



**NODAWAY VALLEY ACTIVITIES
2024-2025
HANDBOOK**

District Mission and Vision

NODAWAY VALLEY MISSION:

The mission of Nodaway Valley Community School District will be to prepare all students for productive, successful lives beyond school through a balanced curriculum, activities, community experiences, global awareness, high expectations, and interaction between students, parents, school staff, and community.

NODAWAY VALLEY BELIEFS:

We believe...

- that everyone has value as a person and a learner
- in respect for self and others in the school and community.
- all members of the school and community have the potential to learn
- that a variety of learning experiences and styles is essential for success
- learning is a lifelong experience
- positive influences enhance learning
- the district must take responsibility to reach and all challenge all students

NOTICE OF DISCRIMINATION

It is the policy of the Nodaway Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy, please contact the district's equity coordinator: Elementary Principal James Larson, Nodaway Valley Community School District, 324 NW Second Street, Greenfield, IA 50849, Phone: 641-743-6136 Email: james.larson@nodawayvalley.org. This individual has been designated by the District to coordinate the District's efforts to comply with federal and/or state non-discrimination laws.

Absences and Activity Participation

Students participating in school activities must be in school by 8:45 a.m. on the day of the event/practice in order to participate. In special circumstances, the Activities Director can waive this rule. The final decision lies with the Activities Director.

If students leave campus during school hours, they will not be allowed to participate in events / practice without documentation pertaining to where they were.

Appropriate documentation may include:

- Health note from a professional. This can be physical health or mental health.
- Court. If students have to miss school for court, they must bring documentation stating court date.
- College Visits. Students must bring documentation from college stating they attended the visit.
- Others may be allowed, however will need the approval of the Activities Director in advance.

This documentation needs to be turned into the Activities Director prior to the event / practice. This can be done electronically.

Detentions

Any staff member can assign a student detention. Detentions may be assigned to be served before or after school or at lunch with the teacher. It is highly suggested that detentions assigned by staff be served with staff. It can be served before, during or after school. If a detention is assigned, an online Staff Discipline Report will be filled out and turned in to the office. If a teacher assigns a detention to be served with someone else prior administrative approval is required. Students failing to serve assigned detention within two days can receive further consequences including, but not limited to suspension or being held from non-graded activities including practices.

If a student is involved in an activity but assigned a detention, the detention takes priority.

Suspensions

Suspensions, (in school or out of school), also include elimination from after school activities and practices for the duration of the suspension period. If the principal deems that the misbehavior is sufficiently serious, he/she may request the superintendent to extend the suspension up to ten days in length. If a student is assigned one-day in school or out of school suspension, that student is ineligible to participate in any extra-curricular event or practice. If it is

an out of school suspension, the student is not allowed in the building to attend events or practices during the suspension period.

Activity Good Conduct Policy

The Board of Directors of Nodaway Valley Community School District offers a variety of voluntary activities designed to complement and enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of Nodaway Valley Community School throughout the calendar year, whether away from or at school. Therefore, students who exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from conduct that is illegal, or highly inappropriate. Participation in extracurricular activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration and individual activity coaches and sponsors. To retain eligibility for participation in 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.

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

Athletics, instrumental and vocal music performance drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, drill team, all honorary and elected offices (e.g. homecoming king/queen/court, class officers, student government officers or representatives), state contests and performances for cheerleading, or any other activity where students represent the Nodaway Valley Community School District outside the classroom.

Any student who, after 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 school's Good Conduct Rule, will be deemed ineligible under the Good Conduct Rule for any of the following conduct:

- possession, use or purchase of tobacco products, regardless of the student's age;
- possession, use or purchase of alcoholic beverages, including beer and wine. For the purposes of this provision, "possession" shall include being in a vehicle or being in attendance in any other place where alcoholic beverages are being illegally consumed by minors. For the purposes of this provision, "use includes having the odor of an alcoholic beverage on one's breath;
- possession, use or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs. For the purposes of this provision, "possession" shall include being in a vehicle or being in attendance in any other place where drugs are being illegally consumed;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s);
- inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities) hazing, or harassment of others.

However, a student who is “merely present” shall not be found to have violated the school’s Good Conduct Rule. A student will be considered to be “merely present” if the administration determines that (1) the student did not know or have reason to know of the violation, OR (2) the student did know or have reason to know of the violation but had no reasonable opportunity to leave.

Transfer Students

If a student transfers in from another school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school or school district, the student shall be ineligible for the remainder of the previous school’s sanctions. Failure to inform Nodaway Valley Community School of an on- going good conduct suspension will be considered a violation of Nodaway Valley Community School Good Conduct Rule.

