



2026-2027 Activity Handbook

Empowering Every Student to Create Their Future!

The Dallas Center-Grimes Community School District is committed to developing positive, productive, and responsible citizens who are independent thinkers, value themselves and others, and have the knowledge, skills, and desire to be lifelong learners. Excellence in education comes from setting high expectations for all and providing the resources needed for every student to excel.

Activities Mission Statement

The mission of the Dallas Center-Grimes Activities Department is to provide all students with meaningful opportunities to participate and compete in a positive, high-expectation environment that fosters personal growth, school pride, sportsmanship, and lifelong enthusiasm for learning and involvement.

STUDENT AND PARENTAL RIGHTS

(Board Policy 102 E3 - Equal Educational Opportunity - Notice of Section 504 and Parental Rights)

Employee notification of Student and Parental Rights

The Dallas Center-Grimes Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that a child has a qualifying disability for which accommodations may need to be made to meet the individual needs as adequately as the needs of other students.

Employees will support the implementation of any such accommodations and comply fully with Title VI, Title IX, the Americans with Disabilities Act (ADA) § 504 or Iowa Code § 280.3 as directed.

NONDISCRIMINATION STATEMENT

(Board Policy 102 E1 - Equal Educational Opportunity - Annual Notice of Nondiscrimination)

(Board Policy 102 E2 - Equal Educational Opportunity - Continuous Notice of Nondiscrimination)

The Dallas Center-Grimes Community School District offers career and technical education programs in the following areas:

- Agricultural, Food, and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing Arts,
- Communication, and Information Systems
- Business, Finance, Marketing and Management
- Human Services

BULLYING/HARASSMENT POLICIES

(Board Policies 104 - Anti-Bullying and Harassment and Board Policy 104 R1 - Bullying/Harassment Investigation Procedures)

The following is the DC-G Anti-Bullying/Anti-Harassment Policy - Code 104:

The Dallas Center-Grimes School District is committed to providing all students, school employees and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, school employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. To that end, the District has in place policies, procedures and practices that are designed to reduce and eliminate bullying and harassment as well as deal with incidents of bullying and harassment.

Accordingly, students, school employees and volunteers shall not engage in bullying or harassing behavior while on school property, on school-owned or school operated vehicles, while attending or participating in school sponsored or sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or District.

Certain bullying and harassing conduct may rise to the level of hate speech. This includes, but is not limited to, words, images, or actions directed at individuals or groups based on aspects of their identity as protected under this policy. Hate speech is contrary to the District's Mission Statement and will not be tolerated. Individuals determined to have participated in such behavior will be subject to consequences including suspension, expulsion or other discipline, as outlined in this or other policies prohibiting discrimination and misconduct.

It is the responsibility of the Superintendent, in conjunction with the investigators and Principals, to develop procedures regarding this policy. The Superintendent or designee is responsible for organizing training programs for students, school employees, and volunteers who have direct contact with students. The training will include how to recognize bullying and harassment and what to do in case a student, school employee or volunteer is harassed. It will also include proven effective bullying and harassment prevention strategies. The Superintendent is responsible for implementation of this policy and all accompanying procedures. The Superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The Superintendent or designee shall report annually to the Board on bullying and harassment.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student, school employee or volunteer which is based on any actual or perceived trait or characteristic of the student, school employee or volunteer and which creates an objectively hostile school environment that meets one or more of the following conditions.
 - Places the student, school employee or volunteer in reasonable fear of harm to the student, school or volunteer's person or property.
 - Has a substantial detrimental effect on the student, school employee or volunteer's physical or mental health.
 - Has the effect of substantially interfering with a student's academic performance or school employee's work performance.
 - Has the effect of substantially interfering with the student or school employee's ability to participate in or benefit from the services, activities, or privileges provided by a school or District.
- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, social media applications, cell phones, electronic text messaging, or similar technologies.
- “Actual or perceived trait or characteristic of the student, school employee or volunteer” includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim, and/or
- Unreasonable interference with a student, staff member or volunteer's performance or creation of an intimidating, offensive, or hostile learning environment

In situations between students and school employees, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities, and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation against any victim, witness, or an individual who has reliable information about an act of bullying and harassment, or who has assisted in a bullying and harassment investigation or proceeding, is also prohibited. Individuals who are found to have retaliated against another are in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

All complaints of harassment and bullying against students, except discriminatory harassment, shall be processed pursuant to the complaint procedures for this policy. Complaints of discrimination against students (including discriminatory harassment) shall be processed pursuant to Policy 102. In addition, if there is a more specific procedure relating to a complaint, such as those for disability grievances, then the complaint shall be processed under such procedure.

