

# "THE BEARS"

Pride in Academic Excellence and State Champions

## STUDENT ACTIVITY HANDBOOK

2011-2012

This activity handbook is the joint effort of West Branch parents, students, coaches, teachers, administrators and the Board of Education. It is designed to include all co-curricular activities with an emphasis on student conduct and performance. The book also reflects the West Branch Community School District's mission of providing the best educational opportunities available for its students.

- Baseball
- Basketball
- Bowling
- Cheerleading
- Cross Country
- Drama
- FFA
- Football
- Golf
- Instrumental Music/Jazz Band
- National Honor Society
- Soccer
- Softball
- Speech/Debate
- Student Council
- Student Managers
- Tennis
- Track
- Vocal Music/Show Choir
- Volleyball
- Wrestling

## **WBHS Sponsors & Coaches**

Athletic Director	Lynnette Poula
Baseball	Rich Stout
Basketball (Boys)	Stephen Bender
Basketball (Girls)	Jared Tylee
The Bear Newspaper	Kelli Kennon
Cheerleaders/Dance	Christa Diemer
Drama	Molly McCarthy-Hill
Football	Butch Pedersen
Foreign Student	Diana Moreno-Witt
FFA	Renee Thompson
Golf (Boys)	Randy Sexton
Golf (Girls)	Jan O'Neil
Honor Society	Kathy Ellingson
Junior Prom	Staff
Instrumental Music	Katie Schouten
Softball	TBA
Speech/Debate	Bill Brendlinger
Student Government	Amanda Hughes
Track (Boys)	Brad McCloskey
Track (Girls)	Carol Lumpa
Vocal Music	Chris Reed
Volleyball	Josh Lukavsky
Wrestling	Marc Juergens
Yearbook	Kelli Kennon

## **Equal Opportunity/Non-discrimination Policy**

It is the policy of the West Branch Community School District not to discriminate on the basis of race, national origin, creed, color, sex, religion, age, marital status, sexual orientation, gender identity or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, and P.L. 94-142

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual as a member of multicultural, nonsexist society.

**Responsibility for this policy rests with the Superintendent as the Educational Equity Coordinator and Title IX Compliance Officer for the district. He is responsible to promote and encourage progress in meeting school policy 602.1. Students, parents of the students, and employees of the district have the right to file a formal complaint alleging noncompliance with this policy. All complaints should follow the guidelines established in the grievance procedure outlined in Board policy 602. 1A. All questions and complaints shall be referred to Mr. Hatfield in the central office. Mr. Hatfield's phone number is 643-7213.**

## **High School Values/Behavioral Expectations**

We expect all members of the school community—staff, students, parents, visitors—to behave in a socially responsible manner, to be open-minded and tolerant of others, to conduct themselves appropriately, to take ownership for their learning, and to treat each other with respect and courtesy so that all feel safe within the school environment. The learning environment must be one which promotes essential learning and develops traits such as leadership/teamwork, problem solving, communication skills, democratic principles, service to others, personal wellness, and environmental and career awareness.

## **WEST BRANCH COMMUNITY SCHOOLS STUDENT ACTIVITY HANDBOOK**

### **INFORMATION TO PARENTS AND STUDENTS**

1. Athlete Conduct: The following standards will be enforced by coaches and followed by student/athletes in West Branch School District.
  - A. To be a part of this athletic program the athletes need to follow school rules in relation to use of alcohol and tobacco.
  - B. Athletes need to keep their grades up in all academic areas.
  - C. Athletes need to show respect to their teachers, coaches, and peers to be a member of an athletic team.
  - D. Athletes need to follow the expectations of approved team guidelines and regulations.
  - E. Uniforms and equipment must be returned in to the coach/sponsor or the athletic office within 1 week of the conclusion of the season or at an awards ceremony. Failure to do so will result in a bill and suspension from next sport/activity until the uniform and equipment are collected.

