



# **COACH/SPONSOR/DIRECTOR HANDBOOK**

## **2025-2026**

**“Coming together is a beginning.**

**Keeping together is progress.**

**Working together is success.”**

**~ Henry Ford**

**West Branch Community School District**

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## **EQUITY STATEMENT**

It is the policy of the West Branch Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status 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.

There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Dave Hlas, Elementary Principal, 148 North Oliphant St., West Branch, IA 52358, 319-643-7211, [dhlas@west-branch.k12.ia.us](mailto:dhlas@west-branch.k12.ia.us)

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.

## **PURPOSE**

It is the purpose of this manual to coordinate expectations for co-curricular coaches, directors, and sponsors. This manual will provide guidance. We as a co-curricular entity are an extension of the classroom and we are responsible to our administration and school district to promote a well-rounded consistent co-curricular activities program.

## **THE ROLE OF CO-CURRICULAR ACTIVITIES**

The West Branch School District believes that a comprehensive program of student co-curricular activities is vital to the educational development of students. It will provide a variety of experiences to aid in the development of student growth to prepare them to become prominent citizens of our community. A good program creates good school spirit and helps students, spectators, and participants develop a sense of unity and pride in their school.

Our co-curricular program will be conducted in accordance with local board policy, IHSA, and IHSGAU, IHSM policies, rules and regulations. Every effort will be made to support the co-curricular program with the best facilities, equipment, and the most qualified staff available.

Co-curricular activities play an important part in the life of our school district. Young people learn from their participation in activities such as: lessons in sportsmanship, teamwork, competition, and how to win and lose with dignity. Co-curricular activities are an integral part of the total curriculum.

## **BASIC GOALS OF WEST BRANCH CO-CURRICULAR ACTIVITIES PROGRAM**

1. Involve as many students as possible.
2. Develop physical, mental, and emotional growth.
3. Develop an understanding of team play and an understanding of a player's role on a team.
4. Develop self-discipline, self-motivation, and the ideals of good sportsmanship.
5. Develop a positive rapport and open communication lines between all coach/sponsor/director, directors and sponsors.
6. Create a desire to succeed and excel in all activities.
7. Develop an appreciation for the optimum level of one's personal well being.
8. Learn skills in activities of each student's choice.
9. Provide a positive image of school co-curricular activities at West Branch.
10. Strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
11. Practice self-discipline and emotional maturity in making decisions under pressure.
12. Develop a positive self-concept and confidence in one's ability.

## **DISTRICT EXPECTATIONS**

1. Be personally responsible for the coach/sponsor/director and direction of your activity/sport.
2. Participate in an annual evaluation with the activities director/administration.
3. Be personally responsible to create your individual activity/sport expectations.
4. Be personally responsible to hold a preseason parent meeting.
5. Be personally responsible for team dress, actions, and behavior in games, practice sessions, trips, locker rooms, or on any occasion where sport personnel is taking part as a team representing the school.
6. You are an employee of the WBCSD. You are expected to follow all staff expectations and WBCSD work rules. You are expected to conduct him/herself in a way that she/he will serve as an outstanding role model for students at all times (on and off the court/field/room, in and out of season, etc.)
  - a. All coach/sponsor/directors are expected to exhibit ethical behavior at all times. Using degrading or abusive language, and/or displaying unsportsmanslike gestures at any time is totally unacceptable. Continued behavior of this nature could lead to an administrative conference with the coach/sponsor/director and possible reprimand.
  - b. All coaches/sponsors/directors are expected to be a representative at all times within the community.
7. Be personally responsible on trips for maintaining strict supervision of team members. Supervision of team can be a simple matter if duties are equally assigned to assistant coach/sponsor/director before the trip.
8. Be personally responsible for taking care of equipment after contests, locker room supervision before and after practice and games, home and away.
9. Ensure all proper paperwork is completed and submitted to office in a timely manner:
  - a. Physical examination form signed.
  - b. Parents' insurance form signed.
  - c. Co-curricular activities handbook form signed by parents.
  - d. Eligibility clearance for interscholastic competition.
  - e. Concussion paperwork form signed by parents.
  - f. Make a roster sheet for co-curricular activities director of complete squad and give to Ruth within 1 week of the season.
  - g. Send practice schedules to parents and office within the first week of the season.

- h. Officials recommendations per state expectation
- i. Complete all time cards in a timely manner
- 10. See that equipment is collected and inventoried at the immediate close of the season.
  - a. Submit list of missing equipment/uniforms to the Activities Director.
  - b. Students will not be allowed to participate in activities until individual uniform/equipment is turned in.
- 11. Provide a transparent document explaining your system of awarding "letters" to the main office and to parents. (Can be included in your Expectations Handbook/Document).
- 12. Take a personal interest in the athletes and the total Co-curricular Program
- 13. Promote morale and team spirit. Uses appropriate language and motivational strategies.
- 14. Contact or furnish all vital information, statistics, names of personnel, etc., to the press. The coach/sponsor/director should know better than anyone the information the press needs or should have for games.
- 15. Be responsible to see that every injury is properly taken care of and injured players are not used.
- 16. Read and review the River Valley Conference guidelines and the I.H.S.A.A. and I.H.S.G.A.U. rules for your sport before each season.
  - a. Be knowledgeable of existing district, state, and league regulations--implement same consistently, and interpret for staff.
- 17. Head coach/sponsor/director are required to participate in rules meetings yearly.
- 18. Hold an end of season banquets.
- 19. Be knowledgeable of all co-curricular activities policies approved by the West Branch Community School District Board of Directors and be responsible for collaboration with each group.
- 20. Understand the proper administrative line of command and refer all requests or grievances through proper channels. Be aware of all public/staff/departmental meetings that require attendance. Don't complain or use parents to try and get school rules changed. Be Professional!

## **ADDITIONAL EXPECTATIONS**

### **ACTIVITY AREA CONTROL**

- 1. Coach/sponsor/director are responsible for students at all times.
- 2. Coach/sponsor/director must be the last to leave the locker room. The locker room should be inspected and locked. Please notify the night custodian of any concerns. A coach/sponsor/director/sponsor is to have control of his/her keys at all times. If a manager needs to use a key, he/she should be accompanied by an adult or have prior approval with AD.
- 3. It is the responsibility of the coach/sponsor/director/sponsor to be the last one to leave the area each night, to turn off all lights and to lock up. It is the expectation that students lock their personal items up.
- 4. All coach/sponsor/director/sponsors shall emphasize to their participants the importance of proper conduct in the activity areas.
- 5. Each athlete will be issued locker space. A record of this assignment shall be forwarded to the building principal. All athletes are responsible to clean out their co-curricular activities locker 5 days after the last regularly scheduled game
- 6. 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.
- 7. The coach/sponsor/director's/sponsor's office shall be kept locked during practice sessions.
- 8. Only the coach/sponsor/director/sponsor should be in an area where equipment is stored.
- 9. Participants are expected to park their vehicles in designated student areas. The coach/sponsor/director/sponsor, as instructor in charge, is expected to enforce the rules.

- **ALL STUDENTS MUST BE SUPERVISED AT ALL TIMES—BEFORE, DURING, AND AFTER PRACTICES AND GAMES.**
  - When a practice or game has terminated for the given day, the coach/sponsor/director shall remain in the area until all participants have left the building. Under no circumstances shall a coach/sponsor/director leave the building prior to all participants' departure from the building.
  - If practice is not held immediately after school, the coach/sponsor/director shall directly supervise the students until practice begins, or direct all students to leave the building and return when the coach/sponsor/director is available to supervise the team.
  - Each coach/sponsor/director shall lock all doors of the locker room, storage areas, and weight room when practice sessions or games have been completed. Locker rooms are to be secured during games and practices. **DO NOT LEAVE KEYS WHERE STUDENTS CAN PICK THEM UP.**
  - **SECURING EQUIPMENT/SUPPLIES.** Each coach/sponsor/director shall place in appropriate storage areas, all equipment/supplies related to that sport when each practice session or game is over.

### **ALL-CONFERENCE SELECTION MEETINGS**

All head coaches are expected to participate in all conference meetings and represent WBHS in a professional manner.

