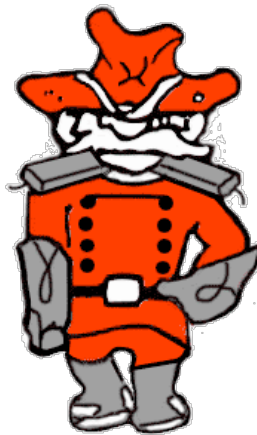


Sioux Central Community School District

Activities Manual

For All Coaches and Activity Sponsors



“Sioux Central will provide opportunities for each student to develop academically, emotionally, and socially into a competent and responsible citizen.”

**Sioux Central Schools
4440 U.S. Highway 71
Sioux Rapids, Iowa 50585**

NOTICE OF NONDISCRIMINATION

The Sioux Central Community School District does not discriminate on the basis of 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 in admission or access to, or treatment in, its programs and activities.

Any employee of the district shall have the right to file a formal complaint alleging non-compliance with this policy. This grievance procedure is designed so that the employee will receive a just and equitable decision regarding discrimination. Any employee with a grievance of sex discrimination should first discuss it with his/her supervisor with the object of resolving the matter informally. The next step is a formal grievance which will be handled by the school Equity Coordinators, Holly Lockrem or Wendy Wildeman, 4440 U.S. Highway 71, Sioux Rapids, IA 50585, phone 712-283-2571; who have been designated to act as compliance officers.

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons.

If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal. Such outside participation shall not conflict with the school sponsored athletic activity. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise.

Members of the council are student representatives who have direct access to the administration. The principal, in conjunction with the students and licensed employees, shall set forth the guidelines for the student government's elections, operations, and other elements of the government.

STUDENT ORGANIZATIONS

Secondary school student-initiated, non-curriculum related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class.

Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

Curriculum-related Organizations

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-related Organizations

Student-initiated, noncurriculum-related organizations shall be provided access to meeting space and school district facilities. Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees shall not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

STUDENT PUBLICATIONS

Publications Code

A. Official school publications defined.

An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

B. Expression in an official school publication.

1. No student shall express, publish or distribute in an official school publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.
2. The official school publication shall be produced under the supervision of a faculty advisor.

C. Responsibilities of students.

1. Students writing or editing official school publications shall assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students shall strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

E. Liability.

Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication shall seek review of the decision through the student grievance procedure, under board policy 502.6.
2. Persons who believe they have been aggrieved by a student-produced official student publication shall

file their complaint through the citizen grievance procedure, under board policy 214.1.

- G. Time, place, and manner of restrictions on official school publications.
 1. Official student publications may be distributed in a reasonable manner on or off school premises.
 2. Distribution in a reasonable manner shall not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;
 - c. cause the material and substantial disruption of the orderly and efficient operation of the district or activity;
 - d. disrupt or interfere with the education program;
 - e. interrupt the maintenance of a disciplined atmosphere; or
 - f. infringe on the rights of others.

Student Performances

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations.

The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

These guidelines should be followed:

- Performances by student groups below the high school level will be allowed on a very limited basis;
- All groups of students will have an opportunity to participate; and,
- Extensive travel by one group of students is discouraged.

It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

Student Fund Raising

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

Good Conduct Policy

Our good conduct policy, as published in the student handbook, describes conduct which is unacceptable and in violation of the policy. Should an infraction of these rules occur, the following eligibility penalties will follow:

1. For a first offense, a student will be ineligible for three games/activities.
2. For a second offense, a student will be ineligible for six games/activities.
3. For a third offense, a student loses participation privileges for a full calendar year.

Evaluation

The superintendent of schools or the superintendent's designee shall be responsible for the continuous evaluation of the activity personnel of the district.

Time Cards

All coaches and activity sponsors who are not contracted teachers must record all hours worked on time cards.

Student Injuries and Accidents

An injury to a student should be reported to the office as soon as possible. When the injury is serious, another student or the staff member should bring the student to the office. Never send the student alone if the injury might be serious.

After an injury, the staff member should complete an accident report in the office and send it to the superintendent. The report must be completed in detail.

Child Abuse Reporting

The school staff needs to be aware of child abuse because the law requires that certified school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe a child has been abused.