Academic Consequences

Unless there is a finding that the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Sanctions for Violations

When administration determines it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest. However, if the period of time between a finding of a violation and an activity is twelve (12) calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may not “suit up” or perform/participate. If a student drops out of an activity prior to completion of the period of ineligibility, the penalty or remainder of the penalty will attach when the student next seeks to participate in an activity, subject to the 12-month limitation above. The student must complete an activity in good standing in order to satisfy the terms of the suspension.

The coach of each individual activity may implement additional requirements and regulations not covered under the Good Conduct Rule. These rules shall be presented in writing to the participants at the beginning of the season. The sanction for violating said requirements will not exceed the sanction for a first offense of the Good Conduct Rule.

The following list has been established to give guidance to properly delegated administrative personnel or activities director when administering the sanctions set forth in the Good Conduct Rule. However, it should be noted that the Board of Directors or its delegates may exercise their discretion in assessing more severe or less severe penalties when they have assessed the seriousness of the violation, its circumstances and any mitigating factors.

The following is a list of suspensions based on the premise that a finding of a first violation will result in a suspension to approximately 25% of the scheduled contests. A finding of a second violation will result in a suspension of approximately 50% of the scheduled contests. A finding of a third or subsequent violation will result in a suspension to approximately 100% of the scheduled contests.

In order to determine whether a violation is a first, second, or third or subsequent violation, administration shall, upon the finding of a violation, review the student's record of violations of the Good Conduct Rule, whether at Nodaway Valley Community Schools or elsewhere, for the twelve month period immediately preceding the current finding of a violation. Only the violations within said twelve month period shall be considered for the purposes of determining whether the current finding of a violation results in a first, second, third or subsequent violation.

Contest Suspension Guidelines:

- students will be suspended from the level of competition in which they are involved. For instance, a varsity athlete cannot count a junior varsity contest toward his/her suspension.
- students must continue to attend practice during the time of suspension. Withdrawing from the activity does not satisfy the terms of the suspension.

The principal shall keep records of violations of the Good Conduct Rule.

Reduction in Sanctions for Positive Conduct

Students who have been sanctioned for a finding of a violation of the Good Conduct Rule may have that sanction reduced by complying with the provisions below. However, the sanction shall not be reduced to less than one contest/event.

Honesty Provision

If within 24 hours of the actual violation and prior to a finding of violation by the administration, a student comes forward to a coach, administrator or activity sponsor and admits violation of the Good Conduct Rule, the student's sanction may be reduced by 50% for a first violation and 30% for a second violation.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent. The appeal must be made by contacting the superintendent in writing within three (3) days of receiving written notification of the finding of violation and imposition of sanctions. The sanction will remain in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next regular board meeting. The review by the board will be in closed session unless the student's parents(s) or the student, if the student is 18 years old, requests an open session. The grounds for appeal to the school board are limited to the following:

- the student did not violate the Good Conduct Rule;
- and/or the student was given inadequate due process
- in the investigation;

- and/or the sanction is in violation of the Handbook or Board Policy.

The sanction will remain in effect pending the outcome of the meeting with the Board.

If the school board reverses the decision of administration, the student shall be immediately eligible and shall have the record of the ineligibility period and violation deleted from the student's record. If the school board modifies the decision of administration, the student's eligibility and record will be modified to accurately reflect the decision of the board.

Eligibility Guidelines

Any student may participate in extra-curricular and co-curricular activities provided he/she meets the following requirements:

- Follows all regulations as specified by the respective state associations.
- Is a student in the Nodaway Valley School or in a Board-approved cooperative academic program between NV and an accredited college or the Area Education Agency.
- Is academically eligible. (This requirement applies to extra-curricular activities only!)
- Is in school no later than 8:40am. This guideline applies to both events AND practice. The activities director must approve exceptions. In most cases, such exceptions for absences will require prior notice, and an admit slip will need to be completed in advance. (If a student is absent on a Friday before a Saturday event, the determination of eligibility for participation in the Saturday event will be based upon the reason for the absence. The Activities Director or his/her designee will make the determination. (Illness will be an acceptable absence, truancy will not.)
- Any athlete who quits one sport after two weeks of that sport season is not eligible to participate in another sport, which is offered during that season without permission of the head coaches of both sports.
- After an activity has been in progress for two weeks, a student will not be permitted to join that activity to work off ineligibility.

Example: If a student who runs track is declared ineligible in January, he/she will not be permitted to join the basketball team at mid-season to work off the ineligibility.