### **SCHEDULING STUDENT EVENTS:**

Events are defined as any activity in which students compete or perform.

1. All students' events will be arranged by the principal (or designee) in relation to the master calendar.
2. Events will be scheduled with schools of comparable size and programs whenever possible.
3. Events will be scheduled with schools within a fifty mile radius whenever possible.
4. The number of events scheduled will coincide with appropriate state organization rules.
5. No event will be scheduled on family night (Wednesday) if we have local control. Exceptions are track, softball, baseball, and state sponsored tournaments/contests.
6. There will be no events scheduled on Sunday unless by special permission of the administration.
7. On school days, no events (except those scheduled by the state or the CVC) will begin before 4:00 pm.
8. The following list of priorities will be used when scheduling and when conflict is unavoidable.

- a. A date on the calendar shall have first call and no other event is to be scheduled which may involve the same students.
  - b. Events scheduled by the state association shall have first priority.
  - c. Events scheduled by the conference shall have second priority.
  - d. Events involving other schools shall have third priority.
  - e. Events on the local level shall have last priority.
  - f. Public performances will have call over practicum.
9. If two or more school events overlap, a decision to share students shall be made by the appropriate building principal after discussing the conflict with the activity sponsors affected. There shall be no penalty or decision-making on the part of the students.
10. Each activity sponsor will distribute a list of student participants.

## ELIGIBILITY

### **MIDDLE SCHOOL ELIGIBILITY**

#### **Academic eligibility:**

The Iowa High School rules do NOT apply to middle school sports. We will continue using the same eligibility requirements as in the past. This policy is in our student handbook.

If a student is failing a class, he/she and the parents will receive notification from the classroom teacher. Coaches will receive notice of the situation from the classroom teacher or from Ellen Votroubek. The student has one week to improve the grade. He/she becomes ineligible to compete in school activities starting on Monday of the following week. The student MAY participate in practices, but sometimes it is beneficial for the child to stay with the classroom teacher for additional assistance and miss athletic practice. This will be communicated to the coach from the classroom teacher.

The student will immediately become eligible when the grade becomes passing.

### **HIGH SCHOOL ELIGIBILITY**

Activities are any school sponsored co-curricular programs in which students compete, perform or participate.

#### **To be eligible for activities, a student must:**

1. Enroll in at least 4 credit-earning classes each quarter regardless of number of credits required for graduation.
2. Pass all classes each final grading period. Correspondence courses will not count toward regaining eligibility.
3. Have a physical exam form and insurance waiver form filled out in the building office for athletics.
4. Have a District Activities Handbook and Team Rules parent acknowledgement form signed by student and parent filed in the building office.
5. Not have been declared ineligible because of a violation of the code of conduct.
6. Meet the residency requirements of the respective state organizations.

7. Meet the IHSAA and IHSGAU requirements for playing on a non-school team stating that the athlete must have written permission from the Principal in order to participate on an outside school team during the sports season that is in progress.
8. Students must attend class. **A student who misses more than 4 mods of school time w/o a medical or legal appointment or a pre-arranged absence approved by administration will be ineligible for after school participation. If students are continually missing class the day of or after competitions or activities, this may result in suspension from activity.**  
Unexcused absences will result in extra-curricular non-participation that day. The student should see the principal for disposition of each instance of unexcused absence.
9. Have submitted a waiver of liability form to the activity sponsor prior to participating in an off campus event.
10. An athlete dropped from a squad for disciplinary reasons or quitting a squad is ineligible for any other sport until the playing schedule of the squad from which he/she was dismissed or quit is completed unless both coaches, Athletic Director and High School Principal agree it is in the best interest of the student and school.