- Child abuse may include any of the following:
- Any non-accidental injury.
- Sexual abuse.
- Failure to provide reasonable care of basic human needs (food, shelter, clothing, health care, etc.).

Depending upon roles, some classified staff are also mandatory reporters. Staff with any suspicions, questions, or concerns regarding a student should contact the principal.

Transportation Requisition

Staff needing the use of a school vehicle need to fill out a request form for other than routine travel. At least one week's notice is appreciated.

UNIVERSAL PRECAUTIONS

Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertain to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus, and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious.

The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control.

All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

Hand Washing

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand

surfaces is key. Rinse well with running water and dry hands with paper towels.

- Hands should be washed before physical contact with individuals and after contact is completed.
- Hands should be washed after contact with any used equipment.
- If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.
- Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

Barriers

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to

reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

Disposal of Waste

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required.

A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident.

Needles, syringes, and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus, or feces should be disposed of in the sanitary sewer system.

Clean up

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.
- Clean up the spill with paper towels or other absorbent material.
- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.
- Dispose of gloves, soiled towels and other waste in a plastic bag.
- Clean and disinfect reusable supplies and equipment.

Laundry

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

Exposure

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.
- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.
- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water.

The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.

Student Activity Funds

GUIDING PRINCIPLE:

Student Activity funds are considered “public funds” and are subject to the same statutory requirements of all public funds in a School District. Public funds are regulated by Section 31 of the Constitution of the State of Iowa and must operate under the premise that public funds may only be spent for the public benefit.

All accounts maintained in the Student Activity fund are under the financial responsibility of the Board of Education. Policies are established by the School Board and procedures developed by District Administration to establish internal controls over these funds and to ensure that those handling these funds maintain compliance with all state laws and regulations as well as local policy.

This manual has been developed to assist all employees who deal with Student Activity Funds in understanding the rules and regulations of public funds and to outline the procedures established by the Sioux Central Community School District to ensure compliance of these regulations.

CASH HANDLING PROCEDURES / REVENUES / DEPOSITS

Secondary Level

Whenever possible cash collections should be received directly from students in the building or AD office and issued a receipt by the building secretary or Business Manager. If coach/sponsor or teacher collects money directly from students for any purpose, these proceeds should be turned in to the building secretary daily and a receipt issued to the coach/sponsor. In addition, if the coach/sponsor or teacher collects money, a log or spreadsheet should be kept listing at a minimum the student name, amount received, and check number or amount of cash. Student activity money collected in the office shall be locked up at all times and should be deposited within a few days by the building secretary. The building secretary will then immediately forward a copy of the deposit summary sheet to the business office. The Business Manager will verify the amount on the deposit slip from the bank with the deposit summary and forward the summary to the Accounts Receivable clerk for entry into the accounting software.

Elementary Level

Money collected at the elementary level will be deposited at the bank by business office personnel. All money collected will be counted and verified by the elementary secretary before forwarding to the business office. The Accounts Receivable clerk will re-count the moneys received from the elementary schools before preparing a receipt and deposit slip. A log, spreadsheet, or other form of record shall be maintained at the elementary level to verify moneys received from individual students. This log shall be prepared by the employee collecting the money from the students and should include at a minimum the student name, amount received, and check number or cash.

EXPENDITURES / PURCHASE PROCEDURES

Purchase Orders

All purchases made through an account in the Student Activity Fund must follow the same purchase procedures and guidelines established for all school district funds. A purchase order must be completed and approved by the Building Principal and Superintendent prior to any purchase or order. No item should be ordered without the use of a district purchase order. Failure to follow appropriate purchasing procedures may result in the employee being held personally responsible for incurred expenses.

Check Procedures

The Business Office will issue payment once an invoice is verified against an approved purchase order and a packing slip or other verification of receipt of goods or service. Once this verification is complete the invoice will be placed on the board report for approval at the next school board meeting. All payments issued by the district, including payments from the Student Activity Fund, require board approval. Board meetings are held on the second and fourth Tuesday of each month. Request for a payment must be in the Administration Office by noon on Wednesday preceding the board meeting.

Registration Fees

To request payment for an entry fee or registration attach a copy of the completed registration form with the purchase order. We do not pay off purchase orders and need this for verification purposes. Please indicate whether the registration form has been sent or needs to be mailed along with the payment.