1. Any student who joins an activity to work off ineligibility is expected to stay out for the activity until its completion.
2. Any student who transfers to Nodaway Valley and is ineligible for participation at his/her former school at the time of his/her transfer remains ineligible at Nodaway Valley until the terms and conditions of ineligibility assessed by the former school has been satisfied.

Provide the school district a physical examination form signed by the student's doctor or physician's assistant stating that the student is physically fit to perform in athletics prior to the start of the season. A concussion informational form also needs to be signed and turned in.

Activity Eligibility Classifications

The following co- and extra-curricular activities are governed by Scholarship Rule (36.15(2)) AND the District Academic Activity Eligibility Policy:

- Band (IHSMA sponsored events)
- Football
- Volleyball
- Baseball
- Golf
- Wrestling
- Basketball
- Soccer
- Cheerleading
- Softball
- Choir (IHSMA sponsored events)
- Speech
- Cross Country
- Track and Field

The following activities and clubs are governed by the District Academic Activity Eligibility Policy:

- Academic Bowl Contests
- Drama Performances
- FCCLA Competitions
- Instrumental Music Contests
- Vocal Music Contests
- FFA Contests

The following clubs and events are NOT affected by either the Scholarship Rule or the District Academic Activity Eligibility Policy:

- Dances (i.e. Winter Formal)
- Homecoming Activities
- Post-Prom
- Prom
- Silver Cord
- Yearbook

The following organizations' academic eligibility requirements are self- governed:

- National Honor Society
- Student Council

New activities, clubs, and events that emerge during the course of a school year will be subject to classification within one of the above categories upon consultation with the coach/sponsor, Activities Director, and Principal.

Activity Eligibility and Grades

Nodaway Valley local rules start Week 4 of each semester:

1. Weeks 1-3: Students are working on classroom assignments.
2. Week 4: Notification of F or Incomplete given to a student by a teacher. A student conference should take place between the student and teacher.
3. Week 5: Second Notification for an F or Incomplete in the same course. A notice is sent to the parent/guardian via email or phone.
4. Week 6: Third notification for an F or Incomplete in the same course. Students become ineligible and must sit out of competition for one week.
5. A student who starts on the F or Incomplete list after week 4 would follow the same process described above and would not be ineligible until they have failed a course three weeks in a row.

The administration can grant eligibility to students determined by rule to be academically ineligible. This applies in rare cases where the student's ineligibility was determined by the administration to have occurred by a cause beyond the student's control.

In addition to ineligibility in any public appearance activity sponsors can also withhold students from participating in any practice session. This would provide the student with additional time for remedial work on the class or classes that caused their ineligibility.

State Mandated Eligibility Policy

The state of Iowa has put in place an academic eligibility policy with a 20 calendar day ineligibility period for interscholastic activities. This is a change from previous years when the rule was 30 days. The entire Scholarship Rule (36.15(2)) can be accessed at:

[Scholarship Rule](#)

Activity Philosophy of Participation

Junior high students are not permitted to attend high school dances, prom, homecoming dances, etc. High school students are not permitted to attend Jr. High dances.

JUNIOR HIGH SPORTS: At the junior high level, we will have an emphasis on participation first and then strive to win.

JUNIOR VARSITY SPORTS: At the J.V. level we will strive to win and stress participation at the same time. It will not be guaranteed that everyone will get equal playing time or as much playing time as at the junior high level. If there are not enough players at the varsity and J.V. levels for two complete teams, some of the varsity players will need to play down. Coaches may determine the junior varsity teams on a per game basis.

VARSITY SPORTS: At the varsity level we will strive to win the contest first and substitute when necessary to win. This will be at the coach's discretion.

Activity Transportation

- Coaches are responsible for conduct of their team members.
- Do not leave your seat while the bus is in motion.
- Remain in the bus in the event of road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of bus windows.
- Remember that loud talking and laughing or unnecessary commotion diverts the driver's attention and could result in a serious accident.
- Keep books, packages, coats and all other objects out of the aisles when possible.

Infraction of the rules will be reported to the Activity Director who may deny transportation to a student who is not capable of proper conduct. Coaches have the right to require students to ride the bus to and from all competitions.

General Conduct and Expectations for Coaches and Sponsors

Requirements for Coaching

Coaches in the Nodaway Valley CSD must meet the following minimum requirements to be considered eligible for their respective coaching assignments:

- Maintain a valid Coaching Authorization issued by the Iowa Board of Educational Examiners;
- Complete Bloodborne Pathogens training annually;
- Complete Mandatory Reporter training every three (3) years;
- Complete Concussion training annually;

- Attend rules meeting for their respective activities annually (electronically or in person); and
- Submit proof of having met these requirements to the Activities Director.

