

Activity Handbook

2018 - 2019

It is the policy of the Maple Valley-Anthon Oto Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Shari Blake, 501 South 7th Street, 712-881-1315, sblake@mvaoschool.org.

FORWARD

MVAO High School and Middle School provide various activities in which the students may gain experience which will contribute to their total development.

The activity program is organized so that each student may participate according to his or her interests. There is a place for every student and every student is encouraged to take part in at least one activity.

Activities available include:

Middle School

- Football
- Volleyball
- Wrestling
- Basketball
- Track
- Cheerleading
- Band
- Vocal
- Jazz Band
- Student Council
- Talented and Gifted Program Competition

High School

- Annual Staff
- FFA
- BPA
- FCCLA
- Music Competition
 - Vocal
 - Instrumental
- Drama & Speech Competition
- Talented and Gifted Program Competition
- Student Council
- Class Officers
- Drill Team
- Athletics:
 - Softball
 - Baseball
 - Football
 - Volleyball
 - Basketball
 - Wrestling
 - Golf
 - Track
 - Cross Country
 - Cheerleading

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Adopted: 1-12-04

I. Student Eligibility

The following rules and regulations are to be used as an aid to sufficient and orderly operation of the activity programs. These rules and regulations pertain to all girls and boys in grades 7-12 who are involved in an extra-curricular program.

A. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of eligibility are determined by local policy. The grading period shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and the course credit is awarded for passing grades.

B. **(High School)** If a student is not passing all subject areas at the end of the grading period, they will be declared ineligible for a period of 30 days. This is per Iowa High School Athletic Association standards. In addition, grade checks will be done at 3, 6, and 9 weeks of each quarter. Students on the D/F list, generated by the office, will be required to attend mandatory tutorial sessions. The student has the week after the grade check to complete the tutorials. Failure to complete these sessions would make the student ineligible until the next reporting period.

(Middle School) If a student is not passing all subject areas at the end of the grading period, they will be declared ineligible for a period of 30 days. This is per Iowa High School Athletic Association standards. In addition, grade checks will be done at the quarter, midterm, and intensive care periods of each quarter. Students on the D/F list, generated by the office, will be required to attend mandatory tutorial sessions. The student has the week after the grade check to complete the tutorials. Failure to complete these sessions would make the student ineligible until the next reporting period.

C. The grade for each reporting period will be used to determine eligibility for the next quarter. The second semester reporting period will be used to determine eligibility for the first quarter of the following school year.

D. The Middle School and Senior High Principals shall advise the Athletic Director and the Head Coach or Activity Director concerning any scholastic or disciplinary problem involving an activity member. Students suspended from school for disciplinary reasons, or on disciplinary reassignment, are automatically ineligible for practice and participation during that time.

E. The contents of this manual are applicable to all students throughout the entire 12 month calendar year.

F. Each student in an athletic activity must have a doctor's certificate of fitness turned in to the principal's office prior to being eligible to practice or perform.

- G. Students may also be declared ineligible by rules and regulations governed by the respective State Associations of the activities in which they are participating.
- H. A student shall not be permitted to enroll in an activity already in progress unless consent is given by the administration after consulting with the coach.
- I. Students must finish the activity to be eligible for any post-season events.
- J. Students must practice a minimum of ten school days to be eligible for inter-scholastic competition.
- K. Students must not have any outstanding activity bills owed to the school for longer than four weeks in order to retain eligibility.

II. Good Conduct Provision -

Participation in extra-curricular activities is a privilege, not a right. Student participants are to be role models and set a positive example for the rest of the students and for each other.

- a. Any student who is observed by a staff member or a law enforcement official, receives a court summons or the school has been notified by the County Attorney of charges filed, or admits to, or is found by a court of law to have committed any of the following is in violation of the Good Conduct Provision. A student who voluntarily admits to breaking one of the good conduct regulations before they participate in an activity or within two school days will receive the minimum penalty as listed below.

Students that are found guilty, following an investigation by the principal, athletic director and respective head coach, will receive the required punishment plus an additional 50% of the minimum penalty for failure to report misconduct in a timely fashion.

