Pleasantville Community Schools



ACTIVITIES HANDBOOK

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PLEASANTVILLE COMMUNITY SCHOOL DISTRICT
ACTIVITIES DEPARTMENT HANDBOOK

Preface

This activities department handbook has been prepared to provide a source of information for staff members, administrators, and other persons that may be interested in the student activity program at Pleasantville Community Schools.

It is impossible to list all the details necessary for the complete operation of an activities program in any activities handbook. Therefore, each activity leader should use his/her discretion in handling the many situations which arise in fulfilling his/her assignment, but which are not covered in this handbook. Decisions will be guided by the overall district strategic plan and doing what is best for our students.

This booklet contains information which may be useful to the coaches/directors in the performance of their duties.

These guidelines will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, the members of the activities department are expected to support them.

Pleasantville Community School District
Non-Discrimination Policy

Non-Discrimination Policy Statement

It is the policy of the Pleasantville Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact *Rachel Cecil, Director of Human Resources/Title IX Coordinator; Pleasantville Community School District; 415 Jones St., Pleasantville IA 50225; Phone: (515)848-0555; Email: rcecil@pleasantville.k12.ia.us*

Pleasantville Community Schools Mission Statement

The Pleasantville Community School District, in partnership with the entire community, will empower every student to become a lifelong learner who is a responsible, productive and engaged citizen within the global community.

Pleasantville Community Schools Vision Statement

Our vision, at Pleasantville Community Schools, is to engage learners in a caring,

student-centered environment with rigorous, challenging and innovative curricula by highly qualified staff while showing respect, responsibility, school pride and communication with all stakeholders.

Pleasantville Community Schools Belief Statement

1. We believe that every student has worth. We will never give up on any child in helping him/her obtain an education.
2. We believe that decisions should be made with the best interests of the students in mind. Decision-making is a collaborative, data driven, open-minded process.
3. We believe that the focus of our learning program should be to develop each student's ability to communicate, think critically, and effectively work with others.
4. We believe the Pleasantville Community School District must continue to provide an excellent program that addresses the educational needs of all students in a safe and supportive environment.
5. We believe the collaboration between the home, the school district, and the community has a direct correlation to the quality of the educational system and the experience of each student.
6. We believe that all people have dignity, worth, and value. Each person deserves to be treated with respect (unconditional positive regard) and fairness (fair does not mean equal).
7. We believe that children come first and that the entire community shares in the responsibility for educating the whole child.
8. We believe that people have unique learning styles, needs, and gifts; education is most successful where these attributes are respected and utilized.
9. We believe that effective relationships are based upon respect, trust, and honest/open communication.

Pleasantville Community Schools Motto

Enter….to seek understanding….to strive for excellence….to succeed.

School Song

(Sung to the tune of On Wisconsin)

On for Pleasantville, On for Pleasantville

On to Victory,

We're the best team in the nation,

That we all agree, Rah, Rah, Rah

On for Pleasantville, On for Pleasantville

On to Victory,

So fight Trojans, fight, fight, fight,

And win this game

Fight.

School Colors and Mascot

School colors are Orange and Black. Students are encouraged to wear Orange and Black clothing on Game Days and to athletic events to show their school spirit. The School Mascot is a Trojan. Official branding information is located on the school website.

Organization & Administration Iowa High School Athletic Association -Iowa Girls' High School Athletic Union -Iowa High School Speech Association -Iowa High School Music Association

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

West Central Athletic Conference

Pleasantville Jr/Sr High School is a member of the West Central Athletic Conference composed of: AC/GC, Earlham, Interstate 35, Madrid, Martensdale-St. Marys, Ogden, Panorama, Pleasantville, Van Meter, and West Central Valley.

Part I: Organization and Administration

The Activities Program can only be as strong as its leadership. We must continue to improve and expand our program. The quality of our program will be reflected in the number of students participating, the sportsmanship displayed by athletes and fans, and being at our best when it matters most. Our programs will continue to improve and serve in the best interests of the students & community.

While wins/losses and titles won are indications of the success of an activities program, the primary measure of success of the Pleasantville Activities Program will be:

- The number of students participating in activities.
- Retention rate-the students who continue to participate in the program from one year to the next.
- Do our students in activities demonstrate our core values?
- Excellence-being at our best when it matters most through continued improvement through the season.

