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2018-19 Student Activities Handbook

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ADM Community School District Student Activities Handbook

1. Introduction

This handbook has been prepared for the benefit of the student, parents, and the coaches or directors in an effort to make interscholastic activities a contributing and worthwhile part of our total school program. We believe that our activities program is an integral part of our total school program and that participation is a **PRIVILEGE**. As such, it provides certain opportunities and emphasizes definite goals, which are difficult to duplicate or achieve in other middle school/high school activities or in later life. It is our desire that activities be an enriching and healthful experience in which physical, mental, and social growth can be stimulated through interscholastic competition. A genuine understanding of the activities requirements, realized through a student-parent conference in which the rules of this handbook are read and discussed, will help to bring about a greater understanding of the aims and objectives of the school activities program. Students must be willing to accept training rules, regulations, and responsibilities, which are unique to our activities program. In accordance with ADM MS/High School and state associations, enforcement of this handbook is the responsibility of the school, parents, and participants.

2. Nondiscrimination Statement

Students, parents, employees, applicants for employment, and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not 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 admission or access to, or treatment in, its educational programs and activities and in its hiring and employment practices, as provided by applicable federal and state law.

There is a grievance procedure for processing complaints of discrimination. Any person having inquiries or complaints concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Nancy Gee, Business Manager

District Administration Center

215 N. 11th St. Adel, IA 50003

[\(515\) 993-4283](tel:5159934283)

ngee@admschools.org

Office hours: 8:00 a.m. – 4:30 p.m. Monday through Friday

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

Or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: [\(312\) 730-1560](tel:3127301560), FAX: [\(312\) 730-1576](tel:3127301576), Email: OCR.Chicago@ed.gov.

3. Eligibility Requirements

To be eligible to represent ADM MS/High School in any interscholastic activity, the student must:

- A. be considered by the Administration, a representative of ADM's standards of conduct and sportsmanship.
- B. maintain academic eligibility. (This policy is described later.)
- C. be under the age of twenty (20).
- D. maintain amateur status.
- E. have a physical examination yearly as confirmed on the physical examination form prior to participation. **NOW ONLINE.**
- F. complete an acknowledgment of risk form prior to participation.
- G. have signed a handbook acknowledgment form prior to participation. **NOW ONLINE.**
- H. Iowa athletes are allowed eight (8) consecutive semesters of participation.
- I. State concussion Form signed by the athlete and parent every year. **NOW ONLINE.**

4. Personal Conduct

All participants shall conduct themselves in such a way as to reflect positively on themselves, their family, and school while representing ADM on and off the field, abiding by the ADM Activity Code.

5. School Attendance Requirements

A participant is expected to maintain regular school attendance as a prerequisite to participation in activities.

The following policy must be adhered to relating to school attendance:

- A. A student must be present for the **entire school day** to participate in activities (plays, musicals, speech, athletics, cheerleading, tryouts, pom poms, etc.)
- B. Students will not be allowed to compete in a contest/activity, if on the day of the event, they have been:
 1. ill
 2. suspended from school
 3. have an UNEXCUSED absence from school
- C. The student must be in school for all afternoon classes (periods 5-8) to practice an activity after school on that day.
- D. **Exceptions:** funerals, scheduled appointments and any family emergency (reason will be required) at the discretion of the AD/Principal. **Doctor's note is required prior to returning to school and participation for illness in activity. These are to be cleared by the building principal or the Activities Director.**
- E. **Each Student will be give one 15-minute exception per semester for participation in an event.**
- F. It will be the responsibility of the student to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee.

6. Locker Rooms and Care of Equipment

- A. The locker rooms are for players and coaches only.
- B. There shall be no horseplay in the locker rooms at any time.
- C. Locker rooms are to be kept clean.
- D. Each student is responsible for the proper care and safekeeping of the equipment issued. Lockers must be secured before and after practices and/or competition.
- E. Lost or stolen items must be paid for through the AD's office or to the coach in charge.
- F. No participant will be allowed to practice with another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.
- G. School-owned equipment is to be worn only at scheduled practice and competition unless specifically cleared by the coach.