1. Been in possession of or consumed alcoholic beverages.
 2. Been in possession of or used tobacco, or look alike type tobacco products.
 3. Been in possession of or used controlled substances as defined by the Iowa Code.
 4. Committed theft, vandalism, or other serious offenses including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of the school.
 5. Gross or repeated violation of school rules.
- b. Students not participating in any athletic activity at the time of the offense will be penalized under the same guidelines in the next athletic activity in which they participate. In order to satisfy this required punishment, the student in question must successfully complete the entire season involving the athletic activity of his/her choice.
 - c. Penalties will carry over from one sport to another on a percentage basis. Ex: A student is guilty of possession of tobacco a second time, the penalty is 8 basketball playing dates, only 4 playing dates are left in the season, the student must complete the 50% of penalty left in the next sport that they complete.
 - d. The maximum penalty allowed for a repeat offender is unserved games from previous offense plus penalty for new offense.
 - e. A student who has been found in violation of the good conduct policy and has been incident-free for a period of 24 consecutive calendar months would be eligible to appeal their suspension to the principal and athletic director.

Good Conduct Provision shall be penalized as follows:

1. First Offense- The student shall be suspended from participating in each activity in which he or she is involved at that time as follows:

Minimum Penalties for Non-Athletic Activities

- FFA- dropped for 40 days
- BPA- dropped for 40 days
- FCCLA – dropped for 40 days
- Music- dropped for 40 days
- Drama & Speech- dropped for 40 days
- Talented and Gifted - dropped for 40 days
- Student Council- dropped for remainder of school year
- Class Officers- dropped for remainder of school year
- Drill Team – dropped for 40 days
- Other Academic Activities – dropped for 40 days

Minimum Penalties for Athletic Activities

- Softball-8 playing dates (one day tournaments count as 2 playing dates)
- Baseball-8 playing dates (one day tournaments count as 2 playing dates)
- Football-3 playing dates
- Volleyball-6 playing dates (one day tournaments count as 2 playing dates)
- Basketball-6 playing dates (one day tournaments count as 2 playing dates)
- Wrestling- 5 playing dates (one day tournaments count as 2 playing dates)
- Golf-4 playing dates (All day 18 hole tournaments count as 2 playing dates)
- Track-4 playing dates
- Cross Country - 3 playing dates
- Cheerleading--same as activity they represent

For Middle School Only:

Minimum Penalties for Middle School Athletic Activities

- Football – 2 playing dates
- Volleyball – 3 playing dates
- Basketball – 4 playing dates
- Track – 2 playing dates
- Wrestling – 2 playing dates
- Cheerleading –same as activity they represent

A first time offender would be allowed to reduce above penalty to :

- Football – 1 playing date
- Volleyball – 2 playing dates
- Basketball – 3 playing dates
- Track – 1 playing date
- Wrestling – 1 playing date
- Cheerleading – same as activity they represent

A first time offender would be allowed to reduce above penalty to SB-6, BB-6, FB-2, VB-4, BB-4, Wrestling-3, CC-2, Golf and Track-3 if they go through a 5 hour counseling program. The 5 hours would be chosen from the following with 1 hour served in each area:

CHOOSE 5 OF THE FOLLOWING 8:

1. Head Coach of the sport
2. Choose from list of school staff volunteers
3. Minister of your choice
4. Parent
5. From list of community member volunteers including school board member volunteers
6. Counselor
7. Head Coach of sport not out for, or Athletic Director
8. Law enforcement officer or probation officer

The same person cannot do more than 2 hours of the necessary 5 hours of counseling.

2. Additional Offenses -- For any second or additional offense while enrolled in the MVAO School System, the student in question will be penalized by doubling the required punishment listed under the minimum penalties section.
3. To count as one of the suspended games, an athlete must continue to practice and must attend the suspended games with the team, serving as student manager. The student must ride to and from the contest with the team.
4. Athletes who miss part of the season due to a good conduct policy suspension will not be eligible for post season honors for the first sport for which the suspension applied. This applies to honors for which the coach must nominate.