Ingredients of A Successful Activity Program

1. Large number of students involved in activity programs
2. High retention rate-those that go out for activity programs, continuing their involvement through their senior year

3. Opportunity for students to be involved in activity programs at their own level [ability and age]
4. Well organized and aligned youth programs that provide valuable experience and training to prepare them for scholastic athletic participation
5. Heavy emphasis on teaching appropriate fundamentals.
6. Activities are highly respected and have a positive image across the State of Iowa and within the school community.
7. Participation in the sport/activity is an enjoyable experience for the student
8. Involvement in the athletic/activity programs instills a positive lasting impression and a sound set of values in the athlete that teach them skills that will last a lifetime.
9. The practice sessions in each of the activities are well organized and operated
10. Leaders of each program who have a strong passion for their activity and positive representation of Pleasantville in all areas of their life.

The Activities Director

The Activities Director is a specialist charged with the responsibility of recommending and directing the program of athletics/activities in keeping with the aims and purposes of education as conceived by the Superintendent and Board of Education. He/she is concerned with development of a broad program of varied extracurricular activities and sports so conducted as to effectively reach a large part of the school population; improving methods of coaching; making proper use of facilities and equipment; and good public relations as affected by activities.

The Activities Director is responsible to the Superintendent and High School Principal in carrying out the district's policies and administrative rules and regulations, primarily in the area of student athletics and activities.

Performance Responsibilities:

1. Administer the overall program of 7-12 extracurricular activities, both athletics and fine arts; Schedule all interscholastic athletic and fine arts activities. Prepare and coordinate districtwide activities calendar, including the Fine Arts.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff. Hire officials, athletic trainers, and law enforcement as required and assume general responsibility for the proper supervision of home events.
3. Foster good school-community relations by keeping the community aware of and responsive to the extra-curricular programs. Acts as a liaison between school and all Booster clubs.
4. Develop and place into operation appropriate rules and regulations governing the conduct of athletic events.
5. Oversees and maintains the athletic and fine arts facilities. Work closely with operations staff regarding facility use by internal and external entities. Make arrangements for non-school use of fields and facilities. Arrange all the details of visiting teams' and officials' needs.
6. Verify athlete's eligibility according to established physical and academic

requirements of eligibility for participation in each sport.
7. Prepare and administer the activities program budget. Requisition program supplies and equipment, and maintains an inventory of activity equipment. Supervise all ticket sales and fundraising of the activities program and assume responsibility for proper handling of funds.
8. Assumes responsibility for leadership as assigned by the building principal.

Activity Leaders (Coaches, Sponsors, Directors)

In any extracurricular or co-curricular program, the key individuals are the activity leaders. The Activities Department has one main purpose: to assist the activity leaders to effectively influence the students who participate in athletics and activities.

The administration desires competent instruction and leadership for all the student participants. Activity leaders are responsible to the Activities Director for each assignment in their department. In matters such as schedule making, purchasing equipment, and etc., the Activities Director will try to give due consideration to the wishes of the activity leader.

Activity Leaders

I. Performance Responsibility

The program leader of each activity has the responsibility of carrying on the activity in the best interests of the school district by adhering to the policies and regulations of the school board, as well as the practices and procedures of the school administration. Further, each head coach should have a working knowledge of the individual practices as outlined by the West Central Conference and/or the state association that governs the activity.

II. Qualifications

A. Professional preparation: Coaching preparation either through experience or college preparation. Must hold a valid coaching endorsement and/or coaching authorization for athletics. Employment as a teacher in the Pleasantville School District is preferred but not required.

B. Background experience: Possess working knowledge of all aspects of the activity.

C. Personal skills: Demonstrate an interest in and an aptitude for performing the tasks listed below.

1. Always display good sportsmanship, win or lose.
2. Maintain poise and self-control at all times, especially at contests.
3. Teach your team to play fairly.
4. Be a good host to the visiting team, coach, and fans.
5. Discipline and if necessary, dismiss players who disregard good sportsmanship and training rules.
6. Respect the official's judgment and interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
7. Let officials control the game and the coach control the team.
8. Publicly shake hands with the officials prior to the game if approached by the officials.
9. Publicly attempt to shake hands with the opposing coach before and after the game
10. Continued parent communication.