### **CO-CURRICULAR ACTIVITIES COMMITTEE**

This committee serves as the standing committee that is pulled together for a variety of reasons. This committee duties include but are not limited to: assess support of student achievement and learning through co-curricular program, student appeals for consequences/code of conduct, handbook policy concerns or changes, program protocols, DE/Union rules, and board policy, etc. This committee will be the representative voice of the co-curricular activities department and will represent all interests in a professional and caring manner. This committee will consist of:

1. High School Principal/Superintendent
2. Co-curricular activities Director
3. Board Member
4. 2 Coach/sponsor/director/Sponsor
5. Teacher

### **CO-CURRICULAR ACTIVITIES CAMPS**

- A. Head coach/sponsor/director may sponsor co-curricular activities camps in accordance with state association rules. If the coach/sponsor/director wishes to use district facilities she/he may do so without charge providing the athletes attend school in West Branch. Student fees for camp must have administrative approval prior to camp registration.
- B. School personnel, whether employed or volunteers, of a member or associate member school shall not coach/sponsor/director that school's student athletes in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season.
- C. All camp money must be run through the activity fund and proper forms must be filled out prior to the camp
- D. If participating in a team camp outside WBCSD, we will follow DE guidelines and registration. Registration fees, transportation costs, and vehicles will come from program fundraising accounts or

individual payment per athlete.

### **DRESS CODE**

Coach/sponsor/director are expected to dress professionally and appropriately for games and practices. Program fundraising accounts can provide up to 2 school issued coaching shirts to be used for the duration you are coaching and returned to the district upon departure.

### **DUTY TO WARN**

- A. It is the legal duty of all coach/sponsor/director to warn athletes of the potential hazards of a sport/activity and that injury can result from participation. The warning should be given prior to beginning practice and should be documented by the coach/sponsor/director.
- B. Student handbook rules should be reviewed by each coach/sponsor/director at the start of their respective seasons.

### **EQUIPMENT (purchase and care)**

- A. When the season is over, the head coach/sponsor/director completes and submits the inventory checklist to the activities director about discuss replacement needs and new equipment. All equipment should be properly stored and put away.
- B. It is realized, of course, that some items such as medical supplies are expendable. The A.D. will keep an accurate year-to-year record of these supplies and expendable items.
- C. Equipment needs must be in writing and put in priority order.
- D. After the wants list is set, the co-curricular activities director will notify coach/sponsor/director which items will be ordered.
- E. NO COACH/SPONSOR/DIRECTOR can purchase equipment except by the above procedure. Needs have to be brought to the attention of the co-curricular activities director.
- F. At the end of the season, the final inventory of equipment and supplies including items destroyed, should be on the lists turned into the co-curricular activities director.

### **EVALUATION**

All Head coaches/sponsors/directors will complete the evaluation process with the activities director annually. The evaluation process will be based on the Iowa Teaching Standards and consist of the following:

1. PreSeason Meeting with the AD
2. Practice Observations by AD
3. Game Observations by AD
4. Post Season Meeting and reflection with AD
5. Written Evaluation by AD

### **FINANCE AND EQUIPMENT**

- Participate in the budgeting function with the co-curricular activities director by establishing requirements for the next season. Run all money collected from students/community through business office or high school office for receipts. Notify secretaries and business manager of the situation.
- Be accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange for issuing, storing, and reconditioning equipment and submit annual inventory and

- current records concerning same.
- Properly mark and identify all equipment before issuing and storing.
- Monitor equipment rooms and coach/sponsor/director' offices, authorizes who may enter, issue, or requisition equipment.
- Permit athletes to only be in authorized areas of the building at appropriate times.
- Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Be responsible for cleanliness and maintenance of specific sports equipment.
- Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
- Instill in each player a respect for equipment and school property, its care and proper use.
- Follow the procedures as written in the Business/Finance booklet.

### FOOD ALLOWANCE FOR STATE EVENTS

Athletes will be allowed \$15.00 a day for meals when on the road. This policy must be cleared with the co-curricular activities director before team departs. The coach/sponsor/director is responsible for all proper record keeping in this regard. Receipts of meals must be kept and given to the activities Director attached to expense forms when applicable.

### FUNDRAISING

Co-curricular activities teams may fundraise for their specific sport under the following guidelines:

- The fundraising request form **MUST** be completed in full and approved by the AD, Principal, and Superintendent prior to the start of the event through the completion of a fundraising request.
- Fundraising must be for a **SPECIFIC, APPROVED** request.
- All monies must be run through the school.
- Fundraising activities are school sponsored and must be supervised by appropriate school personnel.
- Clothing sales for fundraising will need to take place during the assigned fundraising periods to avoid overlapping.
  - **FALL ACTIVITIES** (Football, Volleyball, Marching Band, Football Cheerleading & Strength Training) must occur the **final two weeks of school**.
  - **WINTER ACTIVITIES** (Wrestling, Basketball, Show Choir, Winter Cheerleading & Jazz Band) must occur the **first two weeks of November**.
  - **SPRING ACTIVITIES** (Track, Golf, & Spring Play/Musical) must occur the **first two weeks of March (not counting Spring Break)**.
  - **SUMMER ACTIVITIES** (Baseball & Softball) must occur the **first two weeks of May**.
- Programs may only fundraise or offer program specific apparel.
- Online fundraising is allowed, but all websites must be linked to the district website.
- Two fundraiser limit:
  - One during your designated period.
  - One outside of your designated period (ex: Trivia Night, golf event, etc...)

\* Deadlines are stated to help spread out the clothing orders for parents as well as ensure that clothing will be delivered in a timely manner.

- The co-curricular activities department may receive funds provided by the West Branch All Sports Booster Club.
- Private donations to specific sports will be accepted. If particular stipulations are attached to the donation it must have administrative approval. Any donation affecting facilities must have board

- approval.
- All solicitations for donations must have administrative and or board approval.
- No funds will be paid directly to teachers/coaches/sponsors for non-contractual duties, but will be handled through schedule B negotiations.

## GIFT LAW

### Iowa Code chapter 68B

Iowa's gift law prohibits the above conduct.

The gift law applies to all public employees, which includes administrators, teachers, and coaches at school districts. The gift law prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor."

A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee. Thus, in the above scenario the clothing company, the publisher, and all of their representatives are restricted donors. They want a contract with the school district. They want to sell goods to the district. There are some exceptions to the prohibitions in the gift law. The ones that would most commonly occur regarding school employees are as follows:

- Non-monetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.

The consequences for violating the gift law are severe. A person who knowingly and intentionally violates the gift law may be punished in ALL of the following three ways:

- Both donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one-year incarceration and a fine between \$250 and \$1,500, plus a 30% surcharge and court costs.
- The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.
- Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics. Therefore, the public employee who is also licensed by the BoEE could lose his or her license.

The Ethics Board noted that most of the time, students are not considered to be "restricted donors." That is, a student who does not stand to benefit financially from making the gift is not a restricted donor, and can legally give gifts to the student's teacher(s). The Board also noted that its opinion does not overturn a local school policy prohibiting such gifts.

Finally, the Ethics Board noted that a teacher always has the option of donating a gift within 30 days to the school.

## **HARASSMENT**

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the work effectiveness of co-workers. Sexual harassment may include actions such as:

1. Sex-oriented verbal "kidding" or abuse
2. Subtle pressure for sexual activity
3. Physical contact such as patting, pinching, or constant brushing against another's body.
4. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status or a student's grade.

Sexual harassment is a prohibited personnel practice and can be a form of discrimination for or against an employee on the basis of conduct not related to work performance. Examples are taking or refusing to take personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

It is possible for sexual harassment to occur at three levels, among peers or co-workers, between supervisors and subordinates, or imposed by employees and students. Individuals who experience sexual harassment from others should make it clear that such behavior is offensive to them and that they may file a written grievance. In fulfilling our obligation to maintain a positive and productive work environment, the district will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action, if necessary.

Any person who believes he/she has been sexually harassed in violation of this policy may file a written complaint according to the district grievance policy. See attached board policy (Appendix D)

## **HOTEL RESERVATIONS**

All hotel reservations for co-curricular activities teams attending tournaments or meets are to be made with the co-curricular activities director. The school encourages coach/sponsor/director to choose a motel that is comfortable but economical. Staying at a more expensive motel and having co-curricular activities pay extra charges is not allowed.

## **INCLEMENT WEATHER**

### **HEAT:**

The district will follow IHSA guidelines regarding heat indexes. (See Appendix E)

AUGUST AND EARLY SEPTEMBER PRACTICES REMEMBER THE FOLLOWING:

- Summer heat requires frequent water breaks.
- High humidity and heat--be very careful when you have this condition. Check the guidelines and avoid mid day practices
- Athletes who are obese and not in condition, need careful supervision, check-ins, and monitoring.
- Ragweed allergy starts in mid-August and lasts until the first frost

**FOG:**

The AD in consultation with participating schools leadership will make decisions about travel. No early morning sessions for activities or strength-training on late start school days.

