
Cedar Rapids Prairie High School

Activities Handbook, Updated August 2021



Student Activities Handbook

Table of Contents

Table of Contents	2
Organization and Administration	4
Iowa High School Athletic Association - Iowa Girls' High School Athletic Union Iowa High School Speech Association - Iowa High School Music Association	4
Mississippi Valley Conference	4
The College Community Schools	4
Superintendent of Schools	4
High School Principal	4
Statement of Philosophy	4
Prairie Students Involved in Multiple Activities Simultaneously	5
Activities Governing Committee	5
Awards	5
Changing Sports	5
Due Process	6
Eligibility	6
Attendance	6
Attendance in School:	6
Academic (revised 2016/17)	6
4 Week Check	6
9 Week Check	7
13 Week Check	7
18 Week Check	7
Good Conduct	7
Alcohol, Tobacco Products & Drugs:	7
First Offense	7
Second Offense	7
Third Offense	8
Involvement with Law Enforcement Agencies:	8
Misdemeanors	8
Felony and/or Delinquent Act	8
Theft	8
Other eligibility requirements, as set forth by the State Association	8
Ejection	9
Ejection from Athletic Contest	9

Student Activities Handbook

Equipment	9
Athletic & Activity Equipment	9
Health	9
Athletic Trainer	9
Injury Report	9
Physicals	10
Insurance	10
Proof of Insurance	10
Personal Appearance	10
Student-Athlete Parent Expectations	10
How I Can Help My Child's Athletic Experience?	10
I am Ready for the Game	11
How Do I Communicate the Right Way?	11
Sportsmanship Policy	12
Transfer	12
Student/athlete transfer and interscholastic competition activities:	12
Transportation	13
Bus behavior	13
Returning from out-of-town contests	13
Students driving to practices or contest in the local area	13
APPENDIX	14
Physical Form:	14
Acknowledgement Form:	14
Student Insurance Proof of Claim Form:	14
NCAA Clearinghouse Information:	14
Dual Eligibility Participation Form:	14
Appeal Form:	14
Directions to Conference Schools and sites of various activities:	14

Student Activities Handbook

Organization and Administration

Iowa High School Athletic Association - Iowa Girls' High School Athletic Union Iowa High School Speech Association - Iowa High School Music Association

Prairie High school is a member of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union and the Iowa high School Speech Association and the Iowa High School Music Association. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic athletic, music and speech activity relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

Mississippi Valley Conference

Prairie High School is a member of the Mississippi Valley Conference composed of sixteen high schools and two divisions: Valley Division and Mississippi Division. These schools consist of: C.R. Jefferson, C.R. Washington, Linn-Mar, I.C. West, Waterloo West, Cedar Falls, Dubuque Hempstead, C.R. Xavier, C.R. Kennedy, I. C. High, C.R. Prairie, Dubuque Senior, Dubuque Wahlert, Waterloo East, I.C. Liberty and Western Dubuque. (Division alignments rotate every two years)

The College Community Schools

The Board of Education, responsible directly to the people, is the educational agency for the public schools. It has ultimate jurisdiction over athletics, which are an integral part of the total educational program of the College Community School District.

Superintendent of Schools

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility for devising ways and means of executing efficiently the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics and approves all policies and procedures recommended by their staff and is directly responsible to the Board of Education for the successful performance of the organization.

High School Principal

The high school principal, as administrative head of the school, is the head of all activities in the school, including athletics. Responsibility for day-to-day operation of the athletic program is given to the activities director.

Statement of Philosophy

The College Community School District believes that activities are an integral part of the total educational process. Activities are meant to provide Prairie students with quality educational experiences. It is a goal of Prairie activities to assist students in the development of habits, attitudes and ideas necessary to compete and get along in today's society. Activities should provide our students with the opportunity to learn self-discipline, teamwork, sacrifice and loyalty to their peers.

The right to participate is open to all students. However, once students make a commitment to participate in an activity, the right becomes a privilege. When the students are granted this privilege, they accept the responsibility of following

Student Activities Handbook

behavior guidelines outlined in policies and rules established for administration of co-curricular and extracurricular programs.

Because the participants represent Prairie in co-curricular and extracurricular activities, they are expected to even more stringent and demanding behavior codes than non-participating students.

