

2021-2022  
PARENT AND ATHLETE ACTIVITY  
HANDBOOK



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## INTRODUCTION

This handbook is for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of students' expectations. Each student is accountable for the handbook's content. More details can be found in the School Board Policies located on the district's web site, [www.colfax-mingo.k12.ia.us](http://www.colfax-mingo.k12.ia.us). This document's policies are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district, and;
- To provide legal notices as required by the Iowa Department of Education and under federal law.



# Colfax-Mingo Athletics



## PHILOSOPHY OF ATHLETIC DEPARTMENT

*"Colfax-Mingo CSD mission is to develop lifelong learners, independent thinkers, and productive citizens of character."*

- *Where* students will be safe, comfortable, and respected by faculty and fellow students.
- *Where* the rigor of our curriculum will challenge students to achieve at their full potential on each level of their learning process.
- *Where* our faculty is committed to developing long-term mentoring relationships with students.

*"Colfax-Mingo's vision for learning is to ensure curriculum, instruction, and assessment are student-centered and focused on continuous improvement. Meaningful learning is achieved through collaboration, technology integration, and high expectations for all."*

Additionally, the Colfax-Mingo Athletic Program will strive to provide experiences in which individuals can:

- Be afforded appropriate opportunities to compete or perform.
- Grow in both self-concept and skill development.
- Compete in a healthy and safe interscholastic program.
- Participate in an athletic environment that is fair, consistent, and free from intimidation.

## OPPORTUNITIES AT COLFAX-MINGO SCHOOLS

### Colfax-Mingo High School Athletic Teams

- ★ **Boys:** Football, Cross Country, Basketball, Wrestling, Track, Golf, Soccer, Baseball
- ★ **Girls:** Volleyball, Cross Country, Basketball, Wrestling, Track, Golf, Soccer, Softball, Dance, Cheer

### Colfax-Mingo Junior High School Athletic Teams

- ★ **Boys:** Football, Cross Country, Basketball, Wrestling, Track, Baseball
- ★ **Girls:** Volleyball, Cross Country, Basketball, Wrestling, Track, Softball, Cheer

## COLFAX-MINGO'S PHILOSOPHY FOR PARTICIPATION

- **7th and 8th Grade**
  - The junior high program teaches the skills of the activity. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.
- **Junior Varsity**
  - This program will develop and utilize those that show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will be the primary participants.
- **Varsity**
  - The varsity team is for those who have learned the basic skills well and perform them in both practice and interscholastic competition. Role specialization is often a necessity at this level, and participants may be used in specific roles to benefit the entire team. Depending on the activity, not all wishing to participate will be able. Participants who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

## THE ROLES IN THE RELATIONSHIP BETWEEN COACH, PARENT, AND ATHLETE

Being a part of an athletic program is not easy. The athletes must have a great amount of self-discipline. When young athletes grow into adulthood, they will use what they learn here to meet the expectations and responsibilities placed on them. Living up to these high standards will better prepare our athletes for the life ahead of them. Knowing the roles of the three main participants in an athletic



program (coach, parent, and athlete) is vital to the success of athletes.

## Coach's Role

- Set a good example for players and fans to follow.
- Be positive, fair, and consistent with the players.
- Making playing time and strategy decisions with thought and care.
- Establish and organize practice for the team daily.
- Be a good communicator with parents, players, and assistant coaches.
- Protect the safety of all athletes.
- Know and employ injury prevention procedures.
- Make sure all players know the expectations, procedures, and rules for the program.
- Make sure everyone has practice and game schedules.
- Be a professional practitioner in dealing with situations in the sport and stay current with the X's and O's.
- Keep an inventory of equipment.
- Work to help assistants improve.
- Keep track of the academic progress of athletes.
- Be available to talk with players and parents.

## Parent's Role

- Be a fan of everyone on the team.
- Respect the decision of the officials.
- Respect other fans, coaches, and athletes.
- Talk to their child if they have any questions and, if they still have questions, contact the coach through athletic department procedures.
- Don't put your child in the middle by talking bad about the coach, program, or teammates through conversation.
- Don't talk to coaches on game day about a complaint.
- Make an appointment at a convenient time for both parties.
- Understanding the coach's responsibility is to make sure the students are safe and become better people and athletes, not to win every game.
- Be supportive of the child and the program.

## Player's Role

- Be positive and have a good attitude.
- Support your teammates.
- Always work hard!
- If they have any questions, ask the coach – "The only dumb question is the one that you do not ask."
- Know and follow school and team rules.
- Challenge themselves as a student, person, and athlete.
- Meet everyday classroom expectations.
- Notify the coach of any scheduling conflicts in advance.
- Talk to the coach about any special concerns.