7. Transportation Regulations

Participants must travel to and from away contests in transportation provided by the ADM School District. The only exceptions are:

- A. Injury to a participant, which would require alternate transportation.
- B. Parents make prior arrangements with the coach in advance of the trip by having the approved travel release on file with the coach on the day of the trip.
- C. The participant will be released to the parent(s) (designated adult) by the coach upon presentation of the approved travel release at the contest.
- D. Should a parent approach a coach at an away contest and request their son/daughter ride home with them, it is up to the coach's discretion to release the participant to them.
- E. In no cases will a participant be allowed to ride home with another student.
- F. Students are considered "good will" ambassadors for ADM both on and off the playing field.
- G. Students who miss the bus to an activity will not be permitted to dress or participate in that activity unless excused due to a situation beyond the control of the student in the nature of an emergency as determined by the coach in his/her sole discretion.
- H. Any damage to buses, caused by students will be paid for by said students. They may also be dismissed from the group they are representing.

8. Attendance for Activities

- A. Students are required to attend all practices and games or activities in the sport or activity in which they are a part, unless specifically excused by the coach of that activity.
- B. The validity of the excuse shall be determined by the instructor in charge of the activity in a fair and uniform manner.
- C. Students shall inform the coach or director, in advance, the reason for his/her need to be absent as a condition of being excused. Prior notice would not be required in case of sudden illness or emergency, but an attempt to notify the coach would be highly appreciated.
- D. Attendance of assigned members at games or performances is compulsory, except for sickness or emergency. **Missing an activity for other reasons will result in the student being declared ineligible for all extracurricular activities and practices until a period of detention time is made up. The coach/director and Activities Director will determine the period of detention time.**
- E. In case of conflict between two activities the AD will determine which activity takes precedence by using the following set of criteria:
 - 1. State events including sectional, district, regional, or sub-state shall have top priority.
 - 2. If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.
 - 3. A scheduled event shall have priority over a practice session.
 - 4. In the case of athletic practice conflicts, a sport in season will have priority over a sport not yet in playing season.
 - 5. If local events (those not assigned by the state) are scheduled on the same date, the coach and/or sponsor of the activities will communicate well in advance to resolve the conflict for the student. In no case shall a student ever be placed in a position of conflict by the coach and/or sponsor.
 - 6. Coaches and sponsors shall have the right to mutually resolve any student conflict between themselves in spite of the above guidelines.
 - 7. In cases where conflict cannot be resolved, the Activities Director, after consulting with the coach and/or sponsor, will resolve the conflict.
- F. A student must finish the season in a sport or activity to earn a letter award.
- G. A student may participate in only one sport per season unless he/she has written permission from his/her parents, the Activities Director and both coaches involved in the activities.
- H. Once a student goes out for a sport, he/she cannot drop that sport to participate in another sport during the same season or any over-lapping season. For example, he/she cannot start track and later drop out of track and start baseball/softball/soccer until the track season has been completed. Students will have the first two weeks of the season to make up their minds. They may drop one sport and go out for another within that two-week period with no penalty. After the first two weeks of any season they will not be allowed to drop one sport and participate in another sport during that season. (See Handbook Page 14 for Dual Sports Participation Agreement Form)

9. Training Rules

- A. Coaches and directors may establish and enforce reasonable rules for the participants in the activity they coach/direct. Such rules must be written, discussed, and given to each participant. These rules will also be discussed and given to the AD to determine reasonableness and fairness.
- B. All participants in activities are to adhere to the rules prescribed by the coach. Deviation from these rules may be cause for dismissal from the activity.

10. Insurance

All participants are highly encouraged to secure insurance at the participant's own expense. A group insurance plan is available through the school for those students and parents that may be interested. The school insurance must be purchased during the first three weeks of school. It is not available beyond that date.

11. Unauthorized Possession of School-Owned Equipment

No ADM student shall have in his/her possession any school-owned equipment, from this school or any other school. At no time is school equipment to be worn in public, except for practice and games/meets/performances. Students may be suspended from school until the equipment is returned in satisfactory condition or if returned in unsatisfactory condition, it shall be paid for. The school may also prosecute students with stolen equipment.

Penalty: Students will be suspended until items are returned in reasonable condition or replaced. The student may be made ineligible for unauthorized possession of school-owned property.