III. Specific Duties and Responsibilities

A. Program responsibilities

1. Has full responsibility for the overall supervision of the high school program and serves as a liaison youth program.
2. Works to make sure their program has appropriate youth programs in the Pleasantville Community system with leaders who match their vision. Encouraged to have camps, league opportunities available for interested youth and develop an appropriate scope and sequence of skills being taught that are essential for their program alignment.
3. Oversees assigning all duties of assistant leaders working under his/her supervision; evaluates the performance of subordinate leaders in his/her program.
4. Is responsible for keeping practice periods for the activity within the confines of the time specified by the Activities Director and with consideration to the leadership staff and welfare of the participants.
5. Is directly responsible for a complete inventory of the equipment used for the sport, to be made at the end of each season. Is responsible for the general upkeep and protection of equipment under the authority of the program.
Also for recommending purchase of equipment, supplies, and uniforms as need demands.
6. Encouraged to become financially responsible for budget of specific activity. This may include minor forecasting and financial analysis. Keep accurate financial records.
7. Plans and schedules a regular program of practice.
8. Oversees the safety conditions of the facility or area in which assigned activity is always conducted that students are present.
9. Maintains and enforces both in and off-season weight program in coordination with strength program (athletic programs).
10. Promotes assigned activity by prompt and accurate score reporting to the media.
11. Is responsible for keeping records as requested by the Activities Director.
12. Cooperates with all other activity leaders in providing the optimum total athletic program possible under the existing conditions. Supports students being involved in multiple activities.
13. Turn in the following to the activities office:
    A. An alphabetical team roster with grade classifications as soon as team is determined.
    B. Team roster with uniform and all necessary personal data when specified by the Activities Director.
    C. End of season list of award winners
    D. End of season summary of program records or accomplishments
    E. List of student participants with outstanding equipment and uniforms.
14. Attends staff meetings as scheduled; attends state association mandatory meetings.
15. Supervises facility spaces before and after practice. Is responsible for students' cleanliness & behavior.
16. Performs other duties as related to his/her assignments as designated by the building Principal and or the Activities Director.

B. Personal Responsibilities

1. Teaches individual participants in the skills necessary for excellent achievement in the activity involved.

2. Helps to establish performance criteria for eligibility.

3. Enforces disciplined and sportsmanlike behavior at all times. Establishes and oversees penalties for breach of such standards by individual students.

4. Determines the system of participation to be used.

5. Understands that he/she is continually on display and must exercise good judgment in protecting positive behavior. Be reminded of the fact that you are responsible for your students' conduct during practice, traveling, as well as during contests. All activity leaders would like teams to project a "class image." Activity leaders should lead by example.

6. Encourage good sportsmanship and desirable student athlete relationships.

7. Be certain that no athlete is permitted to participate until all appropriate "check out procedures, from previous seasons" have been completed.

8. Thoroughly explain eligibility requirements and participation rules to all team members. If a violation occurs, make sure to discuss it with the athlete. Don't assume he/she knows the consequences, procedures, and resources. Due process must be utilized.

9. Is responsible for clearing with the Activities Director the departure time for trips that involve loss of school time; and for seeing that the faculty is given adequate and appropriate notices.

10. Verifies that all team members have passed a physical examination prior to participation, which must be on file with the school nurse (athletics only).

11. Reports participant injuries and files related injury/accident forms with the main office.

12. Helps monitor the athletic training and storage room facilities when students use it.

13. Maintains an appropriate and professional rapport with students, parents, faculty and staff.

14. Activity leaders are responsible for seeing that all lights are turned off, windows and doors are locked when leaving the building. This assumes there are no other activities occurring in the building. The activity leaders need to use good judgment in dealing with this issue.

15. Activity leaders shall not leave the building until all students have left before them. This assumes there are no other activities occurring in the building. The leaders need to use good judgment in dealing with this issue.

In-Season Strength Guidelines (Athletics only)

Strength training is vital to improve the success of an athletic program. Strength training decreases the chance of injuries, increases the confidence of our athletes, and enhances athletic performance.

* Before the start of a season, each coach will collaborate with the strength and conditioning staff and Activities Director and schedule specific strength training times, making sure all their athletes get two lifts per week.
* **Each coach will be responsible for holding their athletes accountable for**

each in-season workout.

Assistant Leaders

I. Performance Responsibility

The duties of assistant leaders are to carry out the program planned by the program leader; to be of whatever assistance is required, and perform delegated duties set forth by the program leader of that activity.

II. Qualifications

A. Professional preparation: Either through experience or college preparation. Must hold a valid coaching endorsement and/or coaching authorization. Employment as a teacher in the Pleasantville School District is preferred but not required.

B. Background experience: possess working knowledge of all aspects of the sport.

C. Personal: demonstrated interest in and an aptitude for performing tasks listed:

1. Always display good sportsmanship, win or lose.
2. Maintain poise and self-control at all times, especially at contests.
3. Teach the team to play fairly.
4. Be a good host to the visiting team, personnel, and fans.
5. Discipline students who disregard good sportsmanship.
6. Educate the students on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team or officials.
7. Attends staff meetings as required.
8. Let officials control the game and the activity leader control his/her team.
9. Publicly shake hands with the officials prior to the game and the opposing leader before and after the game.