III. **Due Process Provision**

- A. When a student is being considered for suspension from an activity(s), the following procedures are recommended:
 1. Prior to suspension, a hearing shall be held with the student at which time oral or written notice is given as to what he or she is accused of doing.
 2. The student is to be told the basis for the accusation and given an explanation of the evidence.
 3. An opportunity should be given during the hearing for the student to present his or her side of the story if the student denies the charge.
 4. The hearing may be held immediately following notification of alleged misconduct, may be verbal and on an informal basis.
 5. The student may be removed from an activity immediately when his or her presence constitutes a danger to persons or property or the threat of disrupting the activity. In such case, the necessary notice and hearing (No. 1, 2, and 3) should follow as soon as practicable.
 6. Immediately following the suspension of a student, his or her parents, and the superintendent, shall be notified in writing that the suspension has occurred and the reasons therefore.
- B. The student, the parents or guardian may appeal within five days to the superintendent by delivering a written notice of appeal to the School Administrator who made the initial decision. The superintendent shall conduct an appeal hearing within five days after receipt of the appeal notice. The decision shall be made in writing.
- C. The superintendent's decision may be appealed within five days to the Board of Education by delivering a written appeal notice to the superintendent. The superintendent shall schedule the appeal for a regular or special meeting of the Board of Education, which shall be held within 10 days after receipt of the appeal notice.

IV. **Absence from Practice Session**

- A. Students may be excused from practice by the Head Coach or Instructor if the request is acceptable. Absences will be kept at a minimum to insure equal treatment of all participants and continuity of program.

V. **Scheduling of Events**

- A. Athletic performance scheduling is the responsibility of the athletic director. All other activity practice and performance scheduling is the responsibility of the head coach and approved by the principal.
- B. Athletic practices shall end so that the students can be out of the building by 6:00. Practice sessions for other activities must be scheduled by the director with the principal.
- C. During Volleyball/Football, Basketball/Wrestling and Softball/Baseball seasons athletic practices may end so that the students can be out of the building by 6:15 PM. Once the first varsity game of that season occurs practices must be completed by 6:00 PM.
- D. No one shall be allowed in school without proper supervision by the director of the activity or his or her assistant.
- E. Students going to Danbury or Anthon immediately after classes for practice are required to ride the bus or have permission to drive from the high school principal. Punishment for the violators of this rule is according to the good conduct policy.

- F. There shall be no activity practice or performance on Sunday except in preparation for State elimination tournaments or equivalent and then only with the administrative approval; and neither shall there be any locally scheduled practices or performances on Wednesday evenings after 6:00 during the school year.

VI. Athletic Equipment

- A. Athletes are expected to wear only the equipment issued from the equipment room. Exceptions shall be cleared through the coach.
- B. Equipment must be turned in at the end of each season. A student may not participate in interscholastic competition of a new season until all equipment from the past sport has been checked in. Fines will be assessed against those failing to comply.

VII. Two Sports in One Season

- A. If a student quits a sport in the middle of a season, he/she cannot start the next sport until the end of the regular season of the sport which he/she dropped unless mutual consent of those coaches affected is given. Otherwise, an athlete may not participate in more than one sport during the same season. The athletic director has the authority to make exceptions to this rule under extenuating circumstances.

VIII. Starting Dates for Sports

- A. Coaches must abide by starting dates set up by the State Athletic Association.

IX. Missing School on day of Contest, Practice, or Performance.

- A. Students must be in school the last 1/2 of the day in order to participate in practice, games or performances. Unless there is prior administrator approval.

X. Awards

- A. Each Head Coach and Music Director, with the approval of the Athletic Director/Principal will set the criteria at the beginning of each year or sport, for earning a letter. This criteria will be announced to the students at the beginning of each activity by the director of the activity.
- B. Each high school student shall be awarded an "MV-AO" letter upon lettering in his or her first activity. In addition, he/she can purchase metal symbols and bars for that particular activity in the principal's office.
- C. High School award certificates will be handed out at the respective awards night.
- D. Each athlete on a championship squad is eligible to purchase a Conference Champs patch.
- E. Anyone that participates in Junior High Sports for the whole season will receive a certificate. A student is limited to 1 certificate per year, which is awarded on Awards Day.