**WINTER WEATHER (ICE/SNOW):**

Winter weather occasionally brings the need for adjustments to our game and practice schedules. In all situations, we first consider the safety of our players and spectators. In case of inclement weather, this is how CHCA Athletics will proceed:

**For Youth & Junior High athletic teams:**

If school is cancelled or dismisses early due to inclement weather, junior high and youth team practices and games will be cancelled as well.

**For High School athletic teams:**

If school is cancelled or dismisses early due to inclement weather, high school teams could still be allowed to hold practice or a game with administrative approval. School administration will gauge weather conditions and road safety nearer to practice/game time and determine if it is safe to hold a practice session and will communicate the decision to the Head Coach.

If school has been cancelled and the administration allows practice the follow guidelines must be followed:

- Practice will be held later in the day
- Practice **will not be mandatory**
- Coaches will notify parents and players that practice will be held but that it is not a requirement for players to attend and it will be left up to the parents' discretion whether or not their child will attend.

**INJURY PROCEDURE**

- Have the first-aid kit up to date—including all emergency cards.
  - Stay positive and cheerful and do not show alarm—keep kids away.
  - Call the parent's and EMT if needed
  - Do not let an injured player go home alone.
  - ALL district personnel will follow IHSA and IGHS AU concussion guidelines
- \*\*Please inform the Activities Director the next morning and fill out an accident report ASAP.**

**OPEN GYM POLICY**

A member or associate member school may open its gym or co-curricular activities facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, SCHOOL PERSONNEL shall be assigned to supervise. Open gyms are subject to the following restrictions:

1. Attendance by students is voluntary.
2. Volunteer or paid coach/sponsor/director may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach/sponsor/director's sport.
3. Open gym shall not be called or posted for specific sports.
4. Only fine motor skill work will be allowed with students who are participating in an in-season

activity.

\* Local coach/sponsor/director will communicate with AD/principal to approve any Sunday open gym and approval must be made 2 weeks in advance.

### **PENALTY**

A school whose volunteer or compensated coach/sponsor/director personnel violate this rule is ineligible to participate in a governing organization-sponsored even in that sport for one year with the violator(s) coach/sponsor/director.

Many of these questions have been brought forth because of 36.15(6) summer camp; clinic and coach/sponsor/director contact out of season. School personnel either employed or volunteer of a school or an associate member school shall not coach/sponsor/director that school's student athletes in any sport for which school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of the state tournament.

A summer team or individual camp or clinic held at a member or associate member school's facilities shall not conflict with the sport in season. The coach/sponsor/director do not have a contact limit in summer.

Notwithstanding the above limitation, a school's paid or volunteer coach/sponsor/director of golf, tennis or swimming may coach/sponsor/director that school's athletes during the summer provided those coach/sponsor/director' activities do not conflict with other sports.

Overlapping Seasons – When the end of a season overlaps with the beginning of another season the coach/sponsor/director of each sport will meet with the athletic director at least two weeks before the seasons overlap. The coach/sponsor/director will discuss and document the agreement made for the athletes. The final written agreement will be put on file. This agreement should be discussed with the athletes as well. If the athlete feels they would like to do more and fully participate in both sports that is their decision but coach/sponsor/director are not to ask anyone from the athletes other than what was agreed upon. Example: Football playoffs and boys basketball overlap for a week.

Coach/sponsor/director need to discuss two weeks in advance. Document reads: Boys may shoot but will not participate in any drills or scrimmage. If an agreement can't be made then the AD will make the final decision for both coach/sponsor/director.

### **PRACTICE EXPECTATIONS**

1. At least one certified coach/sponsor/director/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/director/sponsor.
3. There will be no practice sessions conducted on Sunday. Exceptions will be made only by special permission of the administration and generally should be between 12:30-6:00 PM
4. Practices during school vacations and other than specified below must have approval of the principal and co-curricular activities director.
5. The co-curricular activities 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**

- No practice will begin before 3:45 PM without permission from Administration
- All practices in new gym must be done before 6:00 PM
- All practices in competition gym must be done by 6:30 PM
- All practices on Wednesdays to end by 6:30 pm.

***The West Branch Community School District facilities may be used by outside groups as approved through central office. (Facilities policy, Appendix D). The gym-use calendar will be made available to the public on the school website.***

## **PUBLIC RELATIONS**

- A. The coach/sponsor/director is charge of each squad will be held responsible for publicity for their team. This includes pre-game, game, and day by day stories.  
Coach/sponsor/director will be responsible to set up team pictures with local photographer. This should be done before the first game or meet of the season.  
Coach/sponsor/director must fax or call in results of games whether you win or lose. Comments to the press are expected to be positive and supportive of your athletes.
- B. **Media Outlets**
- Required calls - High School**
1. West Branch Times
  2. Iowa City Press Citizen
- Strongly Suggested Calls**
1. Cedar Rapids Gazette
  2. Muscatine Journal
  3. Quad City Times
  4. KCRG
- Other possibilities**
1. Des Moines Register
  2. WMT
- C. Promote the sport within the school through recruiting athletes that are not in another sports program and promote the sport outside the school through news media, Little League programs, or in any other feasible manner.
- D. Be responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans. Present information to news media concerning schedules, tournaments, and results in a professional, timely manner.

## **RULES MEETINGS**

Attendance at and/or participation in online rules meetings is required by each head coach. Lack of attendance or participation will cause WBHS to forfeit its opportunity to compete in the tournament series.

## **SCHEDULES**

1. All schedules are to be made by the co-curricular activities director. Head coach/sponsor/director

- may discuss concerns or make recommendations in writing at the end of their season.
2. Schedule changes must be avoided whenever possible. Any change of time, date, or place must be confirmed by the co-curricular activities director.

## **STRENGTH AND CONDITIONING**

All coach/sponsor/director are expected to support the district strength and conditioning guidelines for the district. These expectations include:

- All in season coaches are expected to schedule two lifting times with the strength and conditioning coach per week.
- All coaches are expected to fulfill the scheduled lifting times.
- All coaches should be in attendance at lifting sessions (unless approved with strength coach and/or activities director).
- All coaches are expected to promote out of season lifting & do regular checks on your athletes.
- All coaches must meet with the strength and conditioning coach regularly to measure progress.
- Penalty for failing to meet above expectations is a \$100 fine out of that programs specific activities fund to the weight room fund.

## **STUDENT ELIGIBILITY**

West Branch High School provides many opportunities for participation in educational activities. These activities involve the student as a representative of the school through athletics, drama, music or speech. Each activity will have specific requirements or standards as determined by the sponsors, teachers, administrators, school board and/or state associations. Students involved in co-curricular activities are a representative of WBHS and must conduct themselves in a manner that is held to higher standards.

### **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, insurance waiver form, Health & Injury Information Card and Heads Up: Concussions in High School 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 must be present at school at the beginning of period 5 or have a w/o a medical or legal appointment or a pre-arranged absence approved by administration will be ineligible for after school participation regardless of class schedule. 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. 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, robotics, 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.

The West Branch Community School District requires that all students in grade 9 through 12 who participate in athletics must:

1. Students are not allowed to join a team or group after two weeks of the official legal practice start date to meet State of Iowa scholarship rule.
2. An academic ineligible student who is participating in their "next sport" must attend 90% of all practices and games, be a positive contributor to that team (as deemed by that sport's coach) and adhere to Code of Conduct rules and policies to have the 30 day suspension removed.
3. An academically ineligible student must finish that sport season in good standing with the team (as deemed by that sport's coach) in order for academic ineligibility period to count. If student quits, is removed, or is not in good standing after the 30 day period is over; the student will have to redo the 30-days in their "next sport".

### **ACADEMIC ELIGIBILITY**

Students involved in athletics and other activities are expected to maintain passing grades in their courses throughout the term. Students who are not passing courses may remain eligible for activity/athletic participation if they attend required instructional support periods during the school day in order to improve their academics. Students are notified each week if they are failing a course and are required to pick up their notice in the office. Students are responsible for meeting with teachers and providing documentation to the office of their meetings. Students who do not provide this documentation to the office will be deemed ineligible for activity/athletic participation for one week. Notification of failing grades will also be emailed to staff, students, and parents (or mailed through the post office in the absence of a valid email address) each week.

### **CODE OF CONDUCT**

**Student Good Conduct Rule:** 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.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performing groups, drama productions, speech contests, FFA, National Honor Society, all extracurricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), cheerleading, color-guard, prom, or any other activity where the student represents the school outside the classroom.