SEXUAL/PHYSICAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

(Board Policy 402.03 - Abuse of Students by School District Employees)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

ATHLETE PARTICIPATION

The Dallas Center-Grimes CSD recognizes the importance of student participation in activities as an avenue to enrich skills such as cooperation, teamwork, citizenship, and self-esteem. Through participation and enrichment of these skills, the student athlete will further enhance the overall learning experience and be better prepared for the challenges of life.

ATHLETE SPECIALIZATION

At Dallas Center-Grimes, we believe high school is a time for students to explore a wide range of activities, not specialize in just one. We strongly encourage all students to get involved in multiple sports, fine arts, and extracurricular opportunities throughout the year to develop well-rounded skills, lasting friendships, and a deep connection to their school community.

STATE AFFILIATION

Dallas Center-Grimes is a member of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, Iowa High School Speech Association, and the Iowa High School Music Association. Dallas Center-Grimes CSD adheres to the bylaws of those organizations.

DCG competes in the Little Hawkeye Conference in all sports except for football. Other members of the LHC are [Ames](#), [Des Moines Christian](#), Indianola, Newton, Norwalk, Oskaloosa, Pella, and Pella Christian.

ACTIVITIES REGISTRATION

Prior to participating in any athletic activity, a student must register online at our Activity Registration site and have on file with the office a valid physical form, State of Iowa Concussion Form, Consent to Treat Form, as well as emergency contact information. For a student to participate in Fine Arts they are required to fill out registration as well to obtain emergency contact information. Register [HERE](#).

An athletic physical is valid for one calendar year, and there is a 30-day grace period for renewal. Emergency Health information is to be reviewed and renewed every school year. Consent to Treat and the Concussion form must be filed online through the school registration process.

SCHOOL ATHLETIC TRAINER

The district has the use of a Certified Athletic Trainer. He/She is not employed by the district, but works under a contract the district has with a private corporation. He/She is available to work with all athletes in grades 7-12 in the district. Contact the Activities Director or your child's coach should you need the trainer's assistance.

TRAINING RULES/TEAM GUIDELINES

Each activity will have its own specific rules and guidelines. Each athlete is expected to follow the guidelines set forth by the coach of that activity in addition to any guidelines in this handbook or the student handbook.

SOCIAL MEDIA

The use of Social Media is a great communication tool when it is used correctly. Students using Social Media should use it in a positive manner and should use it in a way to promote our school and our programs. Situations where Social Media casts a negative perception of school programs will be dealt with by the administration.

COLLEGE SIGNING

Dallas Center-Grimes recognizes the achievements of our students when they choose to move on to post-secondary activities. The school will provide a setting for a National Letter of Intent signing; however, there should be no loss of class time for the students involved. In the case of multiple students signing on the same day, we will provide a larger setting. School Coaches and Administration will make contact with local media.

DAILY PARTICIPATION

Student Athletes must be in attendance at school the entire day to participate in practice or contests. **The only exception to this will be excused professional appointments with documentation of attendance or other extreme circumstances as approved by the Activities Director/Principal.** If a student is more than 20 minutes tardy to school, either excused or unexcused, they will not be allowed to participate in activities that afternoon or evening.

ATHLETIC INJURY/ILLNESS GUIDELINES

There are times when injuries/illness will prevent students from participating in activities they are involved in. Anytime a student is held out of practice/competition due to illness or injury, the following procedures will be followed:

- The student will be given the proper medical attention.
- If the injury requires the student to miss practice/competition time, the parents should be notified.
- Discussion between the parent and the school personnel will determine how the student is transported home.
- Once a student receives professional medical attention, they must have a licensed professional supply a note to allow their return to practice or competition.