XI. Activity Trips and Events

- A. Students are expected to ride to and from activity events in school transportation. The coach or activity director must be presented with written and verbal permission from the parent prior to the event before any student will be allowed to travel by other than school provided transportation. Students will be released to parents after an activity when a request to do so is made in person by the parents to the sponsor/coach. This would mean they would get on and off at the same place unless written or verbal permission is provided by the parent. (Note - riding to the game on other than school transportation will be allowed only in emergency situations).
- B. Failure to comply with XI. A. will be dealt with by each head coach or activity sponsor. It will be reported to the principal, so that the office knows of the action.
- C. Students are expected to conduct themselves as ladies and gentlemen on activity trips. Failure to do so may result in disciplinary action.
- D. Students' meals, lodging, and personal expenses shall be paid either by the students or from non-school sources.

XII. Cheerleaders

- A. All HS cheerleaders (football, basketball, wrestling) will be elected in the spring.
- B. HS Cheerleaders will be permitted to attend summer camp sanctioned by the administration.
- C. HS Cheerleaders will attend state athletic contests only when MV-AO is a participant.
- D. The general uniform is purchased through the athletic program except for shoes, socks, and bloomers.
- E. Cheerleaders must comply with the Cheerleading Regulations given to them by their sponsor.
- F. Junior High Cheerleaders are elected before each sport.

XIII. Physical Examinations/Concussion Form Required

- A. The Maple Valley-Anthon Oto School Districts seek to provide all students who desire to participate in athletic events the safest conditions of participation. Every student seeking to participate in athletics will therefore be required to submit to the principal's office a physical examination statement declaring the athlete physically fit. Such physical examinations shall be at the expense of the student(s) or his/ her parent(s) or guardian(s).
No one shall be permitted to practice or participate without approval from the office first. It is the students' responsibility to see that the physical statements are turned in to the office to be eligible.
No excuses will be accepted; all athletes must receive eligibility recognition from the office to take part in a sport.
Should the physician's report reveal any medical problem experienced by the prospective athlete that might be determined as life or health threatening, participation will be denied. Any athlete who has sustained an injury, or health problem requiring a physician's care, must receive a written medical release before the student may return to athletic participation.
- B. Students participating in sports, dance, and cheerleading must read and sign the state required concussion form.

XIV. Extra-Curricular Activities Acknowledgment Form (see Acknowledgment Form following Appendix)

- Each student wishing to participate in an activity must first, along with his or her parents, sign an acknowledgment form verifying their awareness of :
1. the need for insurance.
 2. the compliance requirement regarding the rules and regulations in the Activity Handbook.
 3. responsibility for uniforms and equipment.
 4. the possibility of serious athletic injury.

XV. Liability for Injuries

- A. The Maple Valley-Anthon Oto Community Schools, employees, or officers may not be liable for student injuries received while participating in practices, scrimmages, and interscholastic games. Therefore, it is recommended that parents obtain insurance to cover their children while participating in school activities.

XVI. Fees

- A. Each music student shall be charged an activity fee to offset the cost of music contest fees and supplies.
- B. Students participating in athletics shall be charged an activity fee to offset the cost of athletic supplies and required catastrophic insurance.

XVII. Conflict of Activities

- A. A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season. Such outside participation will not conflict with the school sponsored athletic activity. When students are involved in more than one school or non-school activity, they occasionally experience conflicts of dates and times. This becomes a problem for students, parents, and activity directors/coaches. Naturally, participants in any activity are expected to make a commitment to that activity, yet, no one wants to discourage students from participating in a variety of activities. The key to resolving activity conflicts is open and clear communication between participant and activity director/coach. In most cases, undesirable consequences can be avoided by making prior arrangements with the activity director/coach. When conflicts cannot be resolved to the satisfaction of the activity director/coach, the student or the parent, a written description of the problem is to be submitted in a timely fashion to the principal for a decision.

XVIII. Activity Shuttle

For Students: A shuttle will be run after all activities from the center of the activity to Mapleton, Danbury, Castana, Anthon, Oto and Smithland as needed. Students who need a shuttle for an event scheduled on a non-school day, must inform their coach/sponsor the day before the event. Students who desire to ride the shuttle during a regular school day must sign up in their principal's office by the end of lunch on the day they wish to ride. Students who sign up and do not ride, or ride and does not sign up will be assessed a \$5.00 fee unless they get sick during the day and withdraw their request to ride through the principal.

