

1. SEISC
   a. Download & transfer schedules
   b. Adjust schedules due to conflicts/work with other schools
   c. "Publish" for public access on Activities Calendar on Highland website
   d. Work with coaches on their non-conference scheduling
   e. Send coaches their schedules for next season
   f. Working at least a year ahead of time on schedules

R-school Contracts:
   g. Send out and receive contracts to/from officials
   h. Work with non-conference school sending and receiving contracts

R-school:

2. Activities Calendar
   a. Input all activities that occur in our district and all extra-curricular activities in R-School that appear on our Highland website Activities Calendar
   b. Input facility use requests and publish on Activities Calendar for public to view from youth practices, concerts, open gyms, craft shows, prom, etc….

Board of Educational Examiners:
   a. Check site to make sure our staff/coaches possess current licensure for coaching positions

IAHSAA:

3. Member School Link
   a. Official Recommendations
   b. CO-OP Sharing
   c. Coaches assignments
   d. Scores of Contest
   e. Dues
   f. Site Availability
   g. Online forms
   h. Input our school schedules when needed

IGHSAU:

4. Administrators
   a. Officials Recommendations
   b. Co-OP Sharing
   c. Dues
   d. Site Availability
   e. Online Forms
Officials:
   a. Contact officials and umpires for Varsity basketball and baseball and contract them to officiate home dates.

Arbiter:
   b. Send out schedules to Arbiter to have officials assigned to JH/JV and some varsity games
   c. Work with the assigner on conflicts with schedules/officials

Physical & Concussion Forms:
   a. Design and input all of our students Physical dates and Concussion dates into a google document so coaches and administration can more easily check for current forms for eligibility.

Assign Ticket Takers:
   a. Develop a google document for all certified staff ticket taking dates
   b. Assign all JH/HS certified staff to two ticket taking dates and put on google document for staff to review.

Game Day Set Up:
  5. Football/Soccer
     a. Open and clean press box
     b. Set up score clock/microphone/sound system/material for PA announcer
     c. Make sure administrators/officials/opposing schools have Game Day Schedule of Agenda (where to park, locker rooms, where to warm-up)
     d. Pylons
     e. Put flag up
     f. Put out yard markers
     g. Open ticket booth and put programs in there
     h. Unlock bathrooms
     i. Communicate with Krafka on dates of games and scheduling of painting
  6. Basketball/Volleyball
     a. Pull Out bleachers
     b. Put up scorer’s table
     c. Set up score clock/Microphone/Sportsmanship script/National Anthem CD
     d. Set up garbage cans
     e. Make sure PA box is unlocked
     f. Put side baskets up
     g. Put rugs out
     h. Put out ticket taking table and chair
     i. Communicate with officials to where they can dress, time of arrival and sign official vouchers
  7. Baseball/Softball
     a. Open & set up ticket booth
     b. Unlock bathrooms
     c. Official vouchers
  8. Wrestling
     a. Official vouchers
     b. Pull out bleachers
     c. Set Up scoreboard table
     d. Set up score clock/Microphone
     e. Help roll out wrestling mats and move them if needed (JH)
9. Track
   a. Notify person operating official timing system, scoring
   b. Send out/Receive contracts for JH/HS Track meet
   c. Hire Starter Officials (Contracts)
   d. Find workers for all field events/Finish Line/Press Box/Exchange zones
   e. Work with building and grounds person to get football field roped off/trash cans/press box cleaned
   f. Make sure all Field Events have proper equipment (tape measure, spotter, recorder)

10. Rosters:
    a. Arrange for help with game day programs.
    b. Post rosters on Rschool for other schools to access for programs
    c. Work with other schools when issues arise obtaining roster

11. Yearly Coaches Meeting:
    a. Work with other A.D. in collaboration
    b. Design Powerpoint and voice over
    c. Help revise Coaches Handbook