III. Specific Duties and Responsibilities

A. Program Responsibilities

1. When the assistants are given Freshman or JV assignments, their system of play will be delegated by the program leader.
2. The assistant has the same responsibilities as listed for the program leader, where applicable.
3. Assist program leader in systematic issuance of equipment.
4. Assist program leader in the implementation of program objectives.
5. Assist program leader in providing accurate information needed to compile eligibility lists and other reports.
6. Assume responsibility for constant care of equipment and facilities.
7. Be in regular attendance at all contests and practice sessions.
8. Assist in return, storage, and inventory of equipment.
9. Recommend students for awards.
10. Additional responsibilities assigned, such as:
    a. scouting opponents
    b. team trainer/ working with student managers
    c. equipment supervisor

B. Personnel Responsibilities

1. Assume supervisory control over students and teams assigned. This includes before and after practice in the facility space.
2. Emphasize safety precautions; be aware of best training procedures and injury preventive action.
3. Conduct self and team in an ethical manner during contests and practices
4. Activity leaders are responsible for seeing that all lights are turned off, windows and doors are locked when leaving the building. This assumes there are no other activities occurring in the building. The Activity leaders need to use good judgment in dealing with this issue.
5. Activity leaders shall not leave the building until all students have left before them. This assumes there are no other activities occurring in the building. The Activity leaders need to use good judgment in dealing with this issue.

Evaluations

Program leaders will be evaluated on a rotational basis that is communicated by the Activities Director. Assistants will have their performance reviewed by the Program Leader of their activity**.**

Part II. Policies

The individual activity leader's first line of responsibility, in terms of staff organization, is to the Activities Director. The Activities Director in turn works under the supervision of the superintendent. The Activities Director is responsible for the operation and management of his/her department. The Activities Director through the individual activity leaders is responsible for seeing that the following regulations are adhered to, in relation to the school's extracurricular program:

1. All purchases must be approved by the Activities Director prior to purchase.
2. When school is dismissed early for any reason, activity leaders will check with their Activities Director for appropriate practice procedures.
3. A successful activities program is only a success when all activity leaders can work together towards the same goals, that is offering a well-developed variety of extracurricular activities outside of the normal educational day.
4. **School Daily Attendance**- Pleasantville junior high and high school students may participate in any of the special clubs, sports, or activities as long as the requirements as stated in the club's or activity's rules for participation have been met. **Students must be present by 9:30 am each school day in order to practice or compete in an extra-curricular activity.**

   Students are not allowed to leave school before their scheduled event dismissal time.

   Any student representing Pleasantville School District at any school-sponsored activity is expected to conduct him/herself in a manner that is representative of respect and sportsmanship.

Travel Guidelines

All students participating in out-of-district activities should travel to and from Pleasantville Community School District under the supervision of the assigned activity leader. All activity leaders are expected to travel with their teams.

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may not be transported in private vehicles for school purposes unless there is prior approval from the activities director.

Individuals transporting students for school purposes must have the permission of the activities director and meet all applicable requirements set by the district.

Students wishing to ride home with their guardians following an event must be signed out by the guardian who is present at the event.

In the event that a guardian is not available, he/she may provide written permission for their student to be signed out from an event by another adult with at least **24 hours notice** to the Activity Leader and Activities Director.

Students are not allowed to leave school before their scheduled dismissal time for an event.

State Qualified Athletic Competition-Meal Guidelines

-$15.00 per person/meal

State Send-Off/Assembly Policy

Every activity that qualifies for a state level competition (can earn hardware from the state) will be able to request a sendoff or assembly.

Student - Signing Day Procedure

All students who wish to participate in a signing event will need to stop by the activities office in advance to schedule the event with the Activities Director.

Individual Banners

Pleasantville High School allows senior individuals to be recognized through individual banners and hung at the venue where they compete. Individual parents/guardians are responsible for organizing these items.

Practices

All Pleasantville School District practices are closed to parents and the public. On certain occasions, a coach may open a practice to all parents and public (scrimmage situations).

Professional Clinic Attendance Guidelines

Activity leaders **may** be given permission to attend a clinic for their respective activity. Days must be approved prior by activities director and/or principal, (approval may depend on availability of substitute teachers if attendance occurs on a professional development day it

must be approved by the building principal. The number of activity leaders attending may also be limited based on the availability of substitute teachers.

Clothing/Imaging

All apparel and/or imaging must be approved by the Activities Director. Programs will be allowed to have a clothing order at the beginning of their season and other special occasions as designated by the Activities Director.