Inventory Management

All coaches and sponsors are required to maintain accurate records of inventory.

Upon the conclusion of a season, coaches are required to collect uniforms and equipment. This should be documented and shared with the Activities Director.

At this time any needs for uniform replacements should also be shared with the Activities Director.

The optimum time to collect uniforms is immediately following the conclusion of the season's final contest, at which time coaches can be assured all equipment is present, and uniforms can be properly washed and inventoried. Uniforms and equipment must be collected and inventoried no later than their activity's end-of-season banquet.

Activity Account Management

All coaches and directors may receive spending reports for their respective programs. This is to ensure accuracy in account balances, spending details, and deposits.

It is encouraged that you keep a ledger or money put into your account and expenses as a double check for accuracy.

Purchases made for activities should be approved through the activities director in order to ensure that no rules are being broken that would have a negative impact on students, the program or our district.

Outside accounts are discouraged, however even purchases through these should be run past the activities director.

Facilities Care and Usage

All requests and schedules for facilities including practice, and including facilities not located on the main campus, must be made through the Activities Director. Schedule changes must also go through the Activities Director for in season and off season activities. Priority will be given to those who follow this process.

Transportation will be set up through the Transportation Director.

Coaches and sponsors are accountable for the facilities and school vehicles they use. It is expected that school vehicles and facilities are cleaner than you found them upon return to the school. If you find the facility or vehicle to be in disrepair, unkempt, or otherwise unacceptable prior to your usage, then it is your responsibility to report it to the Activities Director at first recognition of the problem or risk being held accountable for it. Failure to maintain facilities and/or vehicles may lead to a suspension of use.

Locker Rooms will also need to be checked daily to ensure that students are taking care of them and leaving them cleaner than they found them.

Supervision

Our students are a representation of our school anytime they are representing us. It is our responsibility to ensure that they behave in a manner that is respectful of the competition or activity and those around them. It is our responsibility to address undesirable behavior and set expectations that encourage change in undesirable behavior.

Do not leave students unattended under any circumstances. This includes practices, weight training, off-site events, etc. It is expected you will be at the practice or contest site prior to students' arrivals. If there are students not participating in the activity for which you are a coach or sponsor in the practice space or contest site without permission, please report them to the Activities Director.

If you or one of your fellow coaches will not be present for an event, this should be communicated to the activities director as far in advance as possible so that arrangements can be made to ensure there is proper supervision.

Additionally, coaches and sponsors are required to maintain accurate attendance records for practices, contests, and program events (i.e. field trips, team bonding experiences, etc.). The purpose of this expectation is to ensure students are where they say they are going to be, and to protect both students and coaches in adverse situations.

Communication

Communication is a fundamental component of being a successful coach or sponsor. Most conflicts within a program are a result of miscommunication or a lack of communication. Staying consistent with your message and communication efforts will decrease the likelihood of conflict. Here are some recommended practices in regards to communication:

1. **Communicate often.** While it is possible to overshare information, it is very difficult to over communicate - especially when working with children and young adults. Bound should always be your communication tool. Do not text, snap or use other messaging apps for student / parent communication.
2. **Don't let the AD hear it somewhere else.** Anything that is out of the ordinary should be communicated with the AD. Injury, upset parent, upset student, something weird with transportation, another school contacting you to change things etc. Touch base with the AD so they are not getting information somewhere else - let them hear it from you.

When sending information regarding early dismissals for contests, please include a roster of students participating in the event as well as dismissal time, leave time and any other pertinent information. This provides clarity for teachers and staff as to who should be dismissed at what time. This should be shared with building secretaries for each event 24 hours prior to leaving so they can ensure it is on the daily announcements.

Pre-Season Meetings & Responsibilities

Along with the element of communication, do plan to hold a pre-season parent meeting prior to the first practice. It is through this meeting that you are best able to answer questions, share expectations (preferably in writing in the form of a program handbook), and start your program's season on a positive note that has everyone excited for what's ahead. Please share time and place with the Activities Director so they may attend if possible. In addition to a pre-season meeting, coaches and sponsors are required to submit tentative rosters (based on pre-season sign up) to the Activities Director and Activities Secretary.

Interprogram Support

Because we have so many students who are involved in more than one activity throughout the year, it is crucial that we display interprogram support among each other. Never allow yourself to get caught in a "turf war" involving students - that is, understand that coaches must be able to "share" students between programs. If there are questions about a student's attendance at another coach's practice or event, please reach out to the coach instead of putting students in the middle. Students are in a position to make a decision as to how they devote their time, and they should not be penalized for being involved in more than one extra-curricular activity. Attendance expectations should be explained in your program's handbook so there are no questions or confusion about participation. We have adopted a dual sport philosophy and procedure policy that will need to be discussed if you have a student-athlete interested in participating in two activities at the same time. Please contact the Activities Director as soon as you know you have a student-athlete interested in dual sporting.