- It is the responsibility of the student to supply all rehabilitation orders to the coach/trainer and to follow through with them. The coach/trainer will assist with this process and make every effort to return the student to practice/competition as soon as possible.
- All open wounds will be covered during any activity.
- All equipment will be disinfected at proper intervals, and any personal equipment should be laundered on a regular basis as recommended by the coach.

INELIGIBLE ATHLETE

Athletes who are ineligible to compete due to Academic, Good Conduct, or Transfer Rules may not dress for competition during their period of ineligibility. The athlete will always be expected to attend and participate in practices and contests as assigned by the director of the activity.

TRANSPORTATION

Participants are expected to travel to and from contests in transportation provided by the DCG School District.

There will be a few exceptions to this rule. Many coaches ask the athletes to ride back to the district with the team as a way to build team unity.

In the event that a parent requests other travel arrangements for the return trip to DCG:

- Students may only ride with his/her parent/adult family member or the parents of another student.
- The parent must make personal contact with the coach and provide permission in writing.
- At no time will a student be allowed to leave the contest site with another student or student(s) without the presence of a parent in the vehicle.
- For a participant to ride home with anyone other than a parent, written and personal contact must be made prior to departure for the event.

Students are expected to ride to the event in the school vehicles that are provided. In the event of an unusual family circumstance, arrangements can be made in advance with the coach/sponsor and the administration for the family to take the student to the activity.

Parents must make personal contact as well as provide permission in writing.

Students who miss the departure time of the bus will not be allowed to participate in the contest except in extreme circumstances beyond the control of the student or family.

Any damage to buses or school vehicles will be the responsibility of the students who caused it. Any inappropriate behavior on any trip will result in disciplinary action

NON-SCHOOL PARTICIPATION

All students wishing to participate as an individual or a team member in a non-school event during the season that they are a member of a Dallas Center-Grimes High School team in that activity will be allowed to do so, provided:

- The student, parents, and head coach ~~sign a waiver.~~ **have a mutual understanding.** ~~This waiver is available from the Activities Director and must be filed prior to any non-school competition taking place.~~
- Participation in the non-school event should not result in a loss of practice time or games being missed with the Dallas Center-Grimes High School team. If the student does miss Dallas Center-Grimes High School team practice time or games it may result in a loss of overall playing time.

This does not apply to a student participating in two Dallas Center-Grimes school activities during a given season. (Playing both soccer and track and field in the spring) Although missing practice games may result in disciplinary action by the coach.

This only pertains to high school students.

SCHOOL-ISSUED EQUIPMENT

School-issued equipment may be worn for its intended purpose only unless authorized by the coach of the activity or the Activities Director. Any equipment that is issued must be returned at the completion of the season. Lost equipment must be replaced at replacement value, this will be a bill through a fee within the Infinite Campus system. Please read all instructions before laundering or cleaning any equipment. Any uniform with screened numbers or lettering should not be placed in a hot clothes dryer. **Any school equipment (uniforms, etc) may not be used for participation in non-school events.**

SPORTSMANSHIP

All Students and Parents attending an Athletic Event should follow the basic rules of Good Sportsmanship. All parties will be expected to follow the “Four Rules of Engagement”.

1. **Cheer for our team — not against the other.**
2. **Do not single out or call out players, coaches, or officials.**
3. **No animal noises or taunting behavior.**
4. **Profanity is not allowed — keep it clean and respectful.**

ACADEMIC ELIGIBILITY GRADES 9-12

Each participant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester. This would include Physical Education, Dual Credit and AP courses taken at the school.

Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for **20 calendar days** from the first competition date for that sport as established by the governing association. A grading period at DCG is defined as a nine-week term. For classes that run beyond a term, such as a Dual Enrollment or college course, the grading period would be at the end of Term in which the course has been completed.