Student Activities

Student activities allow students the opportunity to expand and enrich the academic core of their educational program. Whenever students participate in school functions or activities, there are guidelines that must be followed to insure courtesy and respect for other students, parents, staff, and other adults.

Below is a list of basic behaviors expected from all students at school functions. Students who are unable to follow the guidelines will be asked to leave school functions and may lose the privilege of participating in future events.

Social Media

Social media plays an important role in telling our schools' story, sharing key information and highlighting the success of our students and activity programs. It is critical that our social media efforts align with the district's brand, vision and mission. Each and every post must promote a positive image of PCSD and focus on our commitment to helping our students excel through academics, activities and community engagement.

For proper oversight of our school related activity social media accounts, a member of the PCSD Activities Department **must** have administrative access for each account. This access must allow the Activities Department to monitor content, provide support, ensure compliance with district expectations and requirements and assume full management of the account if/when necessary to protect the integrity of the district and its programs.

Behavior at School Functions

Assemblies, plays, fine arts productions, and athletic contests, whether during school hours or outside of the normal school day, require proper etiquette. Common courtesies should be shown to speakers, production members, officials, and opposing teams. At all events, cheers for our students are very much desired while cheers against the opposing schools are strongly discouraged. Proper fundamentals of sportsmanship and conduct should be observed at all times, whether home or away. Failure to display these may result in a student/parent/spectator being removed from the contest/performance and other disciplinary measures.

1. Show respect to school facilities, other spectators, participants, guests, equipment and property.
2. Show respect for the opponent at all times.
3. Show respect for the officials.
4. Know, understand, and appreciate the rules of the contest.
5. Maintain self-control at all times.

6. Recognize and appreciate skill in performance regardless of affiliation.

8th Grade Participation in High School Athletics

In accordance with HF2591, Pleasantville Community School District may permit eligible 8th grade students to participate in high school athletic programs when it is determined to be in the best interest of both the student and the athletic program.
Participation by an 8th grade student is intended to be the **exception** rather than the standard and will be considered only when the student is expected to make a meaningful varsity contribution. Requests will not be approved solely to fill junior varsity or developmental roster positions.

The approval process shall be as follows:
1. The high school head coach submits a request to the Activities Director.
2. The Activities Director meets with the head coach to review the request and determine whether approval is appropriate.
3. The student's parent(s)/guardian(s) will be notified of the decision and, if approved, will have the opportunity to accept or decline participation on behalf of their child.
In addition:
● The student must meet all district, IHSAA, IGHSAU, and applicable academic and behavioral eligibility requirements.
● An 8th grade student approved to participate at the high school level may participate in either the middle school season or the high school season for that sport, but not both.
● Each request will be evaluated individually based on the specific circumstances of the student, team, and season.
● Approval of an 8th grade student in one sport, season, or circumstance does not establish precedent or guarantee approval for future requests.

The Activities Director shall have the authority to approve or deny all requests under this policy, and that decision shall be final.

CODE OF CONDUCT

Pleasantville Community School District will enforce the Code of Conduct to maintain a high standard for eligibility to participate in student activities

Statement of Philosophy

Participation in school activities is a privilege. School activities promote additional interests and advance abilities in the students during their school years and for a lifetime.

Students who participate in extracurricular/co-curricular 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 and co-curricular activities must conduct themselves in accordance with board policy.

The extra-curricular, co-curricular, school sponsored activities, elected and honorary positions are part of the total educational program which provide youth with unique opportunities to

develop desirable qualities such as: principles of justice, fair play, good sportsmanship, respect for rules and authority, respect for others, respect for one's own health and physical well-being, development of leadership, group pride, teamwork, self-discipline, and values of self-sacrifice. This school district recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with the times and mores of the community. It is the policy of this school district that participation in any extracurricular or co-curricular activity is a privilege. Therefore, certain kinds of conduct shall be deemed inappropriate to the generally accepted standards acceptable to the school district.

All extracurricular and co-curricular activities are covered under this Code of Conduct, including but not limited to: athletics, cheerleading, dance team, instrumental and vocal music performances*, drama productions, speech contests, FFA, National Honor Society, BPA, all co-curricular clubs (e.g. Art Club, Science Club), Prom, dances, all honorary and elected offices (e.g. Homecoming Court members**, class officer, student government officer or representative), state contests and performances for cheerleading and dance team, or any other activity where the student represents the school district outside the classroom.

*If the student is required to perform as part of a grade (e.g. band or chorus), and that student violates the Code of Conduct, the student may either be allowed to participate or withheld from participation but without any impact on the student's grade for the course.