Employee Reimbursement

In the event an employee personally pays for a purchase, for instance when a purchase order will not be accepted or for approved meals while traveling, said employee may request a reimbursement for this expense. The employee Reimbursement Claim Form can be found on the district web page under Human Resources and General Forms. The Reimbursement Claim form should be completed by the employee and approved, coded, and signed by the building principal or athletic director. Receipts must be attached to all Reimbursement Claim Forms. Please note that a credit card slip is not sufficient documentation for a reimbursement. An itemized receipt will be required for all claims including reimbursement request for meals. Sales tax will generally not be reimbursed by the district. The completed and approved Claim Form and documentation should then be sent to the Business Office for processing.

Mileage Reimbursement

For approved travel an employee may request reimbursement for mileage. The Reimbursement Claim Form should be used for this request. The forms should be completed with the actual miles indicated on the form. Please include on the form the date, destination, and purpose of the travel. The Claim Form should then be approved, coded, and signed by the athletic director or principal and sent to the Business Office for processing. If the request is for multiple trips, a log may be kept and attached to the Reimbursement Claim form.

ATHLETIC/ACTIVITY EVENTS

Athletic Gate Receipts and Activity Event Admissions

The Sioux Central District has established internal control procedures for handling cash for all athletic/activity events to include the following.

1. Cash or change boxes should be established with a specified amount. The amount of the required change will be at the discretion of the AD or principal and generally follow these guidelines:
 - During Football season a request for gate change will be completed for each Varsity Football game. This beginning cash will then be deposited with each gate deposit following the game.
 - For all other athletic events a request for gate change will be completed for each season. This beginning cash will be used for all games during the season and deposited at the end of the season. This beginning cash will be locked in a safe in the AD's office when not in use.
 - For special activity events where admission is charged the amount of change needed will be determined by the AD or Activity Sponsor.
2. Pre-numbered tickets will be used for all athletic and activity events.
3. Whenever possible, two or more individuals should be involved in the ticket sales process.
4. At no time should the ticket seller use the cash to make change or cash checks for individuals.
5. At the end of the event, cash should be counted and reconciled to the pre-numbered tickets sold including the amount of the beginning cash.
6. A reconciliation form should be completed and signed off by the individuals responsible for counting and reconciling the cash.
7. The cash and change box should be turned in to the AD, Sponsor, Principal, or designee for depositing immediately after the event.

Payment of Officials

Athletic officials and contest judges are paid after the service is performed. The Athletic Payment Request Form should be completed for each official after each event. Social Security numbers must be on file before payment to an official is made. The completed request forms are signed by the AD and forwarded to the Business Office Activity AP Clerk for processing with the next check run. Payment to contest judges and officials will follow these same general guidelines.

Meal Money for State Events

Students and coaches receive \$5 per meal when they participate in a state athletic event. The Athletic Director will request this cash by completing a Request for Cash form. A list of students and coaches attending the event should be completed. One copy of this list should be attached to the Request for Cash form and another copy should be given to the coach with the money. Each student shall initial by their name when the meal money is given to them. These same procedures shall be followed for athletic and activity events other than State Tournament Events where meal money will be needed and it is impossible to obtain receipts for reimbursement or a purchase

order will not be accepted. The amount per student shall be at the discretion of the AD or Principal but shall not exceed \$5 per meal.

Workers

Individuals who work at athletic events as ticket takers, announcers, etc are paid per the negotiated Supplemental Pay Schedule. Employees are paid through payroll and other workers are paid through accounts payable. Social Security numbers are required for workers who are not school employees. The Athletic Director will provide the information to the business office for the payment of workers. District employees may sign up to work an athletic event and receive an Activity Pass the following year instead of receiving payment for the event worked. Additional events worked by the employee will be at the rate specified on the Supplemental Pay Schedule.

FUNDRAISING

Students may raise funds for school-sponsored events and activities. All fundraising activities require approval of the building principal or AD and follow the guidelines listed below:

1. To obtain approval for a fundraiser a Fundraiser Approval form should be completed and signed by the building principal or AD before the fundraiser begins. A copy of the approved form should be sent to the Director of Business Affairs by the AD or principal.
2. Each Fundraiser shall have a specific purpose which can be articulated clearly by everyone involved (school, sponsor, and student)
3. Students and parents should be informed of the purpose and goal of the fundraiser.
4. District personnel should generally not set an amount that each student is required to raise.
5. Rewards to specific students should be minimized or given to the group.
6. Student cash prizes shall not be awarded by the district.
7. All revenues collected shall be accounted for in the Student Activity Fund and deposited and recorded as outlined on page 2.
8. All purchases for the fundraiser shall follow the purchasing and reimbursement procedures outlined on page 3.