### Scholarship Rule

The State of Iowa requires that all students in grade 9 through 12 who participate in athletics must:

1. Receive credit in at least 4 subjects at all times.
2. Pass all classes at the end of a grading period or be ineligible for 30 consecutive calendar days for the next sport in which he/she is participates. This includes all classes taken for dual credit such as Kirkwood and other post-secondary courses, as well as AP and other on-line coursework.
3. At WBHS this Scholarship Rule shall also apply to students who participate in the following high school extra-curricular activities: plays, musicals, dance team, cheerleading, student government, competitive speech & debate, NHS & FFA. It does not apply to co-curricular activities that are required for classes such as band, choir, newspaper and yearbook; nor does it apply to social events like dances.
4. Unless a student's IEP or 504 Plan stipulates otherwise, **all approved incompletes** are to be treated as an "F." All students will remain ineligible until the final grade is in the office.

### HIGH SCHOOL GYM GUIDELINES

When the schedule is such that regular school-sponsored practices were not POSSIBLE on other days, Sundays may be an option with permission from the high school principal. Circumstances may include weather interruptions, playoff games, facility not available, coach illness, etc. These exceptions may be discussed with the AD but will be approved or disapproved by the high school principal--or superintendent when the principal is not

available. Requests should be made in person and approved in writing. This should apply to every sport/activity during the school calendar year.

Open Gym time can be scheduled with advanced approval through the athletic director/principal. Sundays high school open gym time priority will be from 1-4:30 p.m. Other times can be scheduled as gym space is available. The open gym cannot be solely for a specific sport. Community members may use the facilities during an open gym. Each open gym session should be posted and **school personnel available to provide supervision**. During winter sports season principal-approved Sunday practices may require cancellation of open gym time.

## PRACTICE SESSIONS

1. At least one certified coach/sponsor shall be in attendance at all practice sessions.
2. An accurate record of attendance at all practice sessions shall be kept by the coach/sponsor. A participant is expected to attend all practice sessions. He/she may be excused only by the coach/sponsor directly in charge of the activity. A student shall not participate if he/she has not met the attendance guidelines. Student athletes must have met IHSAA or IHSGAU rules before they can compete interscholastically. They will follow their respective state association rules. Other exceptions may be made on an individual basis by the athletic director.
3. There will be no practice sessions conducted on Sunday. Exceptions will be made only by special permission of the administration and only for the P.M.
4. Practices during school vacations and other than specified below must have approval of the principal and athletic director.
5. The athletic practice schedule is as follows:

Middle School Daily except Wednesday

All practices except volleyball and basketball to end by 5:30 with athletes out of the gym by 5:45.

VB/Basketball: Session I 3:30-5:15 pm – Session II 5:15 – 7:00 pm (times to reverse weekly or monthly).

Middle school practices need to be over at 5:00 p.m. on Wednesdays

Senior High School

Daily except Wednesday

All practices except basketball to end by 7:00 p.m.

Early practice – 3:30-6:15

Late Practice – 6:15-9:00

Senior High School

All practices on Wednesdays to end by 6:30 pm.

## ACTIVITY AREA CONTROL

1. A coach/sponsor is to have control of his/her keys at all times. If a manager needs to use a key, he/she should return it to the coach/sponsor before practice is over and at no time should the manager allow keys out of his/her possession.
2. It is the responsibility of the coach/sponsor to be the last one to leave the area each night, to turn off all lights and to lock up. When going outside for a practice a coach must be the last to leave the locker room and to lock the area.
3. All coaches/sponsors shall emphasize to their participants the importance of proper conduct in the activity areas.
4. Each athlete will be issued locker space. All athletes are responsible to clean out their athletic locker 5 days after the last regularly scheduled game. Lockers not cleaned out by the athlete will be cleaned out by school personnel at the end of the 5-day period. Locks and lockers will be issued the following week to students participating in the current season.
5. Padlocks are provided by the school and checked out to each student. Padlocks not returned by the end of the school year will be paid for by the students. The school recommends that all lockers be locked at all times.
6. The coach's/sponsor's office shall be kept locked during practice sessions. Only the coach/sponsor should be in an area where equipment is stored.
7. Participants are expected to park their vehicles in designated student areas. The coach/sponsor, as instructor in charge, is expected to enforce these rules.
8. Anyone wanting to assist or volunteer with co-curricular activities as a sponsor or coach must be interviewed by Athletic Director and then accepted by the Athletic Director and building principal and carry a proper certification.