## Questions for the Coach

- If appropriate, talk with your child about the question.
- Set up a meeting with the coach if you still have questions.



- Playing Time- May be discussed when presented as; “How can my child earn more time?”

### Things not to ask about

- Game strategies.
- Other players.

The main purpose is to open the lines of communication and to assist in understanding the expectations of the stakeholders within the program. A discussion of these roles takes place every year for every sport. The consistency of these rules in every program is vital for the overall acceptance by the parties involved in the education of our students.

## ORGANIZATION & ADMINISTRATION OF ATHLETIC PROGRAM

### Superintendent

The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be responsible to it for the execution of its policies. The Superintendent will oversee the Principal and Athletic Director and approve all staff's policies and procedures. The Superintendent will recommend to the Board of Education the appointment of all personnel who are responsible for the handling of the athletic program.

### High School Principal

The High School Principal shall oversee the Athletic Director and all activities and has the authority to approve or deny the athletic department's requests and actions. The High School Principal should be aware of all activities occurring within their building; thus, it is important for the Athletic Director and coaches/sponsors to confer with the principal before making changes that may impact other programs within the school or district. The Principal may delegate certain responsibilities and authority to the Athletic Director, but ultimate responsibility rests with the Principal, Superintendent, and Board of Education. The building Principal is responsible for the conduct of coaches, players, spectators, and other employees of the school. The supervision of the athletic contests is a cooperation of the school administration and the Athletic Director.

### Athletic Director

The Athletic Director is responsible to the Superintendent and High School Principal for the organization and direction of the athletic department's personnel, policies, and activities. The Athletic Director assumes the responsibility of recommending and directing the program of athletics in keeping with the aims and purposes of education as conceived by the Superintendent and Board of Education. He/She is concerned with the development of a program to effectively reach a large percentage of the school population, promote improvement in coaching, maintain positive public relations and positively promote the athletic program to the media. The Athletic Director is concerned with successfully coordinating, harmonizing, and unifying the overall middle school and high school athletic program.

## AWARDING OF ATHLETIC LETTERS

Colfax-Mingo High School offers athletes the opportunity to be awarded the letter “CM” in the following sports: football, volleyball, cross country, wrestling, basketball, track, golf, softball, baseball, and cheerleading and dance. All athletes in athletics shall receive his/her letter upon completion of their first-year participation in any sport. The first letter awarded will be a semi-block “CM” letter. Succeeding awards will be chevrons, bars, and certificates. Captains may receive a star with only one star being awarded in each sport during an athlete’s high school career.

### Requirements for a Letter

The ultimate decision making is to be left up to the head coach of the sport. This process should be outlined before the start of the season to athletes and families.

### Paperwork Requirements

Sports physicals, concussion forms are needed in the high school office. This detailed information is for your daughter/son’s protection. Once this information is provided, it will last one school year.

## GENERAL REGULATIONS PER THE SCHOOL/STUDENT HANDBOOK

### Eligibility

At the end of each semester or quarter, eligibility for participation in extracurricular activities will be determined. For a student to be considered eligible to participate in extracurricular activities, they must pass ALL of their classes in a semester. If a student is declared ineligible, they must follow state guidelines of not participating in competition for thirty (30) calendar days from the first date of competition at the beginning of the current or next sport in which they will participate. It should be noted any students declared ineligible for participation in competitions will be allowed to practice and travel with the team but may not participate in games.

During the school year, the MTSS team will review grade data and communicate with teachers and coaches regarding student grades. The teachers, coaches, and administration will work with students and families to keep grades at a level that allows them to maintain their eligibility.

At the end of each semester, the state eligibility rules for each independent association will be followed. Please make note that the state athletic association, the state music association, and the state speech association all have varying rules governing the eligibility of their participants and must be followed by the school district.

### Rules for Extracurricular Activities

(Extra-curricular includes all school-related activities except academic subjects)  
Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at or away from school. Students who wish

to have the privilege of participating in school extracurricular activities and other school-sponsored activities must conduct themselves under Board policy "Student Conduct" throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

1. No use or possession of tobacco, alcohol, or controlled substances will be tolerated.
2. Misconduct, swearing, disrespect of coaches, referees, or other players will not be tolerated.
3. Any theft or other criminal activity will not be tolerated.
4. Any of the above offenses occurring during the 12 month year will result in penalties.

Abuse of the above training rules and/or Board Policy will result in punishment. The Activity Director and administrators collectively will investigate and administer appropriate penalties.

1. According to the Iowa High School Athletic Association policy, any participant who is ejected or disqualified from a meet, game, or match for gross misconduct will be disciplined.
2. All squad members should attend practice every day. The coach should be notified in advance of absences if possible. Excuses should be presented to the coach in writing at the next practice. Repeat offenders may be required to make up practices, run extra drills, or be temporarily suspended from playing at the coach's discretion.
3. Any student who has a drug or alcohol problem and is seeking help may be exempt from the above rules.