**To be eligible to be part of any honorary or elected office (Homecoming Court, class officer, student government officer, club officer) a student cannot be serving a Code of Conduct (503.4) suspension at the time of the election. A student that is determined to have violated the Code of Conduct (503.4) after being selected as a member of the Homecoming Court will be removed immediately.

In view of the above statement, coaches or sponsors as employees of the Pleasantville High School will enforce the following policies and procedures relative to standards for participation in extracurricular and co-curricular activities through the calendar year both in and out of school.

Determination of Violation

A student violates this policy when the student is:

1. Found to have committed a public offense by a court of law, or
2. Formally charged with a criminal offense or ticketed by law enforcement (excluding minor traffic violations), or
3. Admits to violating one of the standards and sanctions described in this policy, or
4. Observed by the coach, sponsor, or law enforcement personnel, engaging in a violation, or
5. When the administration finds through investigation evidence to support a determination that the student violated the Code of Conduct

Standards & Sanctions

Students participating in extracurricular or co-curricular activities will violate this policy if it is determined they have participated in conduct including but not limited to:

1. Consumption, manufacture, use, possession or sale of amphetamines, steroids, depressants, cocaine, or any other drug or substance defined as a Schedule I, II, or III substance by the 1997 Iowa Code, Section Number 204.204 through 204.208, or a "look alike" substance.

2. Consumption, use, possession or sale of alcoholic beverages. Specifically, any student who appears to be under the influence of alcohol or drugs.

3. Damage, destruction or theft of school property and/or real or personal property of employees, students, or visitors of the school.

4. Physical abuse, including assault, of a person at school or school activities or coming to and from school or school activities.

5. Possession, handling or transmission of weapon(s) or any object that could be considered or used as a dangerous weapon on the school grounds or at school activities.

6. Criminal conviction or, if charged with a simple misdemeanor if it involves an offense of violence, as a juvenile, court supervision and/or probation, for any offense which constitutes a serious misdemeanor, aggravated misdemeanor or felony.

7. Consumption, use or possession of any form of tobacco on school property or illegal tobacco use off school property. This includes snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, or any other tobacco products.

8. A student in attendance at a function or party where others are consuming alcohol or drugs illegally.

a. If a student finds him/herself in a situation where others are consuming alcohol or other drugs illegally, the student's options are:

** Leave immediately. An intention to leave is not a defense. Nor is being a designated driver.*

** A student who chooses to remain, but not consume, risks loss of eligibility for extra-curricular*

activities at the penalties listed above.

9. Failure to abide by a reasonable request of a person in authority or a school employee.

10. Disruption of school and/or school activities.

11. Repeated failure to attend school without reasonable and acceptable excuses. (3 or more unexcused absences and/or 5 or more unexcused tardies from a class per quarter will constitute a 1st offense suspension.)

12. Repeated school violations or a serious violation of a school rule.

13. Engaging in any unlawful activity if it constitutes a danger to other students or interferes with school

purposes.

14. Unsportsmanlike conduct involving other schools' teams, their representatives, patrons or officials.

15. Use of profanity, verbal abuse, or intimidation towards any person.

NOTE: Each act may be considered a separate violation even if a series of acts occur on a single occasion. All aggravating and mitigating circumstances will be considered when making a determination.* ***All percentages of time lost will be calculated on the full season scheduled contests.*

Penalties– Athletics

A. Upon the establishment of guilt, first offense of any of the above during their high school or junior high career, the student shall be suspended for (25%) of the contests in his or her sport or activity AND complete 10 hours of community service. *(See appendix A)*

B. Upon a second offense during their high school or junior high career, a student shall be suspended for 50% of the contests in his or her sport or activity AND complete 20 hours of community service.

C. Upon a third offense during their high school or junior high career, the student shall be suspended from all sports/activities for one calendar year.

D. Upon a fourth offense during their high school career, the student will be suspended from participating in athletics/activities for the rest of his/her high school career. A student may petition the activities director and/or the principal for reinstatement after serving a minimum of one calendar year of ineligibility. If reinstatement is considered, the student will have to complete all stipulations before a final decision is reached. A Junior High student going into their high school career with multiple offenses will begin their high school career at the

previous step. For example: having 1 offense as a junior high student will start at 0 in high school, 2 offenses as a junior high student will begin with having 1 offense as a high school student, etc.

In the event a student regains their eligibility for softball or baseball, that student may begin playing in contests immediately and will not need to wait until the end of all spring state tournaments.