Following completion of any Fundraiser, a Fundraiser Final Summary Report should be completed. This report should be given to the AD or principal and then forwarded to the Director of Business Affairs. This report will be maintained with the approval form and kept on file for review by district auditors at year-end.

A fundraising event limited to student sales during the school day and proceeds less than \$200 will not be required to complete these forms.

CAMPS/CLINICS

Camps and clinics may be handled differently depending on whether it is sponsored by the school district or privately sponsored using district facilities. Advertisements and other materials should clearly identify whether a camp/clinic is school-sponsored or a privately-sponsored camp.

School-sponsored camps/clinics

All camps and clinics that do not meet the guidelines for privately-sponsored (see below) are considered school-sponsored camps. These camps should be accounted for in the Student Activity Fund and should follow the following guidelines:

1. All camps should be scheduled and approved by the superintendent's office by completion of the Camp Request Form. The request form shall include projected revenues and estimated expenditures for the camp as well as student fees for the camp.
2. All school-sponsored camps must be run by school district employees.
3. Fees collected should be deposited and recorded in the Student Activity Fund as outlined in this handbook.
4. A minimum of 10% of camp revenues shall be retained in the Student Activity Fund in the account specified on the Camp Request Form.
5. Camp expenditures shall follow the purchasing and reimbursement procedures outlined on page 3.
6. The camp organizer will recruit, assign, and determine payment for all camp workers.
 - Employees of the district will be paid through payroll
 - Non-employees will provide name, address, and social security number on a form W-9 to permit payment for their services.
 - All payment requests for camp workers must be approved by the AD before sending to the business office for processing.
 - Workers may not be paid for their services with merchandise.
7. Funds generated by the camp must be sufficient to pay all camp expenses and all camp workers including the district's share of taxes and IPERS after the minimum 10% retainage requirement.
8. Following completion of a camp/clinic the sponsor will complete a Camp Final Summary form and forward completed form to the district AD's office. The AD will send a copy of the form to the Director of Business Affairs. This report will be maintained with the approval form and kept on file for review by district auditors at year-end.

Privately-sponsored camps/clinics

All privately-sponsored camps and clinics would need to be scheduled by the AD's office. The facilitator of the camp (employee or non-employee) would need to rent the facility pursuant to the Facility Use guidelines. The facilitator would also need to provide a certificate of insurance for liability coverage. The facilitator would be responsible for handling everything (advertising, fees collected, costs of camp, etc) and could not represent themselves as a district coach.

GAMBLING LICENSE

The Sioux Central School District currently maintains a gambling license. All proceeds from gambling activities must be reported to the Iowa Department of Inspections and Appeals and sales tax must be paid on all gross receipts. Gambling activities include raffles, games of skill/chance and bingo. If a Student Activity Group or affiliated school groups such as a booster club, would like to use the gambling license for a fundraiser the following procedures should be followed.

1. Contact the AD office to schedule your gambling event and to obtain a copy of the gambling license if needed.
2. If a Student group will be using the gambling license as a means to raise funds for their group a Fundraising Request form should be completed and approved prior to the event (see page 11)
3. Upon completion of each gambling activity a Gambling Activity Report Form should be completed and forwarded to the Director of Business Affairs (A Fundraiser Final Summary Form does not need to be completed in this instance)
4. If a booster club or other affiliated group uses the gambling license, a check for the sales tax due should accompany the Gambling Activity Report Form.
5. If a Student group uses the gambling license, the sales tax due will be paid from the proceeds deposited into the Student Activity account for that group.
6. The Director of Business Affairs will prepare the quarterly gambling reports from the information reported on the Gambling Activity Report Forms.