Penalties for violating the "Rules for Extracurricular Activities" will be the loss of the privilege of participating in extracurricular activities (four) 4 calendar weeks on the first offense. The offender will be placed on one (1) year's probation. Upon a second offense within a year, a student will lose privileges for two (2) months with probation being extended. For a third offense, a student will lose privileges for six (6) months, and the probation period will be extended. For any further violation of the "Good Conduct" policy, the student will lose all extra-curricular privileges for twelve (12) months. A student will attend practices while suspended from the squad.

There is an Honesty Policy that allows for a student to come to an administrator and confess their involvement in an above-mentioned violation. A student who does this will be allowed to cut their ineligibility to half the time described above.

## Middle School Ineligibility

Middle school students who receive a failing final grade at the end of a quarter may be subject to a period of ineligibility where they will not be allowed to compete in contests but will be allowed to continue to practice. All final ineligibility decisions will be made by the building principal. When a student is deemed ineligible, the chart below will be used to determine the number of contests missed.

<u>Sport</u>	<u>Ineligibility-Suspension Length</u>
Football/Cheer	1 Game
Volleyball	2 Games
Cross Country	1 Meet
Basketball/Cheer	3 Games
Wrestling/Cheer	2 Meets
Track	1 Meet
Baseball/Softball	4 Games

## Care of School Property

No property of the Colfax-Mingo Community School District shall be removed from the school premises without a written release from the building Principal. Any loss or damage to such property shall be the full obligation of the borrower.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students, who disfigure property, break windows, or damage property belonging to the school district shall be held responsible for the replacement of such property. All costs shall be the offender's obligation.

## Use of Facilities and Equipment

- The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 4:00 p.m. unless approved by the Building Principal or Superintendent of Schools.
- Any person found wilfully damaging property belonging to the school district shall be held responsible for the replacement of such property. All costs shall be the offender's obligation.

- Student groups are not to use the buildings on Wednesday evening or Sunday unless authorization is given by the administration. This does not pertain to an outside agency.

## Picnics and Field Trips

No picnic or party will be held without the permission of the administration. All functions must be chaperoned by teachers or employees of the district or persons specially designated by the Superintendent. The transportation must meet the approval of the Superintendent, and where all possible and practical, school-owned and operated vehicles shall be used for the transportation to school functions.

## Freedom of Expression

Under the U.S. Constitution, all individuals have the right to freedom of expression. Since, however, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expressions must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

## Equal Educational Opportunity

The Board will not discriminate in its educational activities based on age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation.

The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations about contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from employment based on age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity, or sexual orientation. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

## Multicultural & Gender Fair Education

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin, disability, gender identity, age, socioeconomic status, creed, or sexual orientation.

The education program shall be free of discrimination and provide equal opportunity for all students. The education program shall foster knowledge of respect and appreciation.

For the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The Board shall adopt a written plan for the implementation of multicultural and gender-fair education and shall evaluate this plan at least every five years. During the evaluation process, the Board shall involve parents, students, employees, and community members.

## Communicable Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases are included in the school district's bloodborne pathogen exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials.

In conjunction with the school nurse, it is the responsibility of the superintendent to develop administrative regulations stating the procedures for dealing with students with communicable diseases.

For more information on communicable disease charts and reporting forms, go to the Iowa Department of Public Health Website: <http://www.idph.state.ia.us/CADE/Default.aspx>.

## Personal Property

The district will not assume responsibility for personal property.

## Occupancy of Building After Hours

The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 4:00 p.m. unless approved by the Building Principal or Superintendent of Schools.

## Money and Valuables

The school is not responsible for stolen property. You must assume all responsibility for your own money, valuables, and school-issued materials and equipment. Keep valuables locked in your locker or your possession at all times. Do not leave purses or other valuables lying around. If you wish, you may leave valuables at the office for safekeeping during the day.

The school does not have insurance for theft of personal property; items that you bring to school are your responsibility. Finally, do not take off your rings and watches in the restrooms unless you place them in your pocket or purse. They are easily forgotten. Students will be expected to return the same textbooks issued to them, in good condition with less normal one-year use.

## Doors, Unlocked or Locked

In the interest of creating a safe and secure environment, student access to Colfax-Mingo Jr/Sr High School during the school day will be through the front door. Students leaving the building during the school day MUST exit through the front doors.

All doors will remain locked from 8:10 a.m. to 3:20 p.m. The Jr/Sr High School is equipped with a buzz system that is controlled by the front office.

## Student Organizations

Secondary school student-initiated, non-curriculum related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

## STAFF AND STUDENT SAFETY

Emergency Drills..... Be Prepared!