## EQUIPMENT

Students are to be held financially responsible for their equipment. Uniforms and equipment must be returned in to the coach/sponsor or the athletic office within 1 week of the conclusion of the season or at an awards ceremony. Failure to do so will result in a bill and suspension from next sport/activity until the uniform and equipment are collected.

## INJURIES

1. When a student is injured, the coach/sponsor in charge will notify the student's parents. The coach/sponsor is also to fill out a school injury form to be turned into the principal within 24 hours.
2. If an injury at practice appears to be serious, a coach/sponsor should, if possible accompany the student to the doctor.
3. Insurance forms should be filled out within 24 hours by the coach/sponsor on all injured students who require a doctor's treatment.
4. Athletic emergency cards are to be completed and returned to the head coach. These cards will be at every practice and contest. They will be used when parents cannot be reached.

## A FACT SHEET FOR PARENTS AND STUDENTS

# HEADS UP: Concussion in High School Sports

*The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:*

- (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.
- (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
- (3) Key definitions:
  - “**Licensed health care provider**” means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.
  - “**Extracurricular interscholastic activity**” means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

### What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### What parents/guardians should do if they think their child has a concussion?

1. **OBEY THE NEW LAW.**
  - a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
  - b. Seek medical attention right away.
2. Teach your child that it's not smart to play with a concussion.
3. Tell all of your child's coaches and the student's school nurse about ANY concussion.

### What are the signs and symptoms of a concussion?

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

### STUDENTS:

If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

**IT'S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.**

### Signs Reported by Students:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

### PARENTS:

#### How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

### Signs Observed by Parents or Guardians:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

## TRANSPORTATION

All students will travel to and from out-of-town activities by school-designated transportation. With special permission of the head coach/sponsor, it is possible for a student to go to or return from an event with his/her parents or legal guardian. If this occurs, the parent must personally deliver the student to or pick up the student from the coach/sponsor. This only applies to parents or legal guardians.

Exceptions to this policy may be made by the building principal if he/she is contacted at least three days before the activity. When considering exceptions, the principal will consider the distance to the activity, the age of the driver, and the demonstrated responsibility of the student. Liability release form about this exception must be signed by each parent or the legal guardian. These forms are available in the school office.

## **PEP BUS**

In order to ensure the safety of all students, the following procedures will be enforced for all pep bus trips.

1. Buses will leave from and return to school grounds.
2. Only those high school students who have tickets will be allowed to ride the bus. Younger students do not ride unless accompanied by parents.
3. Reselling of tickets is not permitted. Only students on the original list may ride the pep bus.
4. Do not board the bus until the driver and/or chaperone is present.
5. Attendance will be taken.
6. On arrival at destination leave the bus and do not return to the bus until it is time to go home.
7. Students who ride to an event will be expected to return home on the bus unless their parent has personally talked to the bus driver.
8. Exceptions to these rules are to be made only by the appropriate principal.
9. All school rules apply when attending a school sponsored activity.
10. All activity transportation rules must be followed while in all school vehicles.

## **LETTER WINNERS**

1. All letter winners are to be judged on sportsmanship, observance of the code of conduct, attendance at practice sessions and participation/playing time.
2. To be eligible for a letter the student must have met the criteria of the coach/sponsor. The criteria must be approved by the athletic director and/or principal prior to the beginning of the activity and distributed to all participants.
3. The only awards to be presented to students shall be:
  - a. The unattached WB the first time an athlete earns a letter.
  - b. The unattached numeral the first time he/she completes an athletic season.
  - c. A certificate each time he/she earns a letter
  - d. A most valuable trophy (cost under \$25.00) may be presented to the athlete chosen as most valuable in each sport.