12. Letter Awards

Varsity letters are awarded to deserving students in activities. Each participant who letters in a particular activity will be given one award pin for that activity and a bar signifying the number of times that the participant letters in that activity. Each coach/director will determine the lettering criteria for their activity. These criteria will be given to the athletes and parents at the beginning of the season.

13. Parent/Coach Communications

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

Communication You Should Expect From Your Child's Coach:

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

Communication Coaches Expect From Parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at ADM High School, 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 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 best for ALL students. 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 the following items, must be left to the discretion of the coach.**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other students.

These are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If the Parent Has a Concern With a Coach, the Following Procedure Should Be Followed:

1. Call to set up an appointment with the coach.
2. The ADM High School phone number is 993-4584. If the coach is not a teacher in the high school building, you will be given a phone number where the coach may be reached.
3. If the coach cannot be reached, call the Activities Director, Reece Satre at 993-4819. He will set up a meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What a Parent Can Do If the Meeting With the Coach Did Not Provide a Satisfactory Resolution:

1. Call and set up an appointment with the Activities Director, Reece Satre at 993-4819, to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided in the above steps make both your child's and your experience with the ADM High School Activities program less stressful and more enjoyable.

Activities Eligibility

1. Eligibility

A. Requirements

Because an ineligible student participating can ruin a successful season, the director must closely monitor the eligibility of team members. Eligibility requirements originate from three sources.

1. IHSAA/IGHSAU/IHSSA requirements
2. ADM High School Activity Code
3. The head coach/director of each activity.

Directors must be familiar with the ADM Activity Handbook and the sports guides and rulebooks provided by the respective associations.

B. General Terms of Eligibility

1. **Academic Eligibility Requirements for Athletics:** To participate in co-curricular athletic activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for the next 30 consecutive calendar days and inclusive weekends during which he/she is a participant in any activity if they are already in the middle of the season. The first day of ineligibility shall be the first business day after report cards are available. If an athlete fails a class and he/she is not currently in a sport they will be ineligible for the first 30 consecutive days after the first playing date of their sport. This rule only affects high school students (9-12). A student participating in a summer sport (baseball or softball) will have the same penalty as all other students. The first day of ineligibility shall be the first business day after report cards are available. For more information or guidance on the scholarship rule you may go to the IAHSAA website which is www.iahsaa.org then click on school resource center, then eligibility information and then Guidance on Scholarship rule 36 and there are several pages of information. Additionally, whenever a student's name (grade 9-12) appears on the failing/incomplete list, he/she will be considered ineligible on Tuesday through Monday of that week. Failing/Incomplete lists will be generated on Mondays, with ineligibility starting on Tuesday. Students can gain eligibility back by completing their work and turning it in or pulling their grade up to passing. As soon as the office is notified by the teacher that the student is complete or passing, the student regains eligibility. ADM will maintain compliance with all state laws governing student eligibility.
2. **Incomplete semester grades will be treated like an F. Once the student brings the grade to a passing grade they will be eligible**

3. 7th & 8th grade students, who have not completed all their work or have not done satisfactory work in a course, will be placed on the Incomplete/Failing list. Students are not incomplete if they have been ill or absent with good reason until they have had the allowed time to make up the work - one day for each day absent. As soon as the work is completed satisfactorily, the incomplete will be removed. **A supervised after school study hall room is available from 3:35 to 4:30 pm. on Monday, Tuesday, Wednesday, and Thursday. Students may use this room to complete incomplete work, make-up work, and study for up-coming quizzes and tests.**