During the year, several fire and tornado drills will be held. You must respond both correctly and immediately. Be sure you know the evacuation procedures for each of your rooms. The following procedures will be used in cases of emergency:

- A. Fire:
  - a. In the event of a fire or fire drill, the alarm will buzz continuously.
  - b. Students are to leave the building according to the instructions of the supervising teacher.
  - c. Please exit quickly and quietly and move completely away from the building so all may exit safely.
- B. Tornado:
  - a. In the case of a tornado or tornado drill, the alarm will be rung after instructions are given over the PA system.
  - b. Students should move immediately to the areas designated by the supervising teacher.
  - c. Move to interior walls. Stay away from the glass.
- C. Evacuation Drill:
  - a. In case of an evacuation, an announcement will be made over the intercom giving the necessary instructions.
  - b. Students should only take personal items with them and not stop at their lockers on the way out of the building.
  - c. Students should move immediately to the areas designated by the supervising teacher.
  - d. After reaching the designated area, all students should check in with their designated classroom teacher for purposes of accountability.
- D. Lockdown:
  - a. Students will move away from the door. The teacher will patrol the hallway and gather any students that are near. The staff and students will remain in the classroom until they are advised otherwise by the administration or local authorities.
  - b. Students will be expected to follow directions as given.
  - c. Cell phones are prohibited during lockdown drills.

Students should stay in the designated area until given further directions by the administration or their supervising teacher.

The above-mentioned rules are general and will depend on the situation that causes the Lockdown to occur.

## Emergency School Closings (Code No. 504.7)

In deciding to cancel, close, or dismiss early District buildings, the Superintendent/Designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The Superintendent/Designee will weigh these factors and will take action to cancel, close, or dismiss early District buildings after consultation with traffic and weather authorities, local principals, and/or school officials from neighboring districts. Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of an emergency closing. When District buildings are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

## School Closing Procedures

### Non-Weather Related Events

If classes at any school are canceled, or students are dismissed early due to a non-weather event, activities will be canceled or adjusted depending upon the emergency.

### Weather-Related Events

#### High School

If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.

#### Middle School

All activities will be canceled unless they are a part of an approved high school activity.

## ATHLETE PRACTICE AND COMPETITION ATTENDANCE

Students will not be permitted to take part in extracurricular activities if he/she misses **over one-half** of the school day due to illness or truancy from school (if a student is absent the last half of the school day, he/she will not be able to participate in that evening's activity). If a student's absence is school-related the student remains eligible for that evening's activity. Before the school year misses will be evaluated by the respective coaches and disciplining athletes will come at the coach's discretion.

## Wednesday/Sunday Practice/Activities Policy

No use of school facilities for school-sponsored activities or practices will take place on **Wednesdays after 6:00 p.m. (during the Academic year) or Sunday**. Exceptions to this will be state-sanctioned events of which need *Administrative* approval in advance or after the first week in May.

## CONFLICT RESOLUTION (CHAIN OF COMMAND FOR GRIEVANCES)

Participating in activities can be an emotional and time-consuming experience. At times, conflicts between student-athletes/parents and coaches/sponsors may arise. The following process is in place for student-athletes and their parents to follow to help resolve conflicts and/or issues between coaches/sponsors and participants of any nature.

### Step 1: Individual Student-Athlete – Coach/Sponsor Contact

The student-athlete involved is to speak to the coach(es)/sponsor(s) about the issue as soon as possible.

### Step 2: Parent/Student-Athlete – Coach/Sponsor Contact

The parent/student-athlete should set a time to meet individually with the coach(es)/sponsor(s).

Meetings will not be scheduled:

- 24 hours before or immediately following a contest.
- During an active practice session.
- During a time when other coaches, parents, or athletes are present.
- During a time when the coach/sponsor is teaching.

### Step 3: Parent/Student-Athlete – Athletic Director Contact

If a satisfactory resolution is not reached through direct contact with the coach, the parent/student-athlete should contact the athletic director. If the meeting with the parent/student-athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

### Step 4: Parent/Student-Athlete – Administrator/AD/Coach Contact

If after Step 3, a satisfactory resolution has not been reached, the parent and student should contact the building principal to schedule a meeting with all concerned parties.

### Step 5: Parent/Student-Athlete – Superintendent Contact

If there is no resolution in Step 4, the parent/student-athlete must ask to meet with the Superintendent to resolve the issue(s).

## Concussion Protocol: (As adopted by the IHSAA and IGHS AU)

- [Concussion Management Protocol](#)
  - [IHSAA Handbook](#)
  - [Return to Play Guidelines \(CDC\)](#)
- [Return to Learn Protocol](#)
- Activities Emergency Action Plan