Students participating in Music or Speech/Debate activities are subject to the Department of Education/Iowa High School Speech Association and Iowa High School Music Association guidelines at the conclusion of each grading period. A student who receives a failing grade at the end of the semester will be ineligible to participate in extracurricular activities, which would not affect their classroom marks in the following semester. The period of ineligibility will be **20 calendar days** from the beginning of the next semester. The penalty may or may not be served depending on the competitions scheduled and the activities involved. If a student is involved in fine arts and athletics they will not receive double jeopardy.

A student who withdraws from a class during the term will receive a failing grade in that class, as a result of his/her withdrawal, will be subject to the above ineligibility. A student who withdraws from a class prior to the guidelines established for withdrawal from a class will not be subject to penalty under this policy.

Students who receive incomplete grades at the end of a term and have documented reasons (i.e., serious health) for the incomplete will have two weeks following the term to complete the work. This must be determined in advance of the end of the term and by the administration. If the grade is posted as an “F” the student will start their period of ineligibility the next school day. A student who has an incomplete grade without documented reasons (lack of work

completion) will be ineligible until the final grade is determined.

A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program. **This determination will include student effort, work completion, and whether the student is seeking needed extra help.**

If a student goes two consecutive semesters with no failing grades, any penalty that has not been served will be waived.

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility, the student will be ineligible at DCG until the penalty is served.

A student must complete the activity season they are in for any ineligibility to count or to be considered a bona fide participant in an activity. Students found in violation of the Academic Policy may not register for a new activity after the state-mandated/district-defined start date to avoid a penalty at a later time from another activity. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility.)

Individuals who are ineligible for being in violation of the Good Conduct Code will serve their Academic Penalty First followed by their Good Conduct Penalty.

The first calendar day of ineligibility will be the first day of classes of the second semester and the second weekday following the end of the 2nd semester.

Direct extensions of the curriculum, which are not extracurricular contests or competitions, will not be subject to this policy.

ACTIVITIES AWARDS

Below is a listing of awards given by the DCG Activities Department for participation in athletics.

Participation Certificate

Given to any student athlete completing a season in a 9-12 athletic activity.

Varsity Letter

Given in place of the Participation Certificate to any student athlete meeting the criteria set forth by the program for a Varsity Letter. The student athlete must participate or be a member of the varsity team in order to earn the Varsity Letter. The recipient will receive a Chenille Monogram, Certificate, and Sport Pin for the first letter. For each subsequent letter, the student athlete will receive a bar. A Sport Pin will be given for the first letter in a different sport.

Student Athlete Award

Given to the student athlete with the highest Grade Point Average in their respective grades for the grading term nearest the season.

Fall-1st Quarter Winter-1st Semester

Spring-1st Semester Summer-2nd Semester

The recipient will receive a certificate.

Sportsmanship Medal

Each activity will award a sportsmanship medal to an athlete who has shown the best sportsmanship/citizenship during practices, contests, and away from the field of play.

DCG Red Pride Award

The "DCG RED PRIDE AWARD" will be the highest honor a DCG Student Athlete or Participant can receive for participation in athletics or the fine arts during high school. The award will go to the student

athlete or participant who has met the following criteria:

- 1) Earned six varsity letters during high school
- 2) Participated in three seasons during at least three years of high school.
- 3) Earned a minimum of two letters their senior year.
- 4) Violated the Good Conduct Policy no more than once during high school
- 5) Finished every season they started during their four years in high school

Recipients will receive a customized plaque that will be awarded at the Senior Awards ~~Ceremony Night~~.

Student athletes who transfer into DCG will be given credit for awards earned previously providing verification is received from the previous district(s).

To earn a “DCG RED PRIDE AWARD” a student athlete must have attended DCG for a minimum of three semesters.

Special consideration will be given to student athletes who suffer injuries that prevent them from competing in the last two years of high school. Those athletes must meet criteria 2, 4, and 5 above and be active in some way during their senior year.

PARENT/ATHLETE/COACH/DIRECTOR COMMUNICATION GUIDE

Our Philosophy

- Athletic/**Activity** achievement requires sincere commitment from all ~~students athletes~~, parents, coaches/**directors**, and administrators. For all of us to be successful, effective communication must occur.
- The school activity department and administration believe strongly in being accessible to parents and supportive of the coaching staff.
- We are continually attempting to improve communication with the students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of the program.