1. The Incomplete/Failing List is based on the standards that each individual teacher has structured for his/her class. 7th and 8th grade students who are incomplete are not eligible to participate in athletic contests but may practice at the discretion of the coach. 7th and 8th grade students who are failing must go to the supervised after school study room from 3:35 to 4:30 p.m. and then may go to practice. 7th and 8th grade students who are failing are ineligible for athletic contests until the failing grade is brought up to a minimum grade of 70%. When 7th and 8th grade students turn in incomplete work and/or raise their failing grade to a minimum of 70%, they will regain their eligibility for athletic contests.
4. Academic Eligibility Requirements for Music, Speech and Drama: To participate in co-curricular music, speech and drama activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for 30 consecutive school days and inclusive weekends. The first day of ineligibility shall be the first school day following the day grades are issued by the district. Ineligibility for students who fail a second semester course will carry over to the first semester of the next school year and begin the first day. Assessed performances are not to be included. A student with a disability who has an IEP shall not be denied on the basis of "no pass, no play," if the student is making adequate progress, to be determined by school officials. ADM will maintain compliance with all state laws governing student eligibility.
5. Students in athletics, music, speech, or drama activities:
 - 5a. Must be under 20 years of age,
 - 5b. Are eligible for a maximum of eight semesters or less,
 - 5c. Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's IEP team, towards the goals and objectives on the student's IEP or 504 plan,
 - 5d. Must conform to the guidelines of the ADM Student Activity Code,
 - 5e. Must abide by any additional regulations that are made in writing and passed out by the head coach/director previous to the beginning of the activity season. These rules should be submitted to the AD prior to the season for advance approval. Following approval they will be kept on file by the high school AD,
 - 5f. Must be present for the **ENTIRE SCHOOL DAY** to participate in an activity (plays, musicals, sport activities, cheerleading, dance, clubs, organizations, etc.) that night. He/she must be in school for periods 5,6,7,8 to practice an activity that day after school. Exceptions: funerals, scheduled appointments, and any family emergency at the discretion of the AD/Principal. Doctor's note is required prior to participation of activity. These are to be cleared by the building principal or the activities director,
 - 5g. Will be the responsibility of the student to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee, and
 - 5h. Each faculty member in charge of activities will be responsible for notifying students of the status of their eligibility. It is the responsibility of the coach or director to notify students of their ineligibility to participate in an activity.
6. Students in athletics:
 - 6a. Must have not been a member of a college squad nor trained with a college, nor participated in a college contest nor engaged in that sport professionally,
 - 6b. Must have on file: a physical exam and a parent/student release form. The student must be enrolled or dual-enrolled in the ADM Community School District,
 - 6c. if the student is a transfer student, he/she must meet all transfer requirements; if the student is an open enrollment student, he/she must be eligible under state law regulations.

ADM Community School District Activity Code

The Board of Directors of the ADM Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as

ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Activities Director shall keep records of violations of the ADM Activity Code.

Scope of Code

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, debate contests, National Honor Society, all co-curricular clubs (e.g., Art Club, TSA, etc.), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative, etc.), state contests and performances for cheerleading, dance team, or color guard, mock trial, academic decathlon, or any other activity where the student represents the school outside the classroom.

**** These rules are in force twelve (12) months of the year on or off of school property. ****

PLEASE READ THE FOLLOWING VERY CAREFULLY

If you feel you are willing to meet the demands of the extracurricular activity, and you feel you can conform to the rules and regulations of the extracurricular activity, then we want you to participate in these programs. Remember that in order to reach your potential, it will require time, effort, and self-sacrifice on your part.

ADM Schools does not wish to make "robots" out of individuals. It does not want an individual to suffer human indignities. It does not want you to lose personal identity. It is not interested in having students become so involved in extracurricular activities that these activities must come first above all other things.

ADM Schools is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves, a "cause", along with participating in other phases of a well-balanced life style.

To retain eligibility for participation in ADM High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Violation of the Activity Code

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the ADM Activity Code will be deemed ineligible for a period of time, as described below. This includes any and all activities during the ineligible time period. A student may lose eligibility under the ADM Activity Code for any of the following behaviors:

1. Possession, use, or purchase of tobacco products or any look a likes (including vaping & e-cigarettes), regardless of the student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), **regardless** of whether the student was cited, arrested, convicted, or adjudicated for the act(s). If formal charges are dropped, or if the student is found not guilty in court, the school may still, after a hearing, decide that the student violated the ADM Activity Code by a preponderance of the evidence.
5. Exceedingly inappropriate or offensive conduct such as assault, battery, serious hazing, harassment, or gross insubordination (talking back or refusing to cooperate with authorities). NOTE: this could include group conduct!

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of an Activity Code Rule in the previous school, the student shall be ineligible if the administration has knowledge of the student's misconduct or violation in the previous district.

Along with the denial of participation in all activities, these actions may also result in a range of school punishments from detentions to referral to the Board of Education with recommendation for expulsion.

Penalties for Violation of the ADM Activity Code-Activity Code will be served separately from the academic eligibility requirements.