Actions While at School Events

Student participants or spectators while at school events who are guilty of rudeness, disrespect, and/or conducting themselves in a manner that would create a negative image for themselves, the school, and the community, will be ineligible as follows:

A. First offense—One Calendar Event

B. Second offense – Two Calendar Events

C. Third offense– 30 calendar days and completion of a counseling program

This policy is not to be construed as the only policy governing those involved in athletics. The individual coach may have rules and regulations over and above these and may enforce them. Also, students involved in both athletics and co-curricular activities (including elected and honorary offices) will have sanctions enforced in both areas with each violation.

NOTE: When a student athlete participates at more than one level of competition in a sport (e.g. junior varsity and varsity) the period of ineligibility is measured against the higher level of competition at which the student athlete participates. The period of ineligibility will be served at that level of competition and will include all other games/meets in the interim at any level of competition. If the higher level of competition plays an abbreviated schedule (e.g. sometimes only a few games may be scheduled at the junior varsity level in a sport which generally schedules several more games) the period of ineligibility will be measured against the full schedule of the lower level competition.

Penalties– Students Participating in Co-Curricular Activities

A. Upon the establishment of a violation, first offense of any of the above during their high school career, the student will have a period of three weeks of nonparticipation when the organization is active and include at least one performance AND complete 10 hours of community service. The instructor will decide if the student is to attend practice.

B. Upon a second offense during the high school career, the student will have a period of nine weeks of nonparticipation when the organization is active and include at least two performances AND complete 20 hours of community service. The instructor will decide if the student is to attend practice.

C. Upon a third offense during the high school career, the student will have a period of one calendar year of nonparticipation when the organization is active. The instructor will decide if the student is to attend practice.

D. Upon a fourth offense during their high school career, the student will be suspended from participating in athletics/activities for the rest of his/her high school career. A student may petition the activities director and/or the principal for reinstatement after serving a minimum of one calendar year of ineligibility. If reinstatement is considered, the student will have to complete all stipulations before a final decision is reached.

Period of Suspension– Athletics

Suspension shall begin immediately if the activity is in season. If the period of suspension is longer than the remaining season, it will carry on to the next season or the next activity in which the student participates. The amount of remaining ineligibility will be based on the percentage of ineligibility completed during the current season. Periods of ineligibility will carry to the post-season tournament series if the period of ineligibility has not been completed. The student will be eligible again when the required number of playing dates has been satisfied.

If the violation occurs prior to the season, the suspension will begin on the first day of scheduled contests for his/her next immediate season. Students must continue to practice during the period of suspension, but may not dress for games.

The period of suspension will be determined on the basis of the number of regular season playing dates. The number of playing dates will be multiplied by the percentage of suspension (rounded down) and a date of eligibility will be established. The term contest used in this Code will be interpreted as playing dates.

**NOTE: Any athlete regaining his/her eligibility in a sport must complete the full season in that sport unless he or she is unable to do so because of an injury.*

Appeals Process

Any student who is found by the Activities Director to have violated the Good Conduct Rule may appeal to the Principal. Written contact with the Principal asking for appeal must be within three (3) school days of the Activities Director's decision. A student may seek further review of the Principal's decision by the school board by filing a written appeal with the board secretary within three (3) school days following the Principal's decision or by 4:00 PM on the Friday before the next regularly scheduled board meeting, whichever is sooner. The board will hear the appeal no later than the next regularly scheduled board meeting.

**NOTE: A student is still required to submit a written appeal request by 4:00 PM on the Friday before the next regularly scheduled board meeting even if the Principal's decision is made on Thursday or Friday.*

The review by the board will be in closed session unless the student's parent (or the student, if the student is eighteen or older) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule or the penalty is in violation of the Handbook Rule or Board Policy.

The student shall be suspended from activities while his/her case is pending.

Other Provisions

Evaluation and Treatment

A student who has a second violation of the alcohol, drug or tobacco provision of the Code of Conduct Policy may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse care provider. All evaluations and treatments will be at the student's parent/guardian expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the care provider to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's athletic suspension for the second violation may be reduced from one-half (50%) of a season to one-quarter (25%) of a season. This reduction is not available for first or third, or subsequent violations. The student's co-curricular suspension for the second violation may be reduced from nine weeks and at least two performances to five weeks and at least one performance.

Admission Prior to Investigation (Self-report)

If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) within 72 hours of violating the Code of Conduct and the admission is prior to being questioned by the administration, or prior to any other report being made to the administration regarding the alleged conduct, (the student's athletic suspension may be reduced up to one half of the original penalty for a first offense).

Transfer Students

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of the Code of Conduct in the previous school or school district, the student will be subject to the Pleasantville School District Code of Conduct and its consequences and will be penalized based on the length of suspension already served in his/her previous district.