12. Miscellaneous:
    a. Work with transportation when needed regarding transportation issues
    b. Send out a weekly Activities Schedule for our staff as a reminder of upcoming events and work assignments
    c. Update record boards when given information
    d. Distribute end of season awards to coaches (certificates, pins, letters, etc…)
    e. Distribute tape, pre-wrap, for medical kits
    f. Day to day questions and concerns
    g. Forward emails from IAHSAA & IGHSAU regarding weekly newsletters pertaining to their sports (rules interpretations, officials, stats, forms, postseason information, etc…)

13. Collaborate with other A.D.
    a. Evaluations
    b. Coaches Handbook
    c. Coaches Meeting
    d. Interviews

14. Supervision as needed /requested

This position includes a planning period and the expectation of hours beyond regular teaching contract hours to complete task listed above.
Jody Fink

1. Parent-Coach relations
2. Good Conduct Meetings
3. Jointly coordinate coaches handbook
4. Update record boards
5. Jointly do coaches evaluations
6. Initialize 28E Agreements
7. Concussion Forms
8. Discipline Issues
9. Assist with activity set-up and takedown
10. AD meetings
11. Discipline meetings
12. Coaches meetings
13. Rules Meeting Powerpoints
14. Coaching/Sponsor Interviews
15. PO process with Superintendent for activities expenses
16. Community/School Relations related to activities
17. Organization of Activity Passes
18. Coordinator of Booster Clubs, both fine arts and athletic.