ETHICAL ISSUES

Iowa Gift Law

Chapter 68B of the Code of Iowa establishes the ethical requirements for state and local governments. According to the Iowa Ethics and Campaign Disclosure Board, the gift law “prohibits officials and employees or their family members from receiving or soliciting gifts from a restricted donor.” A restricted donor would include any person or company seeking to be a party to a sale, purchase, lease or contract with school district. The exception to this law would be for non-monetary items with a value of three dollars or less received from any one donor during one calendar day. The general rule of thumb is for all district employees to avoid receiving any gift from anyone who would have an interest in the actions of the employee or the school district.

When the district orders merchandise from any fund, including the Student Activity Fund, the vendor is not allowed to “throw in” extra items to be given to officials, administrators, coaches or other employees as this is in violation of the Iowa Gift Law.

Purchase of Coaches Attire

Article III, Section 31 of the Code of Iowa requires that public funds, including Student Activity Funds, only be spent for the public benefit.

According to the State of Iowa Auditor’s office, it would be difficult to justify that purchasing attire for coaches or other employees benefits the public and recommend that districts

refrain from allowing

public funds be used to purchase personal items.

For these reasons all coaches’ attire purchased from public funds, including the Student Activity Fund, remain the property of the Sioux Central Community School District and shall be returned to the Activities Office upon completion of duties.

MISCELLANEOUS

Donations

School organizations and student activity groups are not permitted to make donations to other non- profit organizations unless that particular purpose was identified prior to raising the funds. School organizations and student activity groups are not permitted to make donations to individuals.

Establishing personal check account

Pursuant to the State of Iowa Auditors Office, Athletic Directors, coaches, and other school employees shall not establish separate checking accounts for the purpose of fundraising or any school related activity. Coaches/sponsors and other school employees may not operate school business from their personal bank account.

Personal Responsibility

Failure to follow appropriate procedures as outlined in this manual may force the district to hold an employee personally responsible for incurred expenses.

ADMINISTRATIVE REGULATIONS

1) Academics Come First

A student’s first responsibility is to academic pursuits. As part of the teaching faculty of the school, coaches and sponsors should seek the advice of the faculty as to what the academic needs are for their student-athletes and activity participants.

2) At or Before the First Practice Session

It is important that all squad members understand the rules and conditions under which they can participate. All coaches are expected to discuss the following with their squads at the first official practice session:

- a) The academic eligibility requirements.
- b) The residence eligibility requirements.
- c) Attendance requirements on the day of a practice or contest.
- d) A physical examination is a requirement and must be on file in the activity director’s office before a student athlete may participate in his/her first practice.
- e) Proof of insurance is a requirement and must be on file in the activity director’s office.
- f) An athletic permission form signed by student and parent must be on file.

3) Submit Squad Lists

Provide the activity director with an alphabetical squad list, to be submitted on the first day of practice.

4) Care of Equipment and Facilities

- a) Coaches are responsible for the proper use and care of all equipment and facilities. This ultimate responsibility can not be delegated to student managers.

- b) All school athletic equipment is to be issued for use only at practices and scheduled athletic events. A record should be kept of all equipment issued to each student and he/ she should be held accountable for its return at the end of the season.
- c) Only coaches or student managers are to enter the equipment room.
- d) Coaches are not to loan their building keys or other school keys to students or athletes. A student manager may require the use of some keys, but he/she is not to keep the keys on his/her person.
- e) The school building has a security system. All coaches will be instructed as to its proper use on a need-to-know basis.
- f) Dead storage areas are to be kept locked at all times.
- g) The weight room must have constant supervision. At no time should a student be allowed in the room without first being given instruction on safety, operation of equipment, proper technique, and the use of the spotters.
- h) Any school-furnished equipment shall be used for the purpose intended, not for personal use.

5) Personal Athletic Gear

Personal gear should be kept locked in the locker at all times when not in use. All items of personal gear will be checked out to the student and a record kept. The athlete must pay for all equipment lost or damaged by negligence. The coach and activity director will determine the price. No award will be received until all equipment is accounted for. If an athlete drops from the squad, he should check in his gear at that time and a note should be sent to the activity director.

6) Athletic Facilities and Team Equipment Gym or basketball shoes only are to be permitted on the gym floor. Students are not to hang or climb on nets, basketball goals, backboards, supports, mats or bleachers. Students are not to climb over the fence or gates surrounding the athletic areas. Football, track & baseball shoes are not to be worn in the hallways or in the gym. All such shoes should be cleaned or taken off before entering the locker room. Athletes will be asked to assist with the handling of athletic equipment after they have returned from out-of-town contests. Athletes must bring their coats and books with them to the locker room after school if they want them that night. The doors to the classroom wing will be locked. At times there may be other equipment in the area that is being used for practice. That equipment is not to be abused or misused.