Prairie Students Involved in Multiple Activities Simultaneously

We believe that co-curricular and extracurricular activities all contribute to the total growth and development of our students, provided these activities are conducted from a balanced educational perspective. It is our intention to encourage and support our students' experiences through participation in as many activities as they are interested in and able to successfully manage.

Coaches/directors/sponsors will provide encouragement and support through communicating with each other to avoid and/or resolve conflicts that may occur in the scheduling of practices, rehearsals, games, concerts, performances and competitions. Additionally, no student will incur a penalty or punishment of any kind due to a compromise resulting from conflicting schedules. As a general rule, Iowa high school sponsored state events or competitions will be given priority. However, coaches, directors and sponsors may consider other factors in their efforts to reach the best resolution for the student(s) involved.

It is also recognized that it is the responsibility of the student who chooses to be involved in multiple activities to notify each appropriate coach/director/sponsor of potential conflicts. This notification should be done providing sufficient time and opportunity for coaches/directors/sponsors to then arrange an appropriate compromise in the best interest of the student(s) involved. This compromise should be worked out between the student, adult, sponsors, directors or coaches involved.

Activities Governing Committee

An activities governing committee, appointed by the activities director and including a counselor, a coach, director, sponsor, two faculty members, and administrator will meet as needed to deal with questions of eligibility, course credits, discipline, etc. The governing committee members will serve a minimum two year term. The committee will convene at the request of the activities director to review appeals.

Any student who feels that his/her circumstances are of a unique nature as to wish to have the situation heard by the Activities Governing Committee should fill out an appeal form which may be obtained in the activities office. This appeal shall be processed within three (3) school days of the date the appeal is filed. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

The committee will meet in closed session prior to inviting the student to participate in the committee proceedings. If a student is not satisfied with the committee's decision, he/she has a right to due process.

Awards

Prairie High School will provide awards to student activity participants who have been recommended for appropriate recognition by their coach/sponsor/director and who have successfully completed the season or activity.

Changing Sports

Student/athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the activities director. The following procedures should be adhered to if a student wishes to change sports:

Student Activities Handbook

1. Notify the coach immediately,
2. Turn in all school gear that has been issued,
3. Empty locker and remove padlock.

NOTE: If a student wishes to quit a sport without the permission of the coach and the activities director, they will not be eligible to participate in the next sport until the season of the sport which they quit has been completed.

Due Process

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, race, or creed. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept, student/athletes are entitled to:

- know what the rules and regulations are;
- be notified of the charges and be provided the opportunity to respond to those charges;
- have counsel if the appeal;
- appeal a decision about the charges to a higher level and to have the charges or penalties removed from the record if the evidence demonstrates innocence.

Throughout the procedure the student/athlete should be made to feel that only the behavior is being questioned, not the value of the student/athlete as an individual process.

Eligibility/Behavior/Attendance

Academic (revised 2016/17)

All 9-12 students involved in athletics, speech, drama, vocal and instrumental music are required to be enrolled in at least 2.5 approved credits in order to be eligible. 2.5 credits are usually equivalent to five full classes. P.E. is not considered a full credit class (**if unsure check with the guidance office**). Post secondary enrollment classes taken either on or off campus are given the same credit as regular classes.

There will be 4 checks during the semester to check for academic eligibility:

4 Week Check

This is a warning for any D's, and I's. All stakeholders (student, parent, teacher, coach) will be notified. The student is still eligible during this time as everyone works together to support the student as they raise their grade to passing.

9 Week Check

This is an eligibility check for I's and F's. Any student receiving an I or F at 9 weeks is considered "**Ineligible until passing**". All stakeholders (student, parent, teacher, coach) will be notified. Checks will be done weekly and student will be eligible to participate as soon as the grade is passing and verified by the teacher. *Students can have a teacher or coach email the activity office if they believe their grade is now passing and they don't want to wait until the weekly check. If passing, the student is immediately eligible to participate.*

13 Week Check

This is a warning for any **new** D's and I's. All stakeholders (student, parent, teacher, coach) will be notified. The student is still eligible during this time for any **new** D's and I's as everyone works together to support the student as they raise their grade to passing.