Parent Expectations

A. It is reasonable to expect your child’s coach to inform you:

- When and where practices/**rehearsals** and contests are held.
- Coaching philosophy.
- About the expectations he/she has for all ~~athletes~~ **students** on the squad, as well as your individual child.
- What is required to be a part of the **program team**, i.e., fees, special equipment, off-season conditioning, lettering requirements, etc.
- If your child is injured during participation in a practice/**rehearsals** or contest.
- Whenever any disciplinary action results in your child being denied participation in a practice/**rehearsals** or contest.

B. Typical concerns of parents that are **appropriate** to discuss with a coach/**director** are:

- Any unhealthy mental or physical strain you detect in your child at home affects his/her academic performance.
- How you can contribute to your child’s skill improvement and development.
- Any dramatic changes you detect in your youngster’s behavior.

DCG Coaches/Directors & Administration Expectations

A. It is **Inappropriate** to discuss with a coach/director:

- Playing time
- Team strategy or play calling.
- Other student(s) ~~athletes~~.

B. Coaches/Directors often need parents to tell them:

- Any specific health concerns about your child expressed directly and informally to the head coach at a mutually convenient time.
- Notification of any schedule conflicts well in advance.
- Your commitment to the program and how you plan to make a contribution to the program's success. For example, one way is to be sure your youngster is at practice each day on time and to supervise that your child gets enough rest and nutrition at home.
- Strategies that have worked for you in dealing with your child being successful in the past

C. If you have a concern to discuss with a coach/director, what procedure should you follow?

- Make an appointment with the coach. Please do not attempt to confront a coach before, during, or following a contest/performance or practice/rehearsal. These can be emotional times for both the parent and the coach, and these occasions do not promote objective analysis of the situation.
- If the coach cannot be reached, call the Activities Director to set up a meeting.

D. What should you do if the meeting with the coach/director does not result in a resolution to the problem?

- Call and set up an appointment with the Activities Director to discuss the situation.
- At this meeting, the appropriate next step can be determined.

GOOD CONDUCT POLICY

The Board of Directors of the Dallas Center-Grimes Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular and co-curricular activities serve as ambassadors of the school (district) throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular or co-curricular 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 not only upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors, but by demonstrating lawful and reasonable conduct. This policy shall be in effect for the entire calendar year (365 days), both during the regular school year as well as all vacation periods, as well as anywhere in the world. The principal shall keep records of violations of the Good Conduct Rule.

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

Athletics, instrumental and vocal music contests, drama productions, speech contests, debate contests, cheerleading and drill dance team.

Direct extensions of the curriculum that are not extra-curricular contests or competitions will not be subject to the Good Conduct Code.

To retain eligibility for participation in the Dallas Center-Grimes High School extra-curricular or co-curricular 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.

A student who has allegedly violated the Good Conduct Code shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell his/her side. A student who is found to have violated the Good Conduct Code will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Code for any of the following behaviors:

- Possession, use, sale, manufacture, distribution, or purchase of vape/tobacco products, regardless of the student's age;
- Possession, use, sale, manufacture, distribution, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, sale, manufacture, distribution, or purchase of any controlled substance, or a "look alike" substance, unless such substance was prescribed for that student by a valid prescription or order of a licensed medical practitioner while acting in the course of his/her duties;
- Possession, use, sale, manufacture, distribution, or purchase of any drug paraphernalia or apparatus used to allow the person using it to be involved with a controlled substance;
- 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);
- Being suspended for six or more days total during the school year for fighting, harassment verbal abuse, aggression, or use of profanity;
- Repeated violations of rules and regulations established by the Board.

When the administration believes it is more likely than not that the student violated the Good Conduct Code, during the school year or summer, the student is subject to a loss of eligibility as follows:

First Offense Within the Student's High School Career:

The student will be ineligible for 25% of the scheduled contest dates of an athletic season and/or one major fine arts activity. The student must also perform five hours of approved community service, participate in a minimum four-hour substance abuse education program. Arrangements are to be made, and fees paid, by the student. The number of contests may be reduced to 15% of the contests of an athletic season if the student admits to the violation to the administration within 48 hours of the occurrence.