7) Training Room

The training room is to care for and prevent athletic injuries. Athletes will enter this area only if they have a need. This room is to be kept locked during regular school hours.

8) Weight Room/Fitness Center

The weight room is off limits during the school day unless the student secures a pass in advance from the physical education instructor or the activity director. This must be done on a daily basis only.

9) Athletic Injuries

Sound coaching techniques and proper supervision can accomplish much toward preventing serious athletic injuries. When injuries do occur, proper judgment must be exercised. When in doubt, call for a doctor or ambulance. The attending coach is to file an *injury report form* in the nurse's office within 24-hours of the accident.

No athlete with a serious injury is to participate in practice or contests until a doctor has granted approval. All athletes are to be instructed to report all injuries to the coach immediately and injury reports are to be filed in the office of the school nurse at once.

It is comforting to the family and good public relations for the district if a coach follows-up with the family on the condition of a seriously injured student-athlete. But more importantly, it shows the coach genuinely cares for his/her players.

10) Weather and Athletic Contests/Practices

All thunderstorms produce lightning and can be dangerous. When the time interval between seeing lightning and hearing the corresponding thunder is thirty (30) seconds, or less, outdoor activity should be stopped and everyone should be directed to shelter. Do not resume activities until approximately 30 minutes have passed since the last thunder was heard.

The Heat Index (HI) reading is an accurate method of determining environmental conditions, which would predispose athletes to heat illnesses. Coaches should follow these guidelines when calculating the Heat Index:

- Measure the HI at the specific playing site, not just outside of the athletic training room;
- Measure the HI before practice;
- Measure the HI in the middle of the practice field, not in a shaded area or next to buildings;
- Measure and record the HI every 60 minutes during a practice session (every 30 minutes if the reading is greater than 105);
- Use the Heat Index and published guidelines for practice recommendations.

Heat Index Recommendations

90 – 104 HI Degrees	Heat exhaustion, heat cramps, & sunstroke possible with prolonged exposure and/or physical activity. Provide unlimited fluids and monitor athletes for signs and symptoms of heat illness.
105 – 124 HI Degrees	Heat exhaustion, heat cramps, and sunstroke likely, and heatstroke possible. Provide unlimited fluids and take more breaks, consider altering practice so it is less strenuous (for football, consider practicing without pads), practicing when the index is lower, or cancelling practice.
125 Degrees & Higher	Sunstroke & heatstroke highly likely. CANCEL/POSTPONE PRACTICE FOR THE SAFETY OF ALL PLAYERS.

- 11) Weather Delays, Cancellations, or Dismissals When the opening of school is delayed, there will be no morning practices or rehearsals on that morning.

When school is cancelled or dismissed early, all student activities will be cancelled that day or that evening as of the time school is dismissed. If school is cancelled for a full day, but the weather becomes clear and travel safe prior to evening, varsity contests can be held with the principal's permission.

No practices, rehearsals, or classes—required or voluntary—are to be scheduled when school has been cancelled or dismissed early.

Likewise, no practices, rehearsals, or classes—required or voluntary—are to be scheduled when school contests and events have been cancelled or dismissed early due to inclement weather.

12) Practices/rehearsal Times

- a) All practices must be curtailed by 10:00 PM. b) As a guideline, regular practices at the middle school level need not last more than 90 minutes per day. On those days when middle school practice starts during the school day and runs late, coaches are encouraged to separate the practice time into two shorter sessions with a break in between.
- c) As a guideline, regular practices at the high school level need not last more than two hours per day.
- d) Pre-practice warm-up and stretching does not count against maximum practice length. We always want to do what we can to prevent injuries.
- e) With the principal's approval, practices may be held on Saturdays and vacation days. Student attendance shall not be required.
- f) Sunday practices will be scheduled with the approval from the principal.
- g) Open gym may be held on Sundays provided attendance is strictly voluntary and the time adheres strictly to the Open Gym rules established by the Association/Union.
- h) Wednesday night has been designated as church night at Sioux Central. All practice sessions or rehearsals are to end prior to 6:00 P.M. on Wednesday nights. Students should be out of the building by 6:30 P.M. during the weeks of 8-47 as governed by the state Association/Union and the Twin Lakes Conference.
- i) Students not yet of driving age are likely to be picked up by parents or family. It is important that practices and rehearsals are dismissed on time each day at a regular time the family can depend upon. This is especially important at the middle school level. Please always dismiss practices on time.