Student Activities Handbook

18 Week Check

This check is for any I's and F's for the semester prior to grades being posted on their transcript. Any student receiving an I or F at 18 weeks is considered "***Ineligible until passing***". All stakeholders (student, parent, teacher, coach) will be notified. The student will be eligible to participate as soon as the grade is passing. *Students can have a teacher or coach email the activity office if they believe their grade is now passing. If passing, the student is immediately eligible to participate.*

Semester eligibility is based on [Iowa Department of Education "Scholarship Rule" 36.15\(2\)](#) and will go in effect when semester grades are posted on the transcript (please see section entitled "The Scholarship Rule"). This takes place two weeks after the 18 week check giving the student ample time to make up work to improve the grade to passing. Students not receiving credit in at least 4 classes and/or F posted on a transcript will not be eligible for a mandatory 30 calendar days "no pass, no play" policy.

[Activity Behavior Matrix](#) (new 2021-22)

Athletic Registration (new 2020-21)

In order for student athletes to be able to participate in athletics for the upcoming school year, they must be registered each year after July 1 and cleared through the online athletic registration system. <https://phs.crprairie.org/athletics/athletic-registration/>

Other eligibility requirements, as set forth by the State Association

You are NOT eligible if...

- you do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- you have attended high school for more than eight semester. (Twenty days of attendance or playing in one contest constitutes a semester).
- you changed schools this semester (except upon like change of residence of your parents).
- you were out of school last semester or if you entered school this semester later than the second week of school.
- you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in any athletic contest.
- you have competed, outside school time, as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal.
- you have ever trained with a college squad or have participated in a college event.
- you are not passing 2.0 Credits or twenty hours of the semester. If a student is not passing twenty hours or 2.0 Credits for the semester, they will be ineligible for the entire next semester.
- your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
- ineligible under your previous school's academic or good conduct rule and transfer to Prairie High School. Your period of ineligibility transfers with you to Prairie High School. After the period of ineligibility is completed, you will be treated as any other Prairie student who has had his/her eligibility reinstated.

Local school rules may be more restrictive than those of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union.

Student Activities Handbook

Ejection

Ejection from Athletic Contest

Any student/athlete found guilty will face the State Rule:

“Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) regularly scheduled game/meet ineligibility.”

Equipment

Athletic & Activity Equipment

- Students will be responsible for the care of and the return of school issued equipment.
- All equipment will be returned at the end of the season, or on quitting the sport or activity.
- Any equipment lost or destroyed through negligence will be paid for by the student. Cost of the equipment will be determined by the activities director and will be based on replacement cost of equipment.
- Any equipment not returned or damaged and not reimbursed for, will be added to the student's school fees. (All fees must be paid before graduation).
- School owned equipment is to be worn only at scheduled practices or games/meets or as designated by coach/director/advisor.
- Students found wearing school owned equipment in public, other than practices or games/meets, may subject themselves to disciplinary action.

Health

Athletic Trainer

A part-time trainer is provided by Prairie High School. It is the student athlete's responsibility to find out from their coach what hours the trainer is available, as the trainer availability varies from athletic season to season

Injury Report

It is the student athlete's responsibility to report any injury to the coach.

Physicals

The State Athletic Association requires all student athletes to have a physical exam before starting athletic practices each year. **Physicals are good for one calendar year.** NOTE: Please attempt to schedule physicals May 1st or later to be good for the upcoming school year.

Student athletes who are unable to show proof of a valid and current physical, proper insurance coverage or waiver of coverage, along with parental permission to participate in the athletic activity and acknowledgment of reading and understanding the student activities handbook will not be allowed to participate with the team.

Student Activities Handbook

Insurance

The Prairie High School policy requires all student athletes to be covered by insurance (health and accident). This can be done in two ways:

1. By having family insurance.
2. Subscribe to insurance through the school.
 - a. Football players can get football insurance policies through the high school office. This covers only football injuries.
 - b. All other sports are covered by the school time insurance, which is offered through the school each year at a nominal rate.

Proof of Insurance

All Prairie High School students must have completed and signed a district insurance waiver acknowledging that you either have adequate insurance coverage or will be purchasing insurance. Application forms are available in the high school office.