Item 2 may be waived by action of Athletic Director and head coach.

## **CODE OF CONDUCT**

It is a privilege and an honor to be able to participate in activities and represent the West Branch School District. The student and the school are judged by the participant's

character and conduct at all times. Students serve as a model to many people and their attitude and behavior affects others.

The co-curricular program of the total educational program allows leaders of youth a unique opportunity to instill desirable qualities as: principles of justice, fair play, good sportsmanship, respect for rules and authority, respect of others, respect for ones own health and well-being, development of leadership, pride, teamwork, self-discipline, and the value of self-sacrifice.

Students' habits and conduct shall be consistent with the ideals, principles and standards of the school district as outlined in this code, Board policy and student handbook. These rules and penalties must have the prior approval of the athletic director and/or building principal.

It is our hope that the family will be a guiding influence on the compliance with this code of conduct, and that parents and guardians will take a firm approach when addressing substance use/abuse by their son/daughter.

#### I. Good Conduct Violations

##### A. Violations of Local, State, and Federal Law

Any student who admits to or is detained or apprehended by law enforcement and who then admits to facts or actions which violate local, state or federal law (excluding laws related to the operation of motor vehicles, snowmobiles, all-terrain vehicles and boats, to hunting and fishing violations and to municipal curfew and traffic ordinances) shall be ineligible to represent the school in any scheduled contest until reinstated by the principal according to the regulations of this code.

##### B. Violation of Use and/or Possession of Alcohol, Tobacco, and/or illegal Drugs

Any student who admits to or is observed by certified staff (teacher, coach/sponsor or administrator) possessing or using alcohol, tobacco and/or illegal drugs or who is detained or apprehended by law enforcement officials and admit to facts or actions which violate local, state, or federal law relating to use of alcohol and/or illegal drugs or who is detained or apprehended by law enforcement officials and admit to facts or actions which violate local, state, or federal law relating to use of alcohol and/or illegal drugs as listed in the State Code (204) at any time or place (unless directly supervised by his/her parent or guardian in their home or at a family gathering) will be ineligible to participate in activities according to the terms of this code.

The principal will conference with the student and parents, explain what happened, express the school's concern and offer school assistance if deemed necessary. The student will be declared ineligible to represent the school in any scheduled contest until reinstated by the principal according to the regulations of this code.

C. Violation Related to School-Owned Equipment

Any student found guilty by school officials of any act of theft, vandalism, or unauthorized possession of school-owned equipment shall be declared ineligible to represent the school in any scheduled contest until reinstated by the principal according to the regulations of this code.

D. Violations Against Employees, School Board Members or Any Other Person Associated with the School District.

Any student who does intentional physical damage to an employee's personal or real property, threatens or make obscene gestures, directly or indirectly, toward a school employee, school board member, or any other person associated with the school district, will be declared ineligible to represent the school in any scheduled contest until reinstated by the principal according to the regulations of this code.

II. Penalty for Violations under Article I

The Penalty for violating items A, B, C, or D above is:

1. First offense – suspended from one third (1/3) of all scheduled events or 30 days – whichever is less and required counseling.
2. Second offense – nine week suspension from events and required counseling.
3. Third offense and subsequent offenses – one year (date to date) suspension from events and required counseling to be reinstated after one year.

If currently participating in an activity, the penalty begins on the date that the school official determines a violation has occurred. If a student is not currently participating in an activity the penalty will begin on the first official state approved starting date of the next activity a student participates in.

III. Determination of Guilt

When the principal receives substantial information that a violation of the Code of Conduct may have occurred, the principal shall:

A. Arrange for student to meet with coach or sponsor who will:

1. Inform student a rumor has been noted.
2. Inform student of rights and consequences of such a violation.
3. Allow opportunity for the student to respond or self report to the principal.