Any student who, after a hearing before the administration, is found to have violated the ADM Activity Code, during the school year, or summer, is subject to a loss of eligibility as follows:

EACH OFFENSE WITHIN THE STUDENT'S MIDDLE SCHOOL CAREER (grades 7-8 through the summer following eighth grade):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season
2. The student, parent, and administrator will discuss the violation.

FIRST OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student must perform 10 hours of community service.
3. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season.
2. The student must perform 10 hours of community service.
3. The student, parent, and administrator will discuss the violation.
4. If a student violates the ADM Activity Code they will be ineligible for Homecoming & Prom King/Queen for the current school year.

SECOND OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):

ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for all (100%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student must perform 20 hours of community service.
3. The student, parent, and administrator will discuss the violation.

NON-ATHLETIC ACTIVITY PENALTY:

1. A number of public performances will be determined according to the activity and length of season.
2. The student must perform 20 hours of community service.
3. The student, parent, and administrator will discuss the violation.

THIRD OR SUBSEQUENT OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER:

ATHLETIC and NON-ATHLETIC ACTIVITY PENALTY:

1. The student will be ineligible for 1 (one) calendar year.
2. The student must perform 30 hours of community service.
3. The student, parent, and administrator will discuss the violation.

Violation Enforcement

1. The period of ineligibility begins immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and extends thru tournament play, until suspension is completed. An ineligible student will attend all practices or rehearsals, but may neither "suit up" nor perform/participate. The student will not wear any team or school attire during the contests for which they are ineligible. If eligibility is not completed, it will be carried over to the time the student participates in the next activity.
2. An organized public preseason scrimmage versus an opponent is a unique activity. Example(s): Football Preseason Scrimmage, Basketball Hall of Pride Scrimmage. The student shall not be allowed to participate, and it shall not count toward the ineligibility period.
3. If a student drops out of any activity prior to the completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity.
4. If a student violates the ADM Activity Code while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
5. If a student is ineligible at the time of a violation of the ADM Activity Code, the penalty for the violation will not begin until the student regains eligibility. (Example: a student academically ineligible for a week, a quarter, or a semester is found to have been in possession of tobacco, an Activities Code violation. When the student is again academically eligible, the penalty attaches. Example: a student violates the Activity Code and is ruled ineligible for 2 (two) games. While ineligible, the student again violates the Code. The second penalty attaches when the first penalty is completed.

ADM Good Conduct Committee

A student may appeal the administration's decision to the ADM Good Conduct Committee within three (3) days from the time of the penalty determined.

The committee will be made up of three non-season coaches, one fine arts teacher, and a designated layperson that will meet with the student to review the evidence to determine if it constitutes a violation of the ADM Activity Code. Parents of the accused student shall also be invited to attend.

The Activities Director and/or Principal will organize the committee for each hearing. The committee will be charged with the authority and responsibility of making a determination of guilt or innocence regarding violation(s) of the Activity Code in all cases.

At the Good Conduct Committee hearing, the Activities Director and/or Principal will inform the Committee of the level (1st, 2nd, 3rd, or additional violation), and what consequences are stipulated in the Code. The Activities Director and/or Principal will present the information regarding the incident according to the facts that have been uncovered by the administration. Following the presentation of facts by the Activities Director and/or Principal, the student will then be given an opportunity to present his/her side of the incident. The Good Conduct Committee will then weigh the evidence and will decide upon the guilt or innocence of the student. If the Good Conduct Committee reverses the decision of the Activities Director and/or Principal, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. If the Committee finds the student guilty, the student will be ineligible for the amount of time stipulated for the corresponding offense.

The Good Conduct Committee hearing will be audiotaped so that a record of the proceeding can be reviewed on an appeal.

During the establishment of the Good Conduct Committee, the student will be INELIGIBLE until such time as the administration's decision has been overruled.

Mere Presence Rule

Students involved in activities who are in attendance at a function or party where the student knows or has reason to know that tobacco, alcohol or other drugs are being consumed illegally by minors and fails to leave despite having reasonable opportunity to do so, shall be in violation of the activity code and shall be suspended from the next public performance and competition for all activities the student is currently participating in. The mere presence rule will not affect membership in NHS or Student Council. This violation will not involve the student in the steps of the general Activities Code.