Personal Appearance

Is up to the discretion of the coach/director/sponsor to establish reasonable and appropriate guidelines for any group under their care that is representing Prairie High School.

Student-Athlete Parent Expectations

How I Can Help My Child's Athletic Experience?

- Allow your child to perform and progress at a level consistent with their ability. Athletes mature at different ages and some are more gifted than others.
- Teach your child to enjoy the thrill of competition and that improving skills and attitude are important.
- Don't relive your athletic life through your child! This creates added pressure that your child does not need. This is your child's experience, let them enjoy it.
- Don't compete with the coach. Keep in mind that they are balancing the development of your child with the growth and progress of an entire athletic team. Often coaches have many considerations that are not obvious to parents.
- Remember, young athletes tend to exaggerate when being praised and/or criticized. Temper your reaction until you investigate.
- An athlete's self-confidence and self-image will be improved by support at home. Comparison to others is discouraged.
- Encourage the athlete to do their best regardless of family or friends who may have been outstanding players.
- Insist on positive behavior in school and a high level of performance in the classroom. Numerous studies indicate extracurricular involvement helps enhance academic performance.

The job of an athlete parent is tough and takes a lot of effort to do it well. However, it is worth the effort when you hear your child say, "My parents really helped. I am lucky in this respect."

Student Activities Handbook

I am Ready for the Game

- Cheer for our team and players. Opponents and referees deserve respect. Realize that players and officials will make mistakes. Your support is needed when things aren't going well.
- Concentrate on what is best for the team. Preoccupation with statistics can be very distracting.
- Attempting to communicate with coaches, players, or officials during a game only creates tension and is completely unacceptable. Be a respectful spectator.
- Conduct that draws unwanted attention to oneself usually leads to embarrassment for your child. Please keep their well-being in mind at all times. Don't jeopardize losing the opportunity to watch your child participate.

How Do I Communicate the Right Way?

Coaches have the authority over who becomes a participant of the team and when the participant plays or is removed from the team. The coaching staff determines coaching strategy, what positions athletes play, and playing time. Acceptance of a position on the team includes acceptance of this policy. It is a privilege, not a right, to be a member of an athletic team.

Appropriate concerns to discuss with coaches:

- Situations involving your child.
- Ways to help your child improve.
- Your child's attitude, work ethic, and eligibility.
- Concerns about your child's behavior

Issues that are not appropriate to discuss with coaches or AD:

- Playing time of any student-athlete
- What position a student-athlete plays
- Team strategy, practice organization, or play calling.
- Other student-athletes

Procedures to follow if there is a concern to discuss with a coach:

1. Your child should speak to the coach about an issue, before you intervene. This will help our student-athletes grow into young adults.
2. Contact the coach to set up an appointment. Give the coach a brief summary of what you want to discuss. This enables the coach to prepare to give you the best possible answers to your question(s). If the coach cannot be reached, contact the athletic director. The athletic director will assist you in arranging a meeting. Coaches will not talk to you unless you have arranged an appointment.
3. If a meeting with the coach did not provide a satisfactory resolution, call to schedule an appointment with the athletic director to discuss the situation.

The 24-Hour Rule will be utilized for any in-season communication with the coaching staff. Contact with the coaching staff will not be allowed until 24 hours after an athletic event. The only exception to this rule is reporting an injury, illness or emergency situation.

Student Activities Handbook

Sportsmanship Policy

The College Community School District recognizes the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school related activities. With this in mind, the following are fundamentals of good sportsmanship in all activities that the district urges fans, spectators, participants, staff members, and parents to follow:

- Gain an understanding and appreciation for the rules of the game.
- Exercise positive behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for the opponents and officials at all times.
- Openly display pride in your actions at every opportunity.

Unacceptable behavior shall include, but not be limited to, the following types of conduct. Such conduct will result in removal from the activity:

- Insubordination to referees, coaches, or other school personnel supervising the activity.
- Fighting, intimidation of, or attempt to intimidate, or taunting of referees, coaches players, participants, or spectators.
- Throwing debris or littering the playing field or facility.
- Verbal abuse or use of profane or obscene words or gestures before, during, or after a game or activity.
- Disruptive behavior or conduct.