Additionally, as a coach or director at Nodaway Valley, it is encouraged that you attend other events for which you are not the coach and sponsor. We want our students to be recognized for their many talents, and that means cheering them on when they are involved in other activities. It demonstrates cohesiveness between programs as well as provides the means to build collegiality among coaches and sponsors.

Dual Sport Philosophy and Procedures

Philosophy: It is the philosophy of the Nodaway Valley Athletic department that high school athletics are for the student-athletes who participate in them. Students should be allowed to participate in multiple activities while in high school even if those activities are taking place simultaneously. The benefits of dual sporting to student-athletes, teams, the school and the community far outweigh the potential conflicts that may exist. These conflicts are easily avoidable when the best interest of the student-athlete is put first and communication is shared between all involved parties.

Guidelines:

- Primary Sport: The sport that will take precedence. This is the student-athlete's first priority.
Secondary Sport: This sport is your second-ranked sport.
- Student-athletes who choose to dual sport will give their best effort and commitment to both sports. Once the season has started, the student-athlete cannot quit one sport due to one sport becoming a better personal situation (unless the coach releases them and this is approved by the AD and coaches involved).
- The student-athlete's first priority is academics. The request to dual sport will only be considered if the applicant is not failing any classes at the end of a semester or quarter.
 - For fall sports we will look at the second semester of the previous school year
 - For winter sports we will look at the first quarter grades of the current school year
 - For spring sports we will look at the first semester grades of current school year
- Competitions will take precedence over practices regardless of which sport the student-athlete declares as primary sport
- Coaches will work to schedule practices so that student-athletes are able to practice for both sports and also compete in both sports. Coaches will never put a student-athlete in the middle of any conflict or make them choose.
- The activity director will attempt to keep conflicting events at a minimum to the best of his/her ability.
- If there are two regular season contests on the same day the student-athlete will participate in the primary sport, unless the coaches of both sports agree the student-athlete can participate in the secondary sport.
- District, Regional, Sub-state and State competitions will take precedence over regular season events.
- When activity seasons overlap (i.e. soccer into baseball), the initial activity must be completed in its entirety and will take priority on all dates of conflict. All other dual sporting principles apply to overlapping season cases.

Procedures:

- Prior to each season, a student-athlete, who is considering dual sporting, will notify the head coaches of the two sports and the activity director of their intentions at least two weeks prior to the start of the season of the sport that begins first.
- The student-athlete will declare a primary and secondary sport and communicate this to the activity director.
- The activity director will work with coaches of the two sports to create a combined schedule for both sports that the student-athlete will be competing in and all conflicts will be communicated so that the coaches, parents and student-athlete know the expectations on nights where the two sports have conflicting events.
- The student-athlete and parents will sign the dual student-athlete agreement that outlines their schedule for their dual sports seasons.
- Any schedule changes that are made due to weather or other circumstances will be handled on a case-by-case basis where the primary sport will take precedence.

Dual Sport Student-Athletes Contract:

I, _____, understand the expectations of being a dual sport student-athlete, dual sport coach, and the parent of a dual sport student-athlete at Nodaway Valley. The guidelines and procedures governing dual sports have been explained to all parties listed below. I have been provided with a combined schedule for both of the sports that the student-athlete will be involved in and all of the conflicting dates have been discussed with all of the parties involved so that everyone understands what event will take precedence when there are two events on the same night. Should any conflicts arise after the season begins the conflict should be brought to the attention of the high school activity director immediately. The activity director will make a determination about how the conflict will be addressed and communicate his/her decision to all parties involved.

By signing this document all parties are indicating that they agree to abide by the policies and guidelines laid out for dual sports student-athletes at Nodaway Valley.

Primary Sport: _____ Secondary
Sport: _____

Student-Athlete: _____
Date: _____

Primary Sports Head Coach: _____
Date: _____

Secondary Sports Heach Coach: _____
Date: _____

Parent/Guardian of Student-Athlete: _____
Date: _____

Activities Director: _____

Date: _____

Coach/Sponsor Handbook Acknowledgement Form

Name: _____

Activity/Activities: _____

I understand the policies and procedures outlined in this handbook, and I accept responsibility for adhering to them. I understand that failing to do so may result in unsatisfactory performance evaluations, suspension from duties, nonrenewal of contract, and/or termination from the District if circumstances warrant.

Coach/Sponsor Signature

Date