**APPENDIX
LETTERING/RECOGNITION REQUIREMENTS**

- I Athletics, General** -- The following regulations will apply to students out for any lettering activity:
- A. The letter requirement could be waived if the coach and athletic director agree that extenuating circumstances warrant an exception to the rule.
 - B. The athlete must remain out for the sport the entire season to be eligible for a letter and to attend the post award banquet or activities.
 - C. The athlete must meet the eligibility rules established by the local and state athletic association or union.
 - D. Any athlete that is serving a suspension for a good conduct violation will lose their athletic letter for that sport. First time violators must complete 10 community service hours in order to have their letter reinstated. Additional violations will result in the letter being revoked. Specifically, the athlete will lose one letter per good conduct violation.
 - E. The community service hours needed for reinstatement of an athletic letter must be approved ahead of time by the student advisory board, which consists of seven student council appointees by the principal. The community service must be completed 30 days after the student advisory board has approved of the community service activity. Each semester seven different students will serve on this board.

- II. High School Athletics** -- Letter Requirements for Individual Sports (in addition to the above in I.)
- A. FOOTBALL-- Must participate in 18 varsity quarters. The athlete must finish the season in good standing with the coach, which may include academic or good conduct violations. Quarters may be added due to attendance and effort shown throughout the season.
 - B. BASEBALL-- Player would start on 1/3 of the varsity games or play 1/3 of the total innings. Innings may be awarded or deducted at the coaches' discretion.
 - C. SOFTBALL-- Player would start on 1/3 of the varsity games or play 1/3 of the total innings. Innings may be awarded or deducted at the coaches' discretion.
 - D. VOLLEYBALL-- Player would start on 1/3 of the varsity games or matches, or play 1/3 of the total innings. Games or matches may be awarded or deducted at the coaches' discretion.
 - E. GIRLS BASKETBALL--An athlete would be expected to play in half the number of quarters played. An athlete can be awarded quarters for prompt and regular attendance at practice and at the coaches' discretion.
 - F. BOYS BASKETBALL--An athlete would be expected to play in half the number of quarters played. An athlete can be awarded quarters for prompt and regular attendance at practice.
 - G. WRESTLING-- A wrestler must finish the season and be in good standing with the head coach. The wrestler must be on varsity three matches or more OR be a winning JV wrestler and a quality varsity substitute.
 - H. BOYS & GIRLS TRACK--A letter will be awarded on a point basis. Thirty-five (35) points are needed for a letter. An athlete may earn 10 points per year toward his/her letter by being prompt and regular in practice and meet attendance, and in the judgment of the coach, is a participating, contributing athlete. All points less than 35 may be carried over to the next year and are accumulative until 35 points have been reached.

1. A letter winner starts the next year with points.
2. The following table will be used for the awarding of points.

<u>DUAL MEET</u>	<u>TRIANGULAR OR QUADRANGULAR MEET</u>
First Place--8 points	First Place--10 points
Second Place--6 points	Second Place--7 points
Third Place--4 points	Third Place--5 points
	Fourth Place--3 points
	Fifth Place--1 point
<u>ANY MEET OVER 4 SCHOOLS</u>	<u>DISTRICT OR STATE MEET</u>
First Place 24 points	First Place 35 points
Second Place 18 points	Second Place 30 points
Third Place 13 points	Third Place 25 points
Fourth Place 10 points	Fourth Place 20 points
Fifth Place 8 points	Fifth Place 18 points

These point values apply to individual events and relay events. For example, a relay team places 1st in a District Meet, each member of that relay team receives 35 points.

Year Best:- Track Record (10 points) School Record (5 points)

G. BOYS & GIRLS GOLF--An athlete must earn a total of 200 points. Points will be awarded as follows:

All Meets

School medalist 20 points
 School runner-up medalist 15 points
 School 3rd place medalist 10 points
 School 4th place medalist 5 points
 Each meet entered 10 points

Dual Meets

Meet medalist 50 points
 Meet runner-up medalist 30 points
 Meet 3rd place medalist 25 points
 Win dual meet 80 points/team

Meets with 3 or 4 teams

Meet medalist 75 points
 Meet runner-up medalist 55 points
 Meet 3rd place medalist 45 points
 Win meet 120 points/team
 2nd place team 80 points/team