The College Community School District will not tolerate any violations of the above. Good sportsmanship is expected from everyone before, during, or after any interscholastic contest or other school related activity in our schools or any other place our students are competing/participating. During or immediately after an event is NOT the proper time to raise questions or concerns about a program. Violations of any of the above "FUNDAMENTALS OF GOOD SPORTSMANSHIP" guidelines will result in the following consequences:

- Immediate removal from the contest or activity.
- Upon investigation by the administration of the schools involved violator(s) may be suspended from activities for a period up to one year depending upon the severity of the infraction.

Transfer

Student/athlete transfer and interscholastic competition activities:

When a student/athlete transfers to a high school in the district outside his/her attendance area, the student is ineligible to compete for ninety days in any interscholastic athletic activity at the school to which the student transfers unless the parent/legal guardian and the student effect a bona fide change of residence to the proper attendance area. This period of athletic ineligibility shall be for ninety days from the first day of attendance in the receiving school. A bona fide change of residence must result in all household goods being transferred from the previous residence to the new residence, the parents or guardians must actually reside day and night at the new address, and change in residence has not represented an attempt to circumvent the intent of the transfer rule. A bona fide change of residence may also occur when the family unit has been disrupted as a result of divorce, separation or other circumstances beyond the control of the student/athlete.

All eligibility rules including "The Scholarship Rule " applies to transfer students.

In the event of a parent/legal guardian change in residence, the principal of the receiving school shall ascertain eligibility by;

Student Activities Handbook

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation;
2. Securing a written transcript of all high school credits; and
3. Securing in writing a statement indicating that the student was in good standing, conduct, citizenship, academic progress at the time of the transfer.

Transportation

Bus behavior

Students will act appropriately on busses and will be responsible for picking up after themselves and leaving the busses clean. Any damage caused to the bus by students will be paid for by the students and they could be suspended as a result of their inappropriate behavior.

Returning from out-of-town contests

Students will return from all out-of-town events with their organization and by school transportation. Exceptions can be made by parents calling the coach/advisor/director in advance to explain the reason for the request, and by then providing a written note to the coach/advisor/director requesting the exception.

Please do not make requests to simply ride home with parents rather than on the bus or van. The team/group concept should always be paramount. **At no time should a student athlete request to ride home with someone other than their parent.**

Students driving to practices or contest in the local area

Whenever possible and practical, the school will attempt to furnish transportation to practices and contests. Coaches/directors/sponsors will provide information to students and their parents of their activities transportation policy. However, occasionally it is necessary for us to have students report on the site rather than furnish school transportation

Student Activities Handbook

APPENDIX

What follows is a list of forms and documents that you may need during the course of your career as a student involved in Prairie Activities. A brief description of the purpose and necessity of each form has also been included for your information. If you have any questions, please stop by the activities office. This information and forms may be readily obtained either from your coach/director/sponsor or from the activities office.

Physical Form:

All students involved in Prairie Athletics are required to have a physical annually. Physicals are good for one calendar year and should be obtained after May 1st to be good for the upcoming year.

Acknowledgement Form:

All students are required to have this form completed prior to participating in activities covered under this Activities Handbook. This form acknowledges that the student and parent have read and will adhere to the rules and regulations set for in the Activities Handbook..

Student Insurance Proof of Claim Form:

Students wishing to make a claim on student insurance purchased through the school need to obtain claim form from the Activities Office and have Part A completed by a school official.

NCAA Clearinghouse Information:

If students are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, students must initial-eligibility requirements for all be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established by the NCAA member institutions in January of 1993. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. Information packets and application forms may be picked up in the Activities Office. Student/athletes who feel they may be attending a Division I or Division II school should pick up a form in the Activities Office.

Dual Eligibility Participation Form:

Students wishing to participate on a regularly organized team other than the team representing Prairie High School during the regularly scheduled school season must obtain permission from the activities director.

Appeal Form:

Students wishing to appeal decisions based on the rules and regulations contained in this Activities Handbook will need to fill out an Appeal Form which may be obtained in the activities office.

Directions to Conference Schools and sites of various activities:

Directions to the conference schools and sites of various activities may be obtained from the coach/director/sponsor or from the Activities Office. These directions are also located on our school website at Prairiepride.org/Activities