Second Offense Within the Student's High School Career:

The student will be ineligible for 50% of the scheduled contest dates of an athletic season and/or two major fine arts activities. The student must also perform ten hours of approved community service be arranged by the student. If a student admits to the violation to the administration within 48 hours of the occurrence, the student can choose the option of reducing the ineligibility length to 33% of the season and 20 hours of community service.

For both offenses, the minimum penalty will be one contest. If a student is in more than one activity at the time of the declaration of ineligibility, the penalties for each will be served concurrently. The ineligibility may involve more than one activity season. This policy is in effect 12 months a year.

Third Offense Within the Student's High School Career:

The student will be ineligible for 12 calendar months from the date of the violation.

Fourth Offense Within the Student's High School Career:

The student will be ineligible for the remainder of the student's high school career.

Additional Good Conduct Code Guidelines

A **major Fine Arts activity** is a drama production, speech or debate contest, and vocal or instrumental contest.

Percentages that do not divide evenly into the total number of contests will be rounded to the greater number.

- If it has been at least one calendar year since a previous violation, the offense number will drop back one. For example, if a student has served for a first offense and has another violation at least one calendar year later, he/she will be given the consequences for a first offense again.
- 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 a Good Conduct Code in the previous school or school district, the student shall be ineligible.
- In satisfying an ineligibility penalty, a student must complete the activity season they have started. If a student has been declared ineligible, he/she will not be allowed to participate in an activity if that activity season has already started. (A sponsor may allow the student to practice, but the activity will not count toward fulfilling the ineligibility)
- Students who are participating in summer activities between grade 8 and grade 9 are considered to be in grade 9. This rule also applies to seniors who graduated and participated in state association or school-sponsored activities during the spring and summer months.
- If a student is in both athletics and fine arts, a student will be ineligible for the assigned athletics and a maximum of one fine arts event that falls during the period of athlete ineligibility.

Eligibility Appeal Process

Whenever a student is declared ineligible for more than one contest, the following shall apply:

- A verbal conference will be held with the administrator and the student and his/her parents. At that time, the length of the period of ineligibility and a specific explanation of the reason for ineligibility will be discussed. The offense and the consequences will be put in writing and sent to the parents. If parents do not wish to appeal the ineligibility, the principal's decision will be in effect and be considered final.
- Should the student or his/her parent(s) feel that the offense or circumstances of this case is/are not a violation of the Good Conduct Code, they may appeal in the following manner:
- The request for the appeal must be received by the principal in writing within seven (7) business days of being declared ineligible.
- Upon receipt of the notice of appeal, an advisory, three-member panel of disinterested DCG-certified teachers shall review the case. The school principal shall appoint two members of the review panel. The student may choose one of these two appointed staff members if he/she so desires. The superintendent of schools will designate the third panel member.
- The student and his/her parent(s) shall be notified in writing three (3) days prior to the meeting of when and where the review panel will meet. The student and his/her parents shall be allowed to appear before the review panel. The meeting shall be held at the earliest possible opportunity but no later than fourteen (14) business days following the request for appeal.
- The review panel shall consider the circumstances and evidence and determine whether the offense/circumstance(s) are a violation of the Good Conduct Code, and make its recommendations in writing to the student and parent(s) and to the school principal. Responsibility for the decision rests solely with the principal of the school. The decision of the principal shall be mailed to the student and his/her parents.

- If the student wishes to appeal the principal's decision, he/she must do so in writing to the superintendent and Board of Education within three (3) business days of the receipt of the principal's decision. The appeal shall be heard at the earliest possible opportunity, but no later than seven (7) business days following the filing of the appeal
- The Board shall schedule a special meeting for the purpose of conducting a formal hearing with all individuals involved. At the hearing, both the student and his/her parents and the administration will have an opportunity to meet and present evidence and information in support of their position. The appeal will be conducted in closed session. However, any formal action by the Board of Education must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes finding of fact and conclusion
- During the appeal procedure, the student will be ineligible.