This position is given a planning period during the school day and is jointly responsible for most supervision with other administrators in the district.
<table>
<thead>
<tr>
<th>Position Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Angela Hazelett</td>
<td><a href="mailto:ahazelett@highlandhuskies.org">ahazelett@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Dean of Students Bill Zywiec</td>
<td><a href="mailto:bzywiec@highlandhuskies.org">bzywiec@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Activities Director Joe Donovan</td>
<td><a href="mailto:jdonovan@highlandhuskies.org">jdonovan@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Activities Director Jody Fink</td>
<td><a href="mailto:jfink@highlandhuskies.org">jfink@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Cross Country</td>
<td></td>
</tr>
<tr>
<td>Head Coach Angie Strobel</td>
<td><a href="mailto:astrobel@highlandhuskies.org">astrobel@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Ass’t Coach Sara Sublette</td>
<td><a href="mailto:ssublette@highlandhuskies.org">ssublette@highlandhuskies.org</a></td>
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<tr>
<td>Football</td>
<td></td>
</tr>
<tr>
<td>Co-Head Coach Joe Donovan</td>
<td><a href="mailto:jdonovan@highlandhuskies.org">jdonovan@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Co-Head Coach Scot Morel</td>
<td><a href="mailto:smorel@highlandhuskies.org">smorel@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Ass’t Coach Patrek Tufts</td>
<td><a href="mailto:ptufts@highlandhuskies.org">ptufts@highlandhuskies.org</a></td>
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<tr>
<td>Ass’t Coach</td>
<td></td>
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<tr>
<td>JH Coach Mitchell Huntington</td>
<td><a href="mailto:mhuntington@highlandhuskies.org">mhuntington@highlandhuskies.org</a></td>
</tr>
<tr>
<td>JH Coach Michael Eden</td>
<td><a href="mailto:meden@highlandhuskies.org">meden@highlandhuskies.org</a></td>
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<tr>
<td>Wrestling</td>
<td></td>
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<tr>
<td>Head Coach Derick Ball</td>
<td><a href="mailto:dball@highlandhuskies.org">dball@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Ass’t Nick Cole</td>
<td><a href="mailto:ncole@highlandhuskies.org">ncole@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Jr. High Coach Tom Harbison</td>
<td><a href="mailto:tharbison@highlandhuskies.org">tharbison@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Eric Stewart</td>
<td><a href="mailto:estewart@highlandhuskies.org">estewart@highlandhuskies.org</a></td>
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<tr>
<td>Basketball</td>
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<tr>
<td>Boys Head Coach Marcus Hall</td>
<td><a href="mailto:mhall@highlandhuskies.org">mhall@highlandhuskies.org</a></td>
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<tr>
<td>Boys Ass’t Patrek Tufts</td>
<td><a href="mailto:ptufts@highlandhuskies.org">ptufts@highlandhuskies.org</a></td>
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<tr>
<td>Girls Head Coach Jody Fink</td>
<td><a href="mailto:jfink@highlandhuskies.org">jfink@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Girls Ass’t Michael Eden</td>
<td><a href="mailto:meden@highlandhuskies.org">meden@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Jr. High (Girls) Cheyann Adamson</td>
<td><a href="mailto:cadamson@highlandhuskies.org">cadamson@highlandhuskies.org</a></td>
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<tr>
<td>Jr. High (Girls)</td>
<td></td>
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<tr>
<td>Jr. High (Boys) Mitchell Huntington</td>
<td><a href="mailto:mhuntington@highlandhuskies.org">mhuntington@highlandhuskies.org</a></td>
</tr>
<tr>
<td>Jr. High (Boys) Seth Milledge</td>
<td><a href="mailto:smilledge@highlandhuskies.org">smilledge@highlandhuskies.org</a></td>
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<tr>
<td>Drill Team</td>
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<td>Volleyball</td>
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<tr>
<td>Head Coach Whitney Howard</td>
<td><a href="mailto:whoward@highlandhuskies.org">whoward@highlandhuskies.org</a></td>
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<tr>
<td>Sport</td>
<td>Position</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
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<tr>
<td>Baseball</td>
<td>Head Coach Seth Milledge</td>
</tr>
<tr>
<td></td>
<td>Ass’t Coach Clint Colbert</td>
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<tr>
<td></td>
<td>Jr. High Clint Jones</td>
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<td>Jr. High Angie Alberts</td>
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<tr>
<td>Softball</td>
<td>Head Coach Carrie Wieland</td>
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<tr>
<td></td>
<td>Ass’t Coach Samantha Wieland</td>
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<tr>
<td></td>
<td>Jr. High Kayla Schneider</td>
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<tr>
<td></td>
<td>Jr. High Kelsey Hora</td>
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<tr>
<td>Track</td>
<td>Head Coach Angie Strobel</td>
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<td>Ass’t Coach Sara Sublette</td>
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<td>Jr. High Jody Fink</td>
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<td>Jr. High Angie Alberts</td>
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<tr>
<td>Soccer</td>
<td>Head Coach</td>
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<tr>
<td></td>
<td>Ass’t Coach Alejandro Daniel Cruz’Romo</td>
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<tr>
<td>Golf</td>
<td>Head Coach Jacob Schultz</td>
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<tr>
<td>Cheerleading</td>
<td>FB Christina Waters</td>
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<tr>
<td></td>
<td>BB</td>
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<td></td>
<td>Wr: Amanda Schultz</td>
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<tr>
<td>Instrumental Music</td>
<td>Mark Bressler</td>
</tr>
<tr>
<td>Vocal Music</td>
<td>Jennifer Wagner</td>
</tr>
</tbody>
</table>
### School Play

| Brian Haymond               | bhaymond@highlandhuskies.org |

### Speech

| Speech Justin Rapier        | jrapier@highlandhuskies.org   |
| Brian Haymond              | bhaymond@highlandhuskies.org |

### Student Council

| HS—Carrie Wieland           | cwieland@highlandhuskies.org  |
| MS—Jayme Kallus             | jkallaus@highlandhuskies.org  |
| MS—Alison Butterbaugh       | abutterbaugh@highlandhuskies.org |

### Mock Trial/Quiz Bowl

| Alison Butterbaugh         | abutterbaugh@highlandhuskies.org |
| Jayme Kallus               | jkallaus@highlandhuskies.org     |

### NHS

| Carla Trees                | ctrees@highlandhuskies.org      |
### Travel Distances and Time