If the student can prove by a preponderance of the evidence that they made a legitimate effort (called parents, called authorities, left the scene, etc.) when contraband appeared, or they became aware of the presence of the contraband, or that they were not aware that the contraband was present, the student will not be ruled ineligible.

Students and parents must realize that if a student finds him- or herself in a situation where minors are consuming tobacco, alcohol, or other drugs illegally, the student's options are:

1. Leave immediately. An *intention* to leave is not a defense. Nor is being the "designated driver."
2. Apply reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the contraband with them.
3. Otherwise get rid of the contraband. (Flush or pour, but do not consume.)
4. Stay and risk loss of eligibility for extracurricular activities.

This rule shall not include parties where the student's parents are in attendance, or anniversaries, graduations, and wedding receptions. *Drinking by students at such events is still prohibited and will be penalized according to Activity Code policies.*

Appeal Process

The student and/or the student's parents may appeal a decision in the following manner:

1. The student and his/her parents may appeal the Good Conduct Committee's decision to the Superintendent of Schools, in writing, within three (3) school days. The Superintendent shall render a decision on the appeal within three (3) school days.
2. Following a decision of the Superintendent, the student and/or the student's parents shall be given three (3) school days to appeal, in writing, to the ADM Board of Education. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) school days following the submission of the appeal of the Superintendent's decision. The grounds for review by the school board are limited to the following: the student did not violate the ADM Activity Code; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the Superintendent, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

During the appeal process, the student will be INELIGIBLE until such time as the AD's or Good Conduct Committee's decision has been overruled.

ADM CSD ACKNOWLEDGEMENT FORM
Required all 7th thru 12th Grade Students

Student Name: _____

School Year: _____ Grade: _____

Parent Name _____

Phone # _____

.....

Insurance Information
(Check #1 or #2):

1. _____ We, the undersigned, feel we have adequate insurance protection for our son/daughter while practicing or participating in interscholastic sports, or other school-sponsored activities.
2. _____ We, the undersigned, will buy school insurance for the above-named student for the current season.

ADM Community School District Conduct Code:

Students in 7th thru 12th grade are prohibited from possessing, using, or selling: tobacco in any form, alcoholic beverages, or controlled substances. Violations of the Conduct Code within a student's school career may result in 1/4 (25%) of a season up to a lifetime suspension from activities.

"I have read and understand this and all information as stated in the ADM Student Activities Handbook."

Parents/Guardian Signature

Date

Student's Signature

Date

Form to be returned to Student's Advisor.

ADM Athletics
Dual Sports Participation Agreement

This contract has been established for athletes who wish to participate in two sports during the Spring 20_____ School Year.

As a student-athlete I am requesting to participate in the sports of _____ and _____. This request is being made in order to serve the needs of both programs and my teammates.

I will strive to maintain the highest level of competitive effort while participating in both of these sports and will be a team player, putting the needs of the teams first before my own.

This agreement has been made with the following conditions:

1. I have declared that _____ is my primary sport and where there are conflicts with both sports competitions being scheduled on the same date, I will commit to attending my primary sports competition.
2. By noon on April 1st, I must notify the Activities Director, my Primary and Secondary Sport coaches of my intentions to:
 - A. Drop either the Primary or Secondary Sport
 - B. Declare my intent to compete in both sports per the contract for the remainder of both seasons.
 - C. Drop both the Primary and Secondary Sport.
3. If there is a conflict between practice in my primary sport and a competition in my secondary sport, I will attend the competition.
4. If a rescheduled competition forces a conflict between my primary and secondary sport competitions, condition #1 will apply with participation in the primary sport.
5. I agree not to switch primary sports during the course of the season. If one sport becomes a better situation for the team or for me personally, I will stick with my original decision as state in #1 above.
6. My first priority while at school is academics. This request will only be considered if I am in good academic standing at the time. If the academic standard is not maintained as reflected by athletic eligibility, I will discontinue participation in the secondary sport and there will be no appeal to be reinstated.
7. I understand that there are no guarantees for playing time in either primary or secondary sport and those decisions are solely at the discretion of the coach.

8. This decision is mine and was agreed to by all of the respected parties listed below.

Student Name: _____ Date: _____

Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Primary Coach: _____ Date: _____

Secondary Coach: _____ Date: _____

Activities Director: _____ Date: _____