13) Supervision for Activities

- a) When possible, a coach or sponsor must be designated to provide supervision in each area of activity such as

the classroom, locker room, gymnasium, wrestling room, athletic fields, or stage.

- b) A coach must be designated to travel with athletic squads on all trips.
- c) Parents may request that their son/daughter ride home from an activity with them. This may be granted by direct contact with the coach/sponsor at the contest. Any other transportation besides going home with parent must be approved in advance by the principal.
- d) Horseplay is not to be permitted in the practice area, locker room, or on buses.
- e) Public displays of affection are not permitted between students while under the supervision of a coach or sponsor at a school-sponsored event or on school transportation.
- f) A coach must be present when the weight room is in use.
- g) Athletes involved will be excused from study halls to view films only upon presentation of a written pass from the coach or activity director. Such passes may be for one day only.
- h) "Negligence" is conduct, which falls below the standard established by law for the protection of others against unreasonable risks of harm. In most cases negligence is either a failure to do something which would have been done by a reasonable person or doing something which a prudent and reasonable person would not do. A critical factor is foresee-ability. It is the unreasonable risk that must be eliminated.

14) Hazing/Peer Harassment/Bullying

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

Hazing, peer harassment, or bullying that intentionally or recklessly endangers the mental health, physical health, or safety of a student for the purpose of initiation or admissions into, or affiliation with, any team will not be tolerated. There are to be no initiations or rights or passage for membership on any team or in any organization.

All athletes must be given the opportunity to compete without the threat of any type of abuse. Coaches have a responsibility to maintain a safe and positive environment for all athletes.

- 15) Dismissal from Classes for Contests Because of distance involved and/or time of event, it will be necessary at times to dismiss students from classes early. Coaches are to keep in mind that these students still have classroom obligations and that teachers often plan at least a week in advance. The head coach at each level of competition should observe the following:
- Consult the building principal as to the need of an early dismissal and as to the dismissal time.
 - If early dismissal is approved, your principal will require that a squad list be presented to him/her indicating the names of the students that will be dismissed early from classes for the contest. This list should be in the hands in advance.
 - Emphasize to the students that the work must be made up as required by the teachers. Some may require the work prior to the trip or at the first class meeting following the trip.

16) Dual Enrollment Student-athletes

A dual enrolled student is one who is home schooled for part of the school day and attends our public school for another part of the same day. The student may only attend for the purpose of participating in athletics or other activities including band, chorus, dramatics, clubs, etc. Such students will have full rights and privileges as all full-time students.

Coaches with dual enrolled students must be careful to include these students in their communication, for example, when changing the times of games or practices.

17) Respecting the Participants

Coaches must focus on instilling good values and building character through sports opportunities. Every coach must take the absolute and unequivocal stance that “sports are for kids.” All coaching actions should stem from this stance.

- Allow no athlete to put down another athlete. If you see or hear of this happening, address it. In the process, make sure your “stars” know their responsibilities to teammates.
- Never tell a student that he or she cannot improve. Always offer assistance for improving. Encourage and teach.
- Be careful not to direct excessive coaching interest toward an exceptional athlete or athletes.
- Do not discriminate against a student-athlete because he/she could not participate in the sport during the summer, through AAU, or in other off-season leagues or contests.
- Emphasize improvement—not just winning—as a sign of success.

18) Overlapping Same-season Sports

Student-athletes at Sioux Central can practice and participate in more than one sport in the same season. Coaches are asked to work together to coordinate dual sport athletes.

19) Playing Time

Participation in athletics is a privilege. This privilege may be taken away as a result of standards. The responsibility for choosing each team is left up to the coach and his/her staff.

At the middle level (grades 7 & 8), playing time should be distributed as evenly as possible among participants. It is impossible to tell who at the middle level will be most dedicated and physically adept by the time they are varsity.

Coaches should make every effort to give playing time to each player suited for a contest, but participation in each game should not be guaranteed—especially at the varsity level.