**Eligibility:** To retain eligibility for participation in West Branch High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

The administration reserves the right to suspend students from extracurricular activities/clubs for up to 1 week, during the (intake) or investigation process.

Any student who, after a being provided due process, is found to have violated the school's Good Conduct Code / Code of Conduct Rule will be deemed ineligible for a period of time, as described below. Due process consists of being told the basis of the allegation, presented with any evidence supporting the allegation, and having an opportunity to present student's response and version of the facts.

**Impermissible Conduct:** Students may be disciplined under the Good Conduct Rule for conduct that violates community standards with respect to the unacceptable, immoral, or inappropriate behavior, including, but not limited to those in the following list.

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person (such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group; creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission);
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
10. Possession, use or being under the influence of illegal drugs, controlled substances, imitation

controlled substances or drug paraphernalia.

11. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
12. Possession, use or being under the influence of alcoholic beverages;
13. Use, possession, and/or transmission of tobacco or imitation substances;
14. Profanity;
15. Possession of pornographic/obscene literature, items or materials;
16. Student dress which is suggestive, advertises or condones illegal activity or in some way disrupts the educational process;
17. Failure to abide by corrective measures for previous acts of misconduct;
18. Harassment in any form of another person;
19. Conduct which discriminates against others based upon an individual's sexual orientation and gender identity, race, national origin, religion or disability;
20. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the Internet; or
21. Inappropriate sexual conduct including harassment, indecent exposure, and unwanted display/s of affection.
22. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

For serious violations (such as assaults, bullying, weapons violations, threatening messages or acts against the school, classmates, or staff, or drugs/alcohol on campus) may be grounds for increasing Code of Conduct penalties.

Basic tenants of assaultive or unacceptable behaviors include:

- Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act;
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline will be administered depending on the severity and frequency of the acts of misconduct.

The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The school reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student. The administration only needs a "preponderance of evidence"

to enact Code of Conduct penalties. The school board may agree to review an administrative decision, upon request.

Iowa Department of Education / Case Law Rulings Regarding School / Board

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/review-good-conduct-policies-october-2017-school-leader>

NOTES: Under Iowa Code section 279.8, a local school board “shall make rules for its own government and that of the . . . pupils, and for the care of the school house, grounds, and property of the school corporation, and shall aid in the enforcement of the rules, and require the performance of duties imposed by laws and rules.” Inherent in this law is the school board’s authority to adopt and enforce a Good Conduct Policy. In *Bunger v. Iowa High School Athletic Association*, 197 N.W. 2d 555, 564 (Iowa 1972), the Iowa Supreme Court ruled that schools and school districts may govern out of school conduct of its students who participate in extracurricular activities because those student are leaders who are looked up to and other students emulate. Those students also represent the school and depict the character of the school. *Id.*

The State Board of Education follows several principals when reviewing good conduct appeals that are brought before them. Those principals were established in *Brands v. Sheldon Community School District*, 671 F. Supp. 627, 630-631 (N.D. Iowa 972):

Those principles are as follows:

1. A secondary student has no “right” to participate in interscholastic athletics or other extracurricular activities.
2. Since there is no right to participate, the amount of due process owed to a student in such cases is minimal. Due process requires only two elements: 1) the student must be told what he is accused of; and 2) the student must be given an opportunity to tell his side of the story.
3. In order for a student to be disciplined under a school’s good conduct policy there need only be “some evidence” that a student violated the policy. *Id.* Due process does not require courtroom evidence standards. “Some evidence” is less than preponderance of evidence and far from beyond a reasonable doubt.

**If a student finds him/herself in the presence of alcohol unknowingly, and he or she does not want to be in violation of the good conduct code, the student's options are:**

1. Leave immediately. Call a parent, a trusted adult, or a coach/sponsor to get help or a ride immediately. Be honest with the adult who you speak with and they can contact the school as needed. An *intention* to leave is not a defense, nor is being the "designated driver." A designated driver is acceptable if they never enter the premise and remain in the vehicle at all times (away from the alcohol/drugs).
2. Apply "reverse" peer pressure to convince the persons responsible for bringing the contraband/substances to leave the party and take the drugs/alcohol with them.

**Rumors:** If the administration or staff notes a substantial rumor of a student violation of this code, the student involved will meet with the coach/sponsor. The following steps will be taken:

1. Students and parents/guardians will be notified of the rumor and the investigation.
2. Informed of the student rights and consequences of such a violation.
3. Allowed the opportunity to respond.

**Police Involvement:** In accordance with board policy 505.05 - Interviews of Students by Outside Agencies.

Requests to interview students from law enforcement officers or other persons are made through the principal's office. Upon receiving a request, it is the responsibility of the principal or the principal's designee to determine whether the request will be granted. If prior notification is not practical or is not permitted by law, notification will be made as soon thereafter as possible and legally permitted.

1. Incidents happening at school or on school grounds: in-school support or requested support, actions, communications can happen at school and should be timed to happen outside of class (passing times) when possible. Timed calls made to parents by the school/principal.
2. Incidents happening out of school or not on school grounds: investigation, follow-up, communications, citation(s) will be completed outside of the school's instructional hours. Parents will be notified by the police in advance.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview. Confidentiality will be respected.

Students will not be taken from school without the consent of the principal and/or without proper warrant. Police may notify the school of a violation(s) that could be reviewed for a Code of Conduct violation.

**NOTE:**

1. Students may be interviewed during the school day by a student's parents/guardians, school district officials and employees.
2. Students in elementary grades may only be allowed to meet with other persons with the prior verbal or written permission of the building principal and a parent/legal guardian.

**Penalties:** Any student who, after being provided due process regarding the allegation, is found to have violated the Student Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

1. **First Offense in the Student's High School Career:** Declared ineligible from 30% of all activities that the student is currently involved in during the scheduled season. Scrimmages/non-season contests and/or performances that are not officially recognized by the IGHS AU, IHSAA, and IHSMA do not count. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity.
2. **Second Offense in the Student's High School Career:** Declared ineligible from 60% of all scheduled activities. The penalty will be applied during the current season, or the next season the student will be participating in if currently not involved in an extracurricular activity. (Applies if second offense occurs within a twelve (12) month period after a first offense)
3. **Third and all subsequent offenses in the Student's High School Career:** Declared ineligible for one calendar year and each succeeding offense will result in an additional calendar year of ineligibility. (Applies if third offense occurs within a twelve (12) month period after second offense).

Ineligibility will affect ALL activities during the violation if student is involved in multiple activities. If a student is involved in multiple activities during the season, once penalty for one of the activities that a student is currently involved in is served, the student is then eligible for the other activities).

*Example:* If a student is in "Activity A" **and** "Activity B" and receives a penalty of 30% of the scheduled activities; if the student has sat out of 30% of "Activity A" games but has only missed 10% of "Activity B" during that time period due to scheduling, the student would be eligible once the 30% of one activity is done.

**Penalties and Students Participating in Multiple Activities:** In situations where a Code of Conduct penalty happens near the end of an activity the penalty will be applied equitably to remaining dates for the current activities the student is out for with the remaining percentage(s) of the penalty applied to their next activity(s). (*Example:* Student out for Basketball and Jazz Band)

An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the period of ineligibility is not started or completed during the current activity, it begins or is carried over into the next activity or contest. However, if the period of time between a violation and the next activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach to the student's next activity, subject to the 12-month limitation above. The student must also finish the season in good standing with team. If student quits, is removed, or falls below good standing (deemed by coach and AD) the full penalty will carry on to the student athletes "next sport".

If a student violates the Student Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the first penalty.

### **Reduction in Penalty:**

- 1. Admission Prior to Determination:** If a student comes forward to an administrator to admit (self-report) a violation of the Student Good Conduct Rule prior to a finding of guilt by the administration within 24 hours of the violation, the student's penalty may be reduced by 10% for a first or second violation. In addition, to receive the reduction in penalty, students must complete 15 hours of activity service to be supervised by the coach/sponsor of the activity involved in prior to being reinstated.
- 2. Evaluation and Treatment:** A student who has a second violation of the alcohol or drug provision of the Student Good Conduct Rule may elect to seek evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced.
- 3. Items 1 and 2 of this section may not be combined.**

**Violations Occurring During Ineligibility:** If a student is ineligible at the time of a violation of the Student Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility.

*Example:* A student who is academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Student Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches.

*Example:* A student violates the Student Good Conduct Rule and is ruled ineligible for 30% of extracurricular activities. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

**Academic Consequences:** There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Student Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**Student Transfers:** If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Student Good Conduct Rule in the previous district, the student shall be ineligible.