B. Contact the parents or guardian to inquire about the situation

- C. Contact appropriate law enforcement or court officials to investigate if a student was detained or apprehended by law enforcement.
  - D. Parent or guardian will be made aware of investigations as soon as possible.
  - E. Determination of guilt shall be based on the criteria that it is “more likely than not” that a violation occurred.
- IV. Concern for others
- If a concern is expressed to certified staff by student(s) regarding other student(s), there will be no penalty or consequences to themselves or the students they are concerned about.
- V. Unauthorized Use of School-owned Equipment
- A. First offense – reprimand
  - B. Second offense – suspension from next event.
  - C. Third offense – suspension from next three events
- VI. Use of Abusive (Offensive) Language, Fighting and/or Unsportsmanlike Conduct
- As a district we will adhere to all rules of the high school athletic association and school board policy. State penalties for misbehavior will be honored.
- A. First offense---Coach will establish a penalty and document with AD.
  - B. Second offense---Sit out rest of the event. Student referred to AD/Principal and will fill out the Unsportsmanlike Conduct Contract.
- VII. All participants are expected to attend all practices during periods of ineligibility.
- VIII. The Activities Standing Committee serves the following purposes:
- A. Advise the principal on whether to proceed with an investigation or on how to proceed.
  - B. Determine guilt through a hearing when the principal decides it is in the best interest of the student to defer the disposition of the case to the committee.
  - C. Serve as an appeal committee.
  - D. The Activities Standing Committee shall be made up of one coach, one activity sponsor and the superintendent.
    - 1. One coach and one activity sponsor will be selected by coaches/sponsors at the beginning of the school year for staggered two-year terms. Alternates will be selected to replace a coach/sponsor whose activity may be affected by a student violation.
    - 2. Appeal must be made in writing to the principal within 24 hours of the notification of the penalty.

3. Written appeal is to contain a statement of facts & a request for a hearing.
  4. Parents and students will be given written notice of the hearing.
  5. In attendance may be the student involved, principal, parent(s) or guardians and persons with pertinent information.
  6. Notification of the determination will be given to the parents and students within three (3) school days following the conclusion of the hearing.
  7. Student will be allowed to participate during the appeal process.
- E. Further appeal may be made to the Board of Education through the superintendent within 24 hours of first appeal decision.
1. This appeal should request a hearing with the Board Activities & Public Relations Committee.
  2. This appeal should contain a statement of the facts and the reason for the appeal.
  3. Further appeal can be made to the Board of Education.

#### FACILITIES

No students are to use the gym, weight room, wrestling room, locker rooms and/or showers, music room, and auditorium unless supervised by a coach, faculty member, or other approved adult.

#### ATHLETIC COMMITTEE

A committee will be formed to develop new policy or to change old policy in regards to athletic matters. This committee will be the voice of the athletic department and will represent all interests in a professional and caring manner. This committee will consist of:

1. High School Principal
2. Athletic Director
3. Board Member
4. Coach
5. Teacher

#### PHYSICAL EXAMINATIONS FOR ATHLETES

The exam may be taken any time and is valid for one calendar year. Forms are available in the high school office.

1. The physical exam form signed by the doctor and the parents must be in the hands of the high school office before an athlete is allowed to practice.

#### INSURANCE

1. All athletes are required to be covered by insurance:

- a. By having family insurance at home – in this case you are required to fill out an insurance waiver form available in the high school or middle school office and return it to the appropriate school office.
- b. By subscribing to insurance through the school.
  - 1. Football players can get football insurance through the school
  - 2. Insurance is also available for all other interscholastic sports.
- c. No one is allowed to practice until the insurance waiver or payment has been recorded by the high school office.