Tournaments

Meet medalist 80 points
 Meet runner-up medalist 60 points
 Meet 3rd place medalist 50 points
 Meet 4th place medalist 40 points
 Meet 5th place medalist 30 points
 Win meet 160 points/team
 2nd place team 120 points/team
 3rd place team 80 points/team
 4th place team 40 points/team
 Individual qualifying for state meet 200 points
 Team qualifying for state meet 800 points-TEAM

If 200 points are earned in one year, the next year an athlete starts with no points. If 200 points are not earned in one year, the points will be carried over to the next year. If a golfer comes regularly to practice and is in good standing, he or she will receive 20 points toward a letter. Team points are to be divided evenly among the four lowest scores. A player may earn points for either meet medalist or school medalist, not both. The same for runner-up, etc. If for any reason, except sickness or injury, a golfer quits, they lose all points accumulated to that date. Total points needed to letter will be adjusted based on number of meets played in the season.

H. CHEERLEADER--A cheerleader must follow all the rules. A cheerleader must attend all games or matches unless excused by the advisor.

III. **7th/8th Middle School Athletics** -- Each student that goes out for a sport will receive recognition if they remain out all season and take part in all group activities unless excused by administration.

IV. **High School Music**

- A. Band -- Music letters in band are earned by fulfilling 1 and 2, or 1 and 3, or 4.
1. Satisfactory participation in all Marching and Concert Band concerts, shows, or competitions for one school year.
 2. Satisfactory participation in one event at State Solo and Small Group Contest.
 3. Satisfactory participation in Jazz Band and its activities for one year.
 4. Satisfactory participation in all Marching and Concert Band concerts, shows, or competitions for two school years.
- B. Choir -- Music letters in choir are earned by fulfilling 1 and 2, or 1 and 3, or 4.
1. Satisfactory participation in all Concert Choir concerts and competitions for one school year.
 2. Satisfactory participation in one event at State Solo and Small Group Contest.

3. Satisfactory participation in Swing Choir and its activities for one year.
4. Satisfactory participation in all Concert Choir concerts and competitions for two school years.

V. **7th/8th Middle School Music** - Recognition

A. Concert Band, Jazz Band, and Choir

1. Participant must remain out all year and take part in all group activities unless excused by administration.

VI. **High School Speech/Drama Awards**

A. To earn a speech/drama certificate or medal (from State Assoc.), student must:

1. Get Division I rating at District Speech Contest AND
2. Get Division I or II rating at State Contest

B. To earn a Certificate of Participation, a student must have participated in the speech contest.

ATTENTION ATHLETES

A very important lesson learned through interscholastic athletics is that by hard work and dedication athletes can improve. In America, it is recognized that people can take the ability given them, and through hard work and dedication become anything they want to be. No one can tell a person what they must do. If someone is willing to take the ability given them and work hard, they can achieve success in athletics.

The athlete has the responsibility for exhibiting good sportsmanship at all times. The moment they put on that school uniform, they become a representative of their fellow students, the school, the community and themselves. The student athlete should receive the ingredients of good sportsmanship through the teaching, coaching, and examples of the coaching staff.

Attitude is one of the principle requisites in becoming a champion in any sport and of course that is best defined to the athlete by how they act, feel and think in showing one's disposition. The desire to excel, to win, "pay the price," are positive points or attributes of attitude.

Yes, a winning philosophy is important. Most people wouldn't give a plug nickel for an athlete who didn't want to win, but that is quite different from winning being everything. Adults need to motivate enthusiasm for healthy competition all over the country in school athletics, but likewise realize the importance of how the game is played as well as viewed. Some people say that poor sportsmanship is a national disease. This is an attitude the athlete can play a big part in dispelling. How? Simply by acting like an athlete and gentleman: showing respect at all times, always displaying good conduct, avoiding unsportsman-like actions, cooperating at all times with officials, shaking hands with opponents before and after the contest, showing self-control at all times, accepting decisions and abiding by them, accepting both victory and defeat with pride and compassion, never being boastful or bitter, etc. Schools are judged by their sportsmanship. Maple Valley and Anthon-Oto expect to be the best.