**Appeals:** Any student who is found by the administration to have violated the Student Good Conduct Rule may initiate a review, in writing, within 3 business (school) days of being advised of the violation. The superintendent's decision is final. A parent/s has a right to a statutory right of appeal to the Department of Education.

**The superintendent will keep the school board informed of these situations as necessary.**

### **STAFF TECHNOLOGY USE/SOCIAL NETWORKING**

**Technology Use:** District-owned technology and district maintained social media and e-mail accounts are the property of the school district. Users of the school district's network must not expect privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

**Personal Use of Social Networking:** Employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. It is essential that employees conduct themselves in such a way that their personal and/or educational use of social media does not adversely affect their position within the District.

District employees' online behavior should reflect the same standards of honesty, respect and consideration they adhere to in their face-to-face interactions. The District expects its employees to model responsible and appropriate conduct, both at school and away from school.

**School Affiliated Social Networking:** Anyone who wishes to establish a social media site for a WBCSD office, school, class, organization or program must first contact their administrator for approval.

For more information, see Board Policy 401.13

### **TRANSPORTATION**

- A. At the beginning of each season, each coach/sponsor/director should work with the activities director to contact the district transportation director and set up departure times. Early dismissals from school require approval of the administration and noted in the bulletin.
- B. Athletes are expected to ride on the game bus to the game/activity. Only exceptions must be made with the approval of the administration. If a student is not riding the bus home, he/she must be signed out by parent at the event. The only exception will be arranged through administration prior to the day of the events. If an emergency occurs, administration will be contacted.
- C. School district buses/vans will only be used to transport teams to events. Non-school vehicles may be used only when school transportation is unavailable. All permission slips must be

- completed for use of non-school transportation.
- D. In the event of inclement weather which cancels or reduces the school day, any and all transportation of student is prohibited.
  - E. School transportation will only be used for transporting students to school sponsored activities, (School sponsored activities are defined as activities that are administratively approved and require school district supervision.)
  - F. School Transportation may be used for summertime activities as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.
  - G. Transportation requests must be approved by the co-curricular activities director and building principal prior to using a vehicle.
  - H. Supervision of the athletes during use of school transportation is the duty of the coach/director/sponsor:
    - a. Each time a bus is used to transport athletes to and from co-curricular activities events, a coach/sponsor/director must ride the bus with the squad.
    - b. The coach/sponsor/director riding the bus is to require the participants to conduct themselves as gentlemen/ladies. This is not the bus driver's responsibility.
    - c. Obscene language, roughhousing tactics, etc will not be tolerated.
    - d. Any athlete who does not conduct himself/herself properly is to be disciplined immediately by the coach/sponsor/director in charge.
    - e. Modeling of the above behavior is the responsibility of the coach/sponsor/director.
    - f. Food is not allowed on the bus without approval of the transportation director.

### **UNIFORM CYCLE/PROCEDURES**

School uniform purchases will be on a six-year cycle. The district will cover the costs to purchase a basic quality uniform. If the coach/sponsor chooses a quality beyond the basic design, coaches/sponsors may fund raise that year for the upgraded costs.

### **VOLUNTEER COACH/SPONSOR/DIRECTOR**

#### **District Guidelines:**

- The HEAD coach/sponsor/director in each sport shall review the expectations and policies as defined in this handbook with the volunteer
- Volunteer coach/sponsor/director application form. (See page 20).
- Volunteer coaches/sponsors/directors must be administratively approved. The AD will take the information as information only to the school board.
- The school would prefer volunteers be 21 years of age to be a West Branch High School coach/sponsor/director. However, there may in certain special cases be exceptions made to this rule. In these cases the High School Principal, Co-curricular activities Director and Head Coach/sponsor/director of that sport will meet and decide, on an individual basis, if the age requirement will be waived. A high school graduate will be allowed to coach/sponsor/director at the middle school.
- Volunteer coach/sponsor/director must be high school graduate and certified and must be approved by administrator.

#### **Department of Education Guidelines:**

- Volunteers must hold proper coaching endorsement
- School which assigns person as coach/sponsor/director who do not hold proper certification can be removed from the state's approved list of schools.
- Individuals will need Background Check completed, approved and on file.

## APPENDIX A

### COACH/SPONSOR/DIRECTOR CODE OF ETHICS NATIONAL FEDERATION INTERSCHOLASTIC COACH/SPONSOR/DIRECTOR ASSOCIATION

The function of a coach/sponsor/director is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach/sponsor/director's own and their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coach/sponsor/director have been adopted by the NFICA Board of Directors.

The coach/sponsor/director must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach/sponsor/director must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, co-curricular activities directors, school administrators, the state high school co-curricular activities association, the media, and the public, the coach/sponsor/director shall strive to set an example of the highest ethical and moral conduct.

The coach/sponsor/director shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should authorize their use.

The coach/sponsor/director shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach/sponsor/director shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach/sponsor/director shall try not to seek an advantage by circumvention of the spirit or letter of the rules.

Coach/sponsor/director shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach/sponsor/director. The coach/sponsor/director shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coach/sponsor/director should meet and exchange friendly greetings to set the correct tone of the event.

A coach/sponsor/director shall not exert pressure on faculty members' to give student athletes special consideration.

It is unethical for coach/sponsor/director to scout opponents by any means other than those adopted by the league and/or state high school co-curricular activities association.

Coach/sponsor/director should go over schools harassment policy with their teams before the season.

Coach/sponsor/director should know the chain of command and proper procedures to follow if a harassment situation occurs.

## APPENDIX B

### **West Branch Community School's Coach/Sponsor/Director Pledge**

The West Branch Community School's coach/sponsor/director staff is expected to follow these beliefs to ensure our young people are treated with dignity, taught with respect and that we have helped them prepare for their future.

- I will be a good instructor and a positive role model for my players.
- I believe that the score of a game comes second to the safety and welfare of all my players.
- I believe that my role as a coach/sponsor/director is to contribute to the overall success, and the physical and co-curricular activities growth of the student-athlete through participation in any extra-curricular activities.
- I will teach my players to understand and play within the letter and spirit of the rules as well.
- I will not use my authority as a coach/sponsor/director to allow a participant to have special treatment, whether related to myself, other coach/sponsor/director, or personal friend.
- I will not tolerate any denigration of teammates, officials or opponents.
- I will discipline with dignity and never use physical force or confrontation as way to discipline a student-athlete.
- I will make my team a positive role model.
- I will not allow my student-athletes to display hostile behavior towards opposing players.
- I will require my student-athletes to respond appropriately to calls of the referee.
- I will not use any form of personal, verbal, physical, sexual or emotional abuse/harassment of players, coach/sponsor/director, students, or spectators.
- I will not be on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, consuming alcohol or using tobacco products.
- I will keep academics and co-curricular activities in proper balance.
- I will effectively and frequently communicate with student athletes and their parents.

## APPENDIX C

### Application for Volunteer Coach/Sponsor/Director West Branch Community Schools

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Coach/sponsor/director Assignment Interested in

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_

General Health \_\_\_\_\_

Any serious illness in the last five years? \_\_\_\_\_

If so, please explain \_\_\_\_\_

\_\_\_\_\_

Education

High School \_\_\_\_\_

College or University \_\_\_\_\_

Sports Participation/Experience \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix D (Board policies)**

### **EDUCATIONAL PHILOSOPHY - Series 100**

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

The West Branch Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

#### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service.

and exclusion from school grounds.

### **Definitions**

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

“Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means.

- “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual’s person or property.
  2. Has a substantial detrimental effect on the individual’s physical or mental health.
  3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Publication of Policy**

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site,
- (other) \_\_\_\_\_

Adoption Date: September 18, 2008

Review Date: October 11, 2010  
November 11, 2013  
June 8, 2015  
May 9, 2016  
July 11, 2016  
November 14, 2016  
July 16, 2018  
April 8, 2019  
March 9, 2020  
June 14, 2021  
October 13, 2021  
August 14, 2023

Revision Date: May 11, 2015  
July 11, 2016  
March 9, 2020  
August 14, 2023

Legal References: 20 U.S.C. §§ 1221-1234i.  
29 U.S.C. § 794.  
42 U.S.C. §§ 2000d-2000d-7.  
42 U.S.C. §§ 12101 *et. seq.*  
Iowa Code §§ 216.9; 280.3, .28.  
281 I.A.C. 12.3(6).  
*Morse v. Frederick*, 551 U.S. 393 (2007)

Cross References: 104 Non-Discrimination  
500 Student Rights and Responsibilities  
502 Student Discipline  
505.06 Student Records

## **EMPLOYEES - Series 400**

### **401 Employees and Internal Relations**

#### **401.13 Staff Technology Use/Social Networking**

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

##### General Provisions

The superintendent is responsible for designating a Technology Director who will oversee the use of school district technology resources. The Technology Director will prepare in-service programs for the training and development of school district staff in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

### Social Networking or Other External Web Sites

West Branch Community Schools recognizes the importance of social media as a means of communication, including the use for personal and educational purposes, and encourages the appropriate use of social media as a means to communicate.