## **EDUCATIONAL PHILOSOPHY - Series 100**

### **105 Anti-Bullying/Harassment Policy**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to

communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc;
  
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by

students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in handbooks,
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

and a copy shall be made to any person at the central administrative office at 148 N. Oliphant St., West Branch, IA 52358

Legal References:                   20 U.S.C. §§ 1221-1234i (2004).  
                                          29 U.S.C. § 794 (1994).  
                                          42 U.S.C. §§ 2000d-2000d-7 (2004).  
                                          42 U.S.C. §§ 12001 *et. seq.* (2004).  
                                          Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly,  
(2007).  
  
                                          Iowa Code §§ 216.9; 280.3 (2007).  
                                          281 I.A.C. 12.3(6).  
                                          Morse v. Frederick, 127 S.Ct. 2618 (2007)

Cross References:               500    Student Rights and Responsibilities  
                                          502    Student Discipline  
                                          505.6  Student Records

## **EMPLOYEES Series 400**

### **402 Employees and Outside Relations**

#### **402.3 Abuse of Students by School District Employees**

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level I investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Adoption Date: December 12, 2000

Review Date: November 8, 2007

Revision Date:

Legal Reference: Iowa Code §§ 232.67,.70,.73,.75; 235A; 272A; 280.17; 709;  
728.12(1) (1995).

281 I.A.C. 102; 103. 441

I.A.C. 155; 175. 1980 Op.

Att'y Gen. 275.

Cross Reference: 402.2 Child Abuse Reporting 403.4 Harassment 502.6  
Corporal Punishment

## **PROOF OF INSURANCE**

**2010-11 SCHOOL YEAR**

***BEFORE A STUDENT WILL BE ALLOWED TO PARTICIPATE IN AN ATHLETIC PRACTICE OR  
EVENT,  
HE/SHE MUST HAVE INSURANCE TO COVER ALL INJURIES WHICH MAY OCCUR.***

**If student has insurance:**

If your student has insurance, please provide us with the following information and your signature below.

\_\_\_\_\_ has insurance with \_\_\_\_\_  
(Student's Name) (Insurance Company's Name)

and has coverage for injuries resulting from sports.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

***It is the parent's and/or student's responsibility to verify proper insurance coverage through their insurance agent.***

-----  
-----  
**If student does not have insurance and needs to purchase:**

The West Branch Community School District does not purchase accident insurance to cover injuries incurred by your student at school. We require all students to have accident coverage prior to any sports or school sponsored activity. If your student does not currently have a health care plan that covers athletic injuries and you need to purchase insurance through the school, please indicate the coverage plan and premium you are selecting through *Student Assurance Services, Inc.* You will need to fill out a separate enrollment to be sent directly to SAS along with your premium.

SCHOOL-TIME COVERAGE 7-12 Protects the student while:

- attending regular school sessions.
- participating or attending school-sponsored and supervised extra-curricular activities.
- traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised activities in school provided transportation. Coverage ends the first day of school next year.

	Annual Premium	With Major Expense Benefit
School-Time with All Sports - Grades 7-12 (except 9-12 Football).....	81	
Extended Dental Coverage - Grades PK-12.....	9	
Football Coverage (Basic Plan) - Grades 9-12.....	219	

*(These prices are effective for the 2010-11 school year only. Please contact the school for changes in prices each year)*

Plan Selected \_\_\_\_\_ Premium \_\_\_\_\_

Signature \_\_\_\_\_

Paid \_\_\_\_\_ Date \_\_\_\_\_

**ATHLETE PARENT ACKNOWLEDGEMENT**

I, \_\_\_\_\_, am the parent/legal guardian of

\_\_\_\_\_ (student). I have read the attached Athletic Rules and Regulations and understand their terms. I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury.

Because of the risks of injury when participating in sports, I recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, and agree to obey such instructions.

I, the undersigned parent/guardian consent to the participation of my student in athletics and do release the West Branch Community School District, its officers and employees,

when exercising due care, from liability for injury suffered by the named student when playing or practicing to play/participate.

---

Date

---

Signature of Parent/Guardian

---

Signature of Student