Athletes must remember the responsibility they have to parents, school, community, and self. Educators must stress the fact the young athlete is indeed looked up to in the eyes of the younger children within the community.

Interscholastic athletics are much like everyday life. America thrives on competition that has made the country as great as it is today. It might be said that it is the backbone of this great country. Regardless of what the young athlete's plans are in later life, whether to be a salesperson, doctor, business person or whatever, they must realize there will be competition. There will also be disappointments in athletics, but there are disappointments in the work activities also.

The young athlete must have a value system. There is not a better place to teach a good value system than on the athletic fields, courts, mats, etc., of this country's schools. Without values, student athletes lack a real sense of purpose and life becomes rather meaningless. A real problem today is people without a purpose in life. The values that have been laid out in the introduction of this publication are the values being talked about. If somehow adults fail to impart those values in teaching and coaching and the athlete doesn't heed attention to same, adults have missed the boat as to the real purposes of the interscholastic athletic programs in this country's schools. Oh yes, that is sportsmanship at its best. That is a way of life.

COMPLAINTS BY OR ABOUT PERSONNEL

Policy No. 204.12

The Board of Directors strongly believes that all concerns, problems, and complaints about personnel should be resolved at the lowest possible level within the district's structure. Anyone with a concern or complaint should first contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Complaints that remain unresolved at the first and subsequent levels may be moved through the chain of authority to the employee's immediate supervisor(s), the superintendent, and finally to the Board of Directors during a meeting of the Board. Complaints presented at the supervisor's level or above must be stated in writing. This statement must include a clear description of the concern and information substantiating the complainant's position; use the form available from the administration.

Appeals will be heard by the Board only if the complaint has been moved through the chain of authority. Complaints taken to the Board may be placed on the agenda by contacting the Superintendent in accordance with Policy 204.10, Agenda for Board Meetings. Anonymous complaints shall not be considered.

Complaints by Employees

If an employee and the employee's complaint are included by definition in the grievance procedure of a labor agreement or the scope of bargaining, then the grievance procedure or the bargaining process shall be the sole and exclusive forum for resolving the complaint.

Problems, concerns and complaints not covered by the labor agreement or the bargaining process should be resolved by using the procedure described in the first paragraph of the policy.

PROCESSING OF COMPLAINTS REGARDING SCHOOL PERSONNEL

The Board of Directors recognizes that any two people may view the same situation from different perspectives and arrive at entirely or partially opposing conclusions. In any organization, however, certain decisions and actions are made the responsibility of particular individuals. Those same individuals are also granted appropriate authority necessary to fulfill their responsibilities. The effectiveness of the organization depends on this structure.

The right to appeal the decisions or actions of those individuals is inherent in the system. However, a move to reverse such an action or decision must be judicious and taken very cautiously in order to avoid any emotionalism of the moment. In considering the facts of the case, one must determine whether the employee or administrator:

1. stepped beyond his or her responsibility or authority,
2. violated state or federal law,
3. failed to comply with school policy, regulations or directives,
4. exceeded the limits of his or her discretion in applying the law and or Board Policy,
5. failed to base the action or decision on sound reasoning.

Should the findings confirm any of these potential errors, corrective action would appear appropriate. In the absence of very extraordinary circumstances, avoidance of these errors must result in affirmation of the action or decision in question. Challenges, even though sincere, regarding the behavior of an authorized employee or administrator must be strong enough to meet this test. This procedure shall apply to all appeals to the Board of Education.

**Maple Valley-Anthon Oto Community School District
Form For**

**Complaints / Concerns
Regarding Employees**

All concerns, problems, and complaints should be resolved at the lowest possible level within the district's structure. Anyone with a concern or complaint should first contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Complaints that remain unresolved at the first and subsequent levels may be moved through the chain of authority to the employee's immediate supervisor(s), the superintendent, and finally the Board of Directors during a meeting of the Board. Complaints lodged with the employee's supervisor, or higher, must be stated in writing. This form is for that purpose.

Please fill in blanks as applicable:

Employee who is cause of the concern: _____

Position: _____

When did it happen? _____

Where did it happen? _____

What happened? _____

Name witnesses (if any): _____

What actions have you taken so far? _____

What action are you requesting to resolve this situation? _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

signature _____ date _____