The District acknowledges that its employees have the right under the First Amendment as private citizens to speak out on matters of public concern. However, the District has the right to regulate the speech of employees in specific circumstances. Accordingly, it is essential that employees conduct themselves in such a way that their personal and/or educational use of social media does not adversely affect their position within the District.

District employees' online behavior should reflect the same standards of honesty, respect and consideration they adhere to in their face-to-face interactions. The District expects its employees to model responsible and appropriate conduct, both at school and away from school. Employees should be guided by applicable laws, District policies, and sound professional judgment when using social media. Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District's system is subject to being monitored or inspected at any time.

This policy and the related administrative regulations shall cover all forms of social media, now and hereafter existing, not just those which may be specifically listed.

#### **I. Expectations for all use of social media (personal and educational)**

- Do not submit or post confidential or protected information about the District, its students, alumni, or employees. You should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section 22.7(1)). Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation and result in disciplinary action up to, and including, discharge from employment.
- Report, as required by law, any information found on a social networking site that falls under the mandatory reporting guidelines.
- Do not post or otherwise publish content that is or could reasonably be perceived as bullying, discrimination, or harassment in violation of WBCSD policy.
- Consider whether a particular posting puts your professional reputation and effectiveness as a WBCSD employee at risk.
- Be cautious of security risks when using third-party applications within a social media site and alert to the possibility of phishing scams that arrive through a social media site.

#### **II. Expectations for the personal use of social media**

In addition to Section I, above, employees using social media for personal (non-District- related) purposes are expected to:

- Never use a social media site to post or otherwise publish confidential or protected information about the District, its students, or its employees. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.
- Never use a social media site to post information about a WBCSD student or employee in a way that is or could be reasonably perceived as discriminatory, harassing, or otherwise derogatory.
- Keep personal and professional social media accounts separate.
- Refrain from accepting and/or requesting current WBCSD students as “friends” on personal social media sites.
- Set and maintain appropriate social media privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees believed were private to the public.
- Avoid using a social media site to post content which may be considered defamatory or obscene, and do not post content which violates copyright or other intellectual property laws.
- Be cautious about participating on any personal social media platforms and/or accounts during the workday regardless of whether such participation is through District or personal equipment.
- Refrain from using district equipment to access personal social media accounts, whether on or off campus.
- The West Branch Community School District logo may only be used on District-approved social media. It should not be used on personal social media.

### III. Expectations for the educational use of social media

Anyone who wishes to establish a social media site for a WBCSD office, school, class, organization or program must first contact their administrator for approval and provide the following information:

- Name of program/school
- Type of social media account (platform)
- Lead Contact (site administrator)
- Backup Contact (backup site administrator)
- Purpose of social media presence
- Provide administrator login and password information for the account

In addition to Section I, above, employees using social media for educational (school or District-related) purposes must present their online presence in a professional manner and are expected to do the following.

- Work with administrator to determine an appropriate name for social media account. All social media accounts must be set up using a district email address.
- Post no student names or images to any social media presence without first ensuring permission for use has been granted. All student images fall under both federal law (the Family Educational Rights and Privacy Act (FERPA) and state law (Iowa Code Section

22.7(1)). Student release forms are signed at the start of the school year and are stored in the online student management system. This includes group photos.

- Proofread content before you submit or post messages. Refrain from making unsubstantiated statements, exercise caution with regards to exaggeration, colorful language, guesswork, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Do not use language that could be considered defamatory, obscene, proprietary, or libelous.
- Do not share personal addresses or phone numbers on any school website/social tool.
- Comply with all District policies and state laws on the use of district-owned hardware, software and networks, as relevant, to the use of social media for a WBCSD school, class or program. The administrator reserves the right to remove content and require changes to the site.
- Do not post anything on a school or District affiliated social media page that advocates for or against a political candidate or ballot initiative.
- Pay close attention to the site's security settings and allow only approved participants access to the site. All students and parents are considered approved participants.
- Remember that behavior inappropriate in school or the classroom should be considered inappropriate online.

#### Disciplinary Action

Employees who fail to comply with this policy or who make other inappropriate use of social media may be subject to disciplinary action, up to and including discharge. If an employee has any questions about the application of this policy, he or she should consult his or her supervisor.

Adoption Date: March 9, 2020

Legal References: Iowa Code § 279.8.  
282 I.A.C. 25, 26.

Cross References: 105 Anti-Bullying/Anti-Harassment  
307 Administrator Code of Ethics  
407 Licensed – Termination of Employment  
413 Classified Employees – Termination  
603 Instructional Arrangements

## **EMPLOYEES Series 400**

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

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the 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: April 11, 2011  
March 10, 2014  
November 13, 2017

Revision Date:

Legal Reference: Iowa Code §§ 232.67,.70,.73,.75; 235A; 272A; 280.17; 709; 728.12(l) (1995).  
281 I.A.C. 102; 103. 441 I.A.C. 155; 175. 1980 Op. Att'y Gen. 275.

Cross Reference: 402.02 Child Abuse Reporting  
403.04 Harassment  
502.06 Corporal Punishment

## **SCHOOL-COMMUNITY RELATIONS - Series 1000**

### **1002 Public Participation in the School District**

#### **1002.06 Public Conduct on School Premises**

The Board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with the employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference or disruption, and to permit the school officials, employees, and activity sponsors, and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.

If an individual at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the individual may be removed from the event by the individual in charge of the event.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter attends a sponsored or approved activity, the individual shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school activities.

Adoption Date: August 13, 2001

Review Date: May 11, 2010

June 13, 2013

May 9, 2016

June 14, 2021

Revision Date: May 11, 2010

Legal Reference: Iowa Code §§ 279.8; .66; 716.7 (2007.)

Cross Reference: 204 Board Member Liability  
503.05 Student Activity Program  
1002 Public Participation in the School District

## **SCHOOL-COMMUNITY RELATIONS – Series 1000**

### **1003 Use of School Facilities**

#### **1003.01 Community Use of School Facilities**

The Board of Education supports the philosophy that the school belongs to the public and should be available for public use by school district community groups which promote cultural, educational, community welfare or recreational activities, provided the activity is not contrary to public interest or to the safety, welfare and protection of the West Branch School staff, students or property as determined by the Board of Education, or as provided by law. Any community group or organization requesting use of the school building must have an adult (legal age not a student) in charge who will be responsible for the proper care and use of the building and who will be responsible for taking care of any cleaning, payment of fees and the settlement for any damages. The building must be left in the state of cleanliness and orderliness in which it was found. Any group or person using school facilities may be required to provide proof of sufficient insurance, or written verification that the group is covered under the District's insurance coverage.

When using school facilities, the use or possession of alcohol and/or illegal drugs is strictly prohibited, as referenced in Policy 502.04. Any individual or group violating this policy may be barred from future use of the facilities. Tobacco use is prohibited in the school buildings and on school grounds, as stated in Policy 1003.03.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request, an applicant will be categorized and sent the appropriate documents by the superintendent's designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The board may allow groups to use the buildings and sites without charge. While such groups may use the building and sites without charge, they may be required to pay personnel fees (i.e. custodian) or other potential fees (i.e. equipment use). (See fee schedule)

The following guidelines have been developed to support this philosophy, while not all scenarios or situations can be anticipated, the following are intended to guide in the appropriate application of fees as determined by the West Branch CSD.

**A School-Sponsored Group** is defined as a group sponsored by the school district and has an assigned supervisor or coach authorized (paid) by the district. (Group 1)

**A Community Group** is defined as a group not sponsored by the school and could include adult community groups or student community groups. Community groups shall not discriminate on the basis of race, sex, national origin, religion, sexual orientation, age, disability or gender identity. (Groups 2 – 6)

#### **West Branch Youth Sports Teams (Non-School Offered or Sponsored – Group 5)**

For-profit or non-profit youth sports teams and organizations that have been recognized by the WBCSD as contributors to youth development by providing specific activities that are not offered by the district. These organizations include: clubs, sports teams, performance groups, comprising of only enrolled WBCSD students.