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

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<td>Football</td>
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<td>August 23</td>
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<td>August 6</td>
<td>August 20</td>
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<td>August 6</td>
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<td>November 5</td>
<td>November 16</td>
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<td>November 12</td>
<td>November 26</td>
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<tr>
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<td>November 12</td>
<td>November 26</td>
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<td>February 11</td>
<td>February 11</td>
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<td>February 11</td>
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<td>March 11</td>
<td>March 28</td>
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<td>March 25</td>
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<tr>
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<td>April 29</td>
<td>May 20</td>
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<tr>
<td>Softball</td>
<td>May 6</td>
<td>May 20</td>
</tr>
</tbody>
</table>

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.
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 and 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.
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 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.
- 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.
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, student 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 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 with a deposit to use during their athletic season. Deposits will be returned when the lock is checked back in. 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.

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.

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.
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 the 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 the 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.

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 facilities 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 the Activities Director and the 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 6:00 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. Inform students that if they are 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 Activities Director.

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.

Junior High can't miss instructional school time

**Professional Organizations**

Coaches are encouraged to join their respective coaching organizations. The athletic department 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.)
7. A parent approval form must be on file for any student that participates in an athletic event for Highland High School.

**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 Athletic Director.
3. Have respect for the transportation that is provided and do not leave it dirty.
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.

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.

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.
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.
Eligibility Policy

STUDENT PERSONNEL - Series 500

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 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.
2018-2019 Highland HIGH SCHOOL PERMISSION TO PRACTICE FORM

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
GRADE _____ MALE / FEMALE
ADDRESS
CITY STATE PHONE ZIP

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 sport 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: ___________________________________

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

Parent Signature: ____________________________________

Signature of parent driving home: ___________________________________

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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 eyewitneses 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? _____
Reimbursement Form
Expenses and Mileage

Name of the Employee: ________________________________________________

Date: ______________________________________________________________

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Attach Receipts - You will not be paid for any expenses unless a receipt is attached. Mileage is to be figured at 50-cents per mile (list total miles).

Please fill out a separate form for each meeting, conference, convention, etc. If the meeting is more than one day, all expenses should be included on one form only. Expenses turned in on other forms will not be accepted. All forms should be turned in at the end of each month for payment at the next regular board meeting.

Employee’s Signature ____________________________

Principal’s Signature ____________________________
# Money Collection Form

**Highland Community School District**  
**Money Collection Form**

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**FUNDRAISING REQUEST**
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.
A FACT SHEET FOR PARENTS AND STUDENTS

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 a licensed healthcare provider has cleared him/her to return.
   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 school’s 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.

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/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 ____________________________ Male ________ Female ________ Date ________ School District_________

Parent’s/Guardian’s Name ____________________________ Phone # __________________

Family Physician ____________________________ Date ________ 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.)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Does this student have / ever had?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Allergies to medication, pollen, stinging insects, food, etc.?</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Any illness lasting more than one (1) week?</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>Asthma or difficulty breathing during exercise?</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Chronic or recurrent illness or injury?</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Diabetes?</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Epilepsy or other seizures?</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>Eyeglasses or contacts?</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>Herpes or MRSA?</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td>Hospitalizations (Overnight or longer)?</td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td>Marfan Syndrome?</td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td>Missing organ (eye, kidney, testicle)?</td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td>Mononucleosis or Rheumatic fever?</td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td>Seizures or frequent headaches?</td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td>Surgery?</td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td>Chest pain, pressure, or tightness with exercise?</td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td>Excessive shortness of breath with exercise?</td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td>Headaches, dizziness or fainting during, or after, exercise?</td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td>Heart problems (Racing, skipped beats, murmur, infection, etc.)?</td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td>High blood pressure or high cholesterol?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Does this student have / ever had?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td></td>
<td>Head injury, concussion, unconsciousness?</td>
</tr>
<tr>
<td>21.</td>
<td></td>
<td>Headache, memory loss, or confusion with contact?</td>
</tr>
<tr>
<td>22.</td>
<td></td>
<td>Numbness, tingling or weakness in arms or legs with contact?</td>
</tr>
<tr>
<td>23.</td>
<td></td>
<td>Severe muscle cramps or illness when exercising in the heat?</td>
</tr>
<tr>
<td>24.</td>
<td></td>
<td>Fracture, stress fracture or dislocated joint(s)?</td>
</tr>
<tr>
<td>25.</td>
<td></td>
<td>Injuries requiring medical treatment?</td>
</tr>
<tr>
<td>26.</td>
<td></td>
<td>Knee injury or surgery?</td>
</tr>
<tr>
<td>27.</td>
<td></td>
<td>Neck injury?</td>
</tr>
<tr>
<td>28.</td>
<td></td>
<td>Orthotics, braces, protective equipment?</td>
</tr>
<tr>
<td>29.</td>
<td></td>
<td>Other serious joint injury?</td>
</tr>
<tr>
<td>30.</td>
<td></td>
<td>Painful bulge or hernia in the groin area?</td>
</tr>
<tr>
<td>31.</td>
<td></td>
<td>X-rays, MRI, CT scan, physical therapy?</td>
</tr>
<tr>
<td>32.</td>
<td></td>
<td>Has a doctor ever denied or restricted your participation in sports for any reason?</td>
</tr>
<tr>
<td>33.</td>
<td></td>
<td>Do you have any concerns you would like to discuss with your health care provider?</td>
</tr>
</tbody>
</table>