20) Development of Younger Athletes

At the middle school, frosh, and junior varsity levels, skill development and playing time should take precedence over winning.

Coaches should not promote underclassmen to the junior varsity or varsity levels unless the coach is certain the athlete will garner at least as much playing time at the upper level as they would have received at the lower level.

Remember that you are coaching fragile, maturing, growing human beings—some of whom won’t reach the peak of their athletic ability for many years. Your job is to try to keep them participating.

21) Head Varsity Coaches & Program Development Head varsity coaches bear responsibility for and authority over their entire program K – 12.

They should advise school administration on the evaluation of coaches under their leadership. Varsity coaches should take a role in mentoring young coaches serving at the middle and sub- varsity levels.

The goal of all K – 12 athletic programs should be to develop a seamless program that develops essential skills at the lower level and keeps as many student-athletes as possible involved and developing through the varsity level.

22) Senior Night

Senior night is a time to give special recognition to senior athletes. It is often the last home game of the season, but not necessarily. The athletic director, early in the season, should consult with the coach and principal to identify a senior night. Seniors in good standing on the team should be given at least some play time on senior night.

23) Politics and Activities

“Politics” have no place in Sioux Central activities. Each student has an equal opportunity to be a member of a program. Ability, a positive attitude, good behavior in school, success in the classroom and athletic field of play are the major determining factors when selecting athletes for a team. Where they live, connections, and parental involvement shall be non-factors.

24) Parent Communication

The district asks parents to refrain from confronting coaches immediately after games or during practices. It is expected that concerns will be addressed first with the coaches involved before proceeding through the athletic chain of command. Parents and athletes are asked to follow these steps in order until they feel the issue is resolved.

- a) The athlete should speak to the coach.
Sometimes the coach is unaware of the athlete's concerns or feelings.
- b) The parent should arrange for an appointment to speak with the coach.
- c) If either parent or coach is not satisfied, the next step is to call or write the athletic director or school principal and follow the chain of command.
 - i. Coach
 - ii. Athletic/Activities Director
 - iii. School Principal
 - iv. Superintendent
 - v. Board of Directors

Coaches should listen to parents' concerns and, if appropriate, respond in a timely manner.

Coaches should never discuss with a parent other players on the team. Parents and coaches should only discuss the child of that parent and the issues that only pertain to that student.

25) Scouting Responsibilities

A request for approval must be made in advance. Members of the particular coaching staff as a part of their assigned duties will do scouting. School transportation will be requested through the activity director.

26) End of Season Care of Equipment

- a) All athletic equipment that was checked out to athletes is to be checked back in to the head coach at each level of competition.
- b) Athletes are to be held accountable for all equipment that they do not return.
and stored at the end of each activity as directed by the activity director.
- d) Any equipment which is to be discarded because it is of no more use will first be reported to the activity director.
- e) A complete inventory of all athletic equipment will be recorded and a copy given to the head coach and activity director. For those coaches who have spring sports, the above inventory should be presented to the activity directors at least four days prior to the final day of school. This will mean that coaches will need good records of equipment which is checked out at that time.

27) Season Summary

At the close of each season, the head coach will submit a summary of the activity to the activity director as prescribed. The following information will be requested:

- a) List of participants
- b) List of letter winners
- c) Dates and results of all contests
- d)

Complete inventory

- e) A summary of all levels will be written and suggestions made in regards to the future of the activity.
- f) MVP athletes.

28) Budgeting and Purchasing

At the completion of each athletic season, the head coach will submit to the activity director an itemized list of all equipment and the total budget needs for grades 7-12. Coaches must take into consideration their present inventory, predicted squad size, cost, and need. The activity director will compile a composite inventory and budget request for the entire athletic program, grades 7-12. The activity director will make all purchasing. Where feasible, bids will be sought. The activity director will consult with the head coach in making the final decisions. Except in extreme emergencies, if an item of equipment is not included on the coach's budget request at the end of the season, it will not be purchased for the next season and will not be approved during the season.

29) Post-season Trips and Recognition

Very often well meaning individuals or organizations wish to honor or recognize athletic squads. IHSAA Article VII, Section 7, Item 2 states, "No student shall be given any trips or excursions of any kind by any individual, organization, or groups outside of this association."