### **Multiuse Building / Facility**

Use of the district's multiuse building, located on the campus of West Branch High School, will follow the same group scheduling and fees schedule outlined in this document. The Multiuse Building's team / meeting rooms and storage areas are for district employee use only.

## **GROUP 1**

### **Direct School Activities / School Sponsored**

Members or Activities:

- School-sponsored and faculty organized clubs or activities for students such as Drama, music and instrumental music events and activities, speech and debate, National Honor Society, FFA, Newspaper, Yearbook, Student Council, after prom, etc.
- Sports and sports related activities including administratively approved summer camps.

Facility Use Fee:

- No fees for custodians, heating, ventilation and air conditioning
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.
- If auditorium is being requested, the activity will need to have a designated person to run equipment.

## **GROUP 2**

### **District Related Activities**

Definition: Direct School Activities and Indirect School Activities

Members or Activities: Examples of Direct School Associated Activities are:

- Parent Teacher Organization
- Booster Organizations or Clubs
- Fine Arts Connection
- FFA Alumni

Members or Activities: Examples of Indirect School Associated Activities are:

- West Branch grade-level teams (Does not include profit organizations, groups utilizing paid coaches, and/or invite only groups)
- Scouting – Normal meetings
- 4-H – Normal meetings
- Adult Education (sponsored by district)

*\*Election or Caucuses (no charges)*

Facility Use Fee:

- No fees for use custodians, heating, ventilation and air conditioning
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.
- If auditorium is being requested, the activity will need to have a designated person to run equipment. (see rate schedule)

## **GROUP 3**

### **Local Tax Supported Organizations**

Members or Activities Examples would be:

- West Branch Parks and Recreations
- City Council or Local Government Agencies
- West Branch Public Library
- Individuals/Families

Facility Use Fee:

- Rental for all activities. Organization would be required to pay all custodial fees if needed. (See rate schedule)
- Heating, Ventilation and air conditioning will be provided at additional cost. (see rate schedule)
- If auditorium is being requested the activity will need to have a designated person to run equipment (See rate schedule)

#### **GROUP 4**

##### **Local Non-Profit**

Members or Activities: Civic examples:

- Historic West Branch Community Development Group, Lions, American Legion etc.

Members or Activities: Charitable examples:

- Benefits: police, fire, Marine Corp, etc.

Members or Activities: Local Religious Organizations examples:

- All churches within the boundaries of the WBCSD boundaries and their youth groups

Members or Activities examples:

- Local Political Organizations

Facility Use Fees: (If not during school day)

- Rent, custodial and maintenance fees, equipment fees.
- Heating, ventilation and air conditioning fees.
- Users will be required to file a non-profit exempt documentation to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment (See rate schedule)

#### **GROUP 5**

##### **West Branch Youth Groups (Non-School Offered or Sponsored)**

For-profit or non-profit youth teams and organizations that have been recognized by the WBCSD as contributors to youth development by providing specific activities that are not offered or directly sponsored by the district. These include organizations include: clubs, sports teams and youth performance groups comprising enrolled WBCSD students only. *(Gym use limits and time limits for the use of facilities will be determined by the superintendent / superintendent designee.)*

#### **GROUP 6**

##### **Outside Groups**

Definition: Industrial, Commercial or Profit Generating Organizations

Members or Activities:

- All other organizations, companies, groups or clubs that wish to use the facilities whether for their organizational meetings or for profit activities.
- Includes profit organizations, groups utilizing paid coaches, and/or invite only groups.

Facility Use Fee:

- Rent, custodial and maintenance fees, equipment fees. (see Facility Usage Fee Schedule)
- A minimum of 3 hours post-custodial fees will be charged, plus any additional hours necessary to clean up after event.
- Heating, ventilation and air conditioning fees.
- Users may be required to file a certificate of insurance to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment and supervise the event (See rate schedule)

## **FACILITY USE FEE FOR EVENTS AND TOURNAMENTS - GROUPS 2 - 6**

Fees will be charged to this group for events and tournaments according to the facility usage fee schedule.

Please note: Personnel will be scheduled by the Activities Director in accordance with the school district policies in order to facilitate a safe facility. Consideration is given to the amount of time needed to get the facility to its original condition.

## **PRIORITY OF USE**

### **The following shall dictate the priority for facility use:**

1. School-Sponsored Activities shall take top priority, which includes open gyms and fields. (See open gym guidelines)
2. District Related Activities (Community groups composed of a majority of West Branch students in youth programs such as community sports programs, practices or service organization meetings.) Profit organizations, groups utilizing paid coaches, and/or invite only groups will be categorized as group 5.
3. Local Tax Supported Organizations (West Branch-based organizations that charge a fee for participation (Parks & Rec., adult recreation, etc.)
4. Local Non-Profit (Groups hosting a non-profit based activity (Lions Club, American Legion, etc.) WBCSD Youth Organizations / Sports Teams (See definition above)
5. West Branch Youth Sports Teams (Non-School Offered or Sponsored)
6. Outside Groups (Organizations/businesses from outside the West Branch community or any industrial, commercial or profit generating organizations)

### **REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. A Facilities Use Form must be completed and submitted for approval to the Superintendent's Office two weeks prior to the event.
2. Payment Procedure: All checks shall be made payable to the West Branch Community School District. Payment in full must be received before the initial date of facility usage.
3. If an activity involves use of stage lighting or other technical equipment in the auditorium, the community group/organization shall be required to pay (see fee schedule) for an approved stage technician.
4. For Athletic Activities the following procedures will be used:
  - **Gym Use Sign Up:** There will be a designated sign-up period during the year for reserving the gym. The schedule of gym use can be found on the school's website. Changes will be made by the superintendent's designee. Any unscheduled activities or activities violating these regulations will not be allowed.
  - **Eligible Activities:** Activities that are eligible for the gym use are those that normally are played in a gymnasium such as basketball and volleyball. Other activities may use the gym provided there is no greater threat of damage to school property. Activities such as soccer, baseball and softball may use the gym provided safety and care of school facilities are considered. When kicking, batting or completing skill activities when participants are not under complete control of the ball, in no way should the ball make contact with the walls, bleachers or other permanent equipment. No rollerblade or bicycling activities are allowed in the gym. The school administration has the right to restrict activities and determine which additional activities will be approved for use.
  - **Facilities Use Coordination:** The superintendent's designee may request that the coaches turn in rosters with player's names and league. The superintendent's designee will provide each coach/team/organization with a set of rules for facility use.
  - **Varsity Competition Facilities/Fields:** Those WBCSD facilities used primarily for varsity competition have a unique need for maintenance and care to ensure quality playing facilities/surfaces and safety for athletes. Each facility is unique in its maintenance needs, accessibility, and potential for misuse, therefore, to ensure the best possible facilities for varsity competition, facilities used primarily for varsity competition will be under the direction of the Superintendent or superintendent's designee. The superintendent's designee will be responsible for determining accessibility and assigning use based on the maintenance needs of the facility, impact of use, and the potential benefit to the WBCSD. If, in the superintendent's designee's determination, the use presents the potential for damage, misuse, or undue wear and/or is not beneficial to the WBCSD programs, use may be denied in the interest of maintaining a safe and quality competitive facility. The High School Competition Gym will only be available for major competitions (i.e. Youth Wrestling Tournament, Youth Volleyball Tournament, etc) with prior approval of the WBCSD. The varsity softball and baseball diamonds are available

to community organizations when not in use by school teams. The following guidelines must be followed:

- Fields are to be used when the infield is dry.
  - Equipment (including bases) is not to be used unless special arrangements are made with the High School coach.
  - High School teams have first priority for the use of the fields.
  - Lights may be used provided specific arrangements are made with the Superintendent's designee.
  - Softball – stakes must be placed back in peg holes, if removed.
  - Baseball – all pitching must be from the dirt mound. When finished, home plate and pitching mound are to be raked.
  - Fees for use of softball and baseball fields will be charged in order to cover the cost of utilities.
- 
- **Weeknight Availability:** Weeknight gym times are limited to 1½ hour sessions, between the hours of 6:00 p.m. and 9:00 p.m. at Hoover gym and 1¼ hour sessions, between the hours of 6:30 p.m. and 9:00 p.m. at the high school facilities. No youth activities will occur on Wednesday nights in respect of family activities, during the school year. The competitive middle and high school gyms will be restricted in availability for use by non-school activities as determined by the building principal and activities director. There will be no gym use on official holidays, when the school day has been canceled or dismissed early, or when there are evening school activities in which non-school activities would interfere with a school-sponsored activity.
  - **Saturday Availability:** Saturday use of the gym will be scheduled by the superintendent's designee with tournaments or games taking top priority over practice time. The gym may be used on Saturday between 8:00 a.m. and 9:00 p.m., or as determined by the superintendent's designee.
  - **Sunday Availability:** Sunday use of the gyms will be available between 12:00 p.m. and 9:00 p.m., or as determined by the superintendent's designee.
  - **Key Checkout:** Use of the gym requires checkout of a key card from the superintendent's designee. A \$10 deposit is required to receive a key card. The deposit would be forfeited in the event that the card is lost, damaged, loaned to someone other than the designated key card user or not returned. The key card is due back at the conclusion of the activity.
  - **Responsibility for Property:** Coaches, players, parents, siblings, etc. are restricted to the area of the building in which the activity is taking place. Typically, this would be one of the gyms. The coach in charge is responsible for monitoring traffic in the building and for supervising the gym and children in the program they sponsor. Any damage done to school property during practice, games, or open gym must be reported immediately to the custodian on duty or the building principal on the following school day. The coach/team/organization scheduled during the time in which the damage occurs will be responsible for reimbursing the school for any necessary repairs or replacement of equipment. Failure of a coach/team/sponsor to report damage will result in the coach/team/sponsor's loss of use privilege until the beginning of the following school year (typically late in August).