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? ____________________________

Page 1 of 2, Physical Examination Record & Parent’s/Guardian’s Permission and Release is on the reverse side
### PHYSICAL EXAMINATION RECORD

(To be completed by a licensed medical professional as designated in Article VII 38.14(1).

<table>
<thead>
<tr>
<th>Athlete’s Name</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pulse</th>
<th>Blood Pressure</th>
<th>(Repeat, if abnormal)</th>
<th>Vision R 20/</th>
<th>L 20/</th>
</tr>
</thead>
</table>

#### NORMAL

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 |

#### ABNORMAL FINDINGS

<table>
<thead>
<tr>
<th>INITIALS</th>
</tr>
</thead>
</table>

#### 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 of Guardian, or student if 18 years of age

____________________
Address (Street/PO Box: City, State, Zip)

____________________
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.

08/15
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

<table>
<thead>
<tr>
<th>Physical (how a person feels physically)</th>
<th>Cognitive (how a person thinks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache/pressure</td>
<td>Feel in a “fog”</td>
</tr>
<tr>
<td>Blurred vision</td>
<td>Feel “slowed down”</td>
</tr>
<tr>
<td>Dizziness</td>
<td>Difficulty remembering</td>
</tr>
<tr>
<td>Ringing in ears</td>
<td>Difficulty concentrating</td>
</tr>
<tr>
<td>Seeing “stars”</td>
<td>Difficulty organizing</td>
</tr>
<tr>
<td>Vacant stare/Glassy eyed</td>
<td>Easily confused</td>
</tr>
<tr>
<td></td>
<td>Easily distracted</td>
</tr>
<tr>
<td></td>
<td>Slowed speech</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Nausea</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Sensitivity to noise</td>
</tr>
<tr>
<td>Numbness/Tingling</td>
<td>Disorientation</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>Neck pain</td>
</tr>
<tr>
<td>Difficulty remembering</td>
<td></td>
</tr>
<tr>
<td>Difficulty concentrating</td>
<td></td>
</tr>
<tr>
<td>Difficulty organizing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emotional (how a person feels emotionally)</th>
<th>Sleep/energy (how a person experiences their energy level and/or sleep patterns)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate emotions</td>
<td>Fatigue</td>
</tr>
<tr>
<td>Personality change</td>
<td>Excess sleep</td>
</tr>
<tr>
<td>Nervousness/Anxiety</td>
<td>Trouble falling asleep</td>
</tr>
<tr>
<td>Feeling more “emotional”</td>
<td>Drowsiness</td>
</tr>
<tr>
<td></td>
<td>Sleeping less</td>
</tr>
<tr>
<td></td>
<td>than usual</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.