5. **Local Non-Profit groups** may be required to provide proof of insurance.
6. **Profit groups** under the following conditions:
  - Businesses located in the West Branch Community School District and activities benefiting students of the West Branch Community School District will have priority. School functions will always be given priority when scheduling profit groups.
  - Programs/organizations must benefit or promote cultural, educational, or recreational activities and may not be contrary to public interest, as determined by the Board of Education or as provided by law.
  - Each profit group will be limited to the use of facilities twice during an academic school year.
  - The West Branch Community School District reserves the right to reschedule events in case of an unforeseen school district conflict.
  - The district will not supply equipment such as balls, etc.
  - There shall not be any alcoholic liquor nor beverages brought to, or consumed on the premises. The West Branch Community School District is a non-smoking facility. Smoking is not allowed anywhere on school grounds.
  - The business may be required to furnish the district with a certificate of insurance with a combined single limit of bodily injury and property damage liability in the amount of \$500,000.
  - A West Branch Community School District custodian may be required to be on duty during the time facilities are used, and business will be charged from the fee schedule accordingly.
  - Supervision of the scheduled activity shall be the responsibility of the group using the facility. A supervisory person must be designated at the time of application.
7. The District will attempt to schedule requested events by local businesses, civic groups and organizations in advance. (Limited to dates less than 1 year away at the time of the request.) The superintendent / superintendent's administrative designee (AD, HS Principal) will review district schedules and make a final determination. The District reserves the right to cancel local business, civic groups and organization's event dates for school related matters. The district will attempt to provide advance communications regarding cancellations when possible.
8. The District reserves the right to cancel facilities use on days in which inclement weather poses a hazard and facilities are closed.
9. The District reserves the right to refuse use of facilities that do not promote cultural, educational, civic, community, or recreational activities that correspond with the District's beliefs.

Adoption Date: November 15, 1988

Review Date: June 13, 2013  
May 11, 2015  
May 8, 2017  
June 14, 2021  
December 13, 2021  
July 18, 2022

Revision Date:            January 9, 2012  
                                 May 11, 2015  
                                 May 8, 2017  
                                 December 13, 2021  
                                 July 18, 2022

## Appendix E

### HEAT INDEX TABLE

This Heat Index Chart provides general guidelines for assessing the potential severity of heat stress (illness). Individual reactions to the heat will vary.

**Heat illness can occur at lower temperatures than those indicated on the “Heat Index & Possible Risk” section of this poster.**

#### How to use the Heat Index Chart:

1. Across the top of the chart the air temperature is listed.
2. Down the left side of the chart, the relative humidity is listed.

#### IF PRACTICE WILL TAKE PLACE IN THE SUN, TAKE TEMPERATURE & HUMIDITY READINGS IN THE SUN,

3. Where the temperature and humidity meet on the chart is the Heat Index.

**The Heat Index is the body’s sensation of heat, or “What the temperature and humidity feel like to the body.”**

	70	75	80	85	90	95	100	105	110	115	120
Relative Humidity	Heat Index (What the temperature & humidity feel like to the body)										
0	64	69	73	78	83	87	91	95	99	<b>103</b>	<b>107</b>
10	65	70	75	80	85	90	95	100	<b>105</b>	<b>111</b>	<b>116</b>
20	66	72	77	82	87	<b>93</b>	<b>99</b>	<b>105</b>	<b>112</b>	<b>120</b>	<b>130</b>
30	67	73	78	84	90	<b>96</b>	<b>104</b>	<b>113</b>	<b>123</b>	<b>135</b>	<b>148</b>
40	68	74	79	86	93	<b>101</b>	<b>110</b>	<b>123</b>	<b>137</b>	<b>151</b>	
50	69	75	81	88	96	<b>107</b>	<b>120</b>	<b>135</b>	<b>150</b>		
60	70	76	82	90	100	<b>114</b>	<b>132</b>	<b>149</b>			
70	70	77	85	93	<b>106</b>	<b>124</b>	<b>144</b>				
80	71	78	86	97	<b>113</b>	<b>136</b>					
90	71	79	88	102	<b>122</b>						
100	72	80	91	<b>108</b>							

**90-104 degrees:** Heat exhaustion, heat cramps & sunstroke possible with prolonged exposure and/or physical activity. Provide unlimited fluids and monitor athletes for signs & symptoms of heat illness.

**105-124 degrees:** Heat exhaustion, heat cramps & sunstroke likely, and heatstroke possible. Provide unlimited fluids & take more breaks. Consider altering practice so it is less strenuous (for football, consider practicing without pads) when the index is lower or cancelling practice.

**130 degrees & higher:** Sunstroke & heatstroke highly likely—CANCEL PRACTICE FOR THE SAFETY OF ALL PLAYERS.

**West Branch Community Schools  
Heat Advisory Precautions  
For Athletics and Outdoor Activities**

**ATHLETICS AND OUTSIDE PRACTICE / EVENTS**

The following guidelines are system policy for avoiding heat injury. Administration and coaches will assess the daily heat index and will be in daily contact with each other during heat advisories. Activity should be altered and /or eliminated based on this heat index as determined.

**C. Under 95 degrees Heat Index (All sports)**

**PRACTICE CODE GREEN**

Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.

1. Mandatory water breaks every 30 minutes for 5 to 10 minutes in duration
2. Ice-down towels for cooling
3. Watch/monitor athletes carefully for necessary action
4. Monitor heat index every 30 minutes

**II. 95 degrees to 99 degrees Heat Index (All sports)**

**PRACTICE CODE YELLOW**

Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.

1. Mandatory water breaks every 30 minutes for 7 to 10 minutes in duration
2. Ice-down towels for cooling
3. Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment like helmets, shoulder pads, or other protective equipment should be removed if not involved in contact or necessary for safety.

1. Reduce time of outside activity.
2. Consider postponing practice to later in the day.
3. Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

**III. 100 degrees to 104 degrees Heat Index (All sports)**

**PRACTICE CODE ORANGE**

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 25 minutes for 10 minutes in duration
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible
- Allow for changes to dry t-shirts and shorts.

**Contact sports and activities with additional equipment (like helmets, shoulder pads, or other protective equipment) should be removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.**

- Postpone practice to later in day.
- Re-check temperature and humidity every 20 minutes to monitor for increased Heat Index.

#### **IV. 105 degrees to 109 degrees Heat Index (All sports)**

##### **PRACTICE CODE RED**

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 20 minutes for 10 minutes in duration
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible
- Allow for changes to dry t-shirts and shorts.

**Contact sports and activities with additional equipment (like helmets, shoulder pads, or other protective equipment) should be removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.**

- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in day.
- Re-check temperature and humidity every 20 minutes to monitor for increased Heat Index.

#### **V. Above 110 degrees Heat Index (All Sports)**

##### **PRACTICE CODE BLACK**

Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

This recommended procedure should be used until such time as the temperature is below 80 degrees as no combination of heat and humidity at that level will result in a need to curtail activity. Schools are reminded that the monitoring shall continue until such a time that no combination of heat and humidity at that level will result in a need to curtail activity.

**Appendix F**

**PLEASE FILL OUT WITH YOUR SPORT AWARDS &  
TURN INTO THE HS OFFICE BEFORE YOU MAY PRACTICE**

I, \_\_\_\_\_, understand and support the principles contained in the  
West Branch Community School District's Coach/sponsor/director Handbook.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_