School Consequences

If a student commits a violation of the Code of Conduct while on during the school day or at a school event or activity off school grounds, that student may receive school consequences (e.g. detention, suspension) as outlined in the Behavior Expectations section of the student handbook in addition to the sanctions described in this policy.

- In the event that a situation occurs which is not specifically covered in this code, the Principal or the designee will provide a ruling based upon the intentions of the code.
- If a student engages in conduct that would be considered a felony under the criminal code, the student may be suspended indefinitely from any extracurricular or co-curricular activities.
- Each sponsor may establish additional regulations for their activity provided they are not in conflict with the Eligibility Policy, school rules, or the laws of Iowa. These additional regulations should be prepared in writing and submitted to the Principal for approval.

Student and Parent Appeals

In a disciplinary case, the student will be informed of any alleged violation and given the opportunity to explain the situation. Appeals of disciplinary action may be made to the Principal, Superintendent, and Board of Education, respectively as appropriate.

The student has the right to appeal the decision of the Principal to the Superintendent within 10 calendar days. The Superintendent's decision may be appealed to the school board within 10 calendar days.

The student shall be suspended from activities while his/her case is pending.

Academic Eligibility for Extracurricular Activities

High school students wishing to participate in extracurricular activities must adhere to guidelines set forth by the Iowa Department of Education. A student must be under 20 years of age and must be enrolled in a minimum of four subjects at all times. A subject is a class that awards one full credit upon completion. The student must pass all courses and must be making adequate progress toward graduation. Local School Districts will determine grading periods and graduation requirements.

High/Middle School Eligibility Policy

Students receiving an F(failing grade) at Mid-term will not be eligible to participate for 7 calendar days in extra-curricular activities. If the grade is not passing after that 7 days, then the student will be ineligible for another 7 days. Those Junior High students failing at the end of a trimester will be ineligible for a 7 calendar day period. State eligibility rules will apply for semester grades. Upon receiving a failing grade for the semester, the student will follow the State Rule for eligibility. This will include PSEO classes Odyssey and Edgenuity classes, and Concurrent Enrollment classes. Students will be allowed to practice during their period of ineligibility.

Academic Eligibility

Students must maintain a good standing in academic coursework to remain eligible for participation in extracurricular activities. To remain eligible, students must:

1. Be enrolled or dual-enrolled in school

2. Not have any failing semester grades. A student who does not meet this criteria will be ineligible according to the State of Iowa rules for academic eligibility – see IHSMA, IHSAA, & IGHSAU below.

4. Be under 20 years of age to be eligible for athletics, music, or speech activities.

5. Be enrolled in high school for eight semesters or less to be eligible in athletics, music or speech activities.

6. Have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally.

7. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

8.At the end of each final grading period. Students must pass all courses, or they will be subject to the Scholarship Rule-Iowa Code 36.15(2). Students 20 day ineligibility period will be determined by the IHSMA,IHSS,IHSAA or IGHSAU guidelines. This shall include PSEO classes, Odyssey or Edgenuity classes, and Concurrent Enrollment classes including all DMACC classes.

Joining Activities After Practice Has Started

This policy ensures that students adhere to eligibility requirements, serve suspensions appropriately, and maintain good academic and behavioral standing while participating in school activities. Students should not join an activity after practices have started solely to serve a suspension and avoid a penalty at a later time. Depending on their eligibility status, students may join an activity after the season starts:

1. An eligible student may join at any point in the season if he/she:
    a. Maintains good standing with academic eligibility policies
    b. Maintains good standing with Code of Conduct policies
    c. Receives coach approval

Part III. The Coaching Staff

Code Of Ethics For Activity Leaders

The Activity Leader and His/Her Students

In his/her relationship with players under his/her care, the activity leader should always be aware of the tremendous influence he/she wields, for good or bad. Parents entrust their dearest possessions to the leader's charge, and the leader, through his/her own example, must always be sure the students who have participated under him/her are finer and more decent people for having done so.

The safety and welfare of his/her students should always be uppermost in his/her mind, and

they must never be sacrificed for any personal prestige or selfish glory.

An activity leader should teach and practice true sportsmanship. The activity leader should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

An activity leader should not engage in conduct detrimental to players, officials, or spectators. Every leader must remember that he/she is a living example for all of the young people in the community in which he/she leads. It is vitally important to him/her, and to the profession which he/she represents, that his/her actions and behavior at all times bring credit to extracurricular activities and the school he/she represents.

Each activity leader must strive to maintain an appropriate leader/student relationship throughout the student's academic career. An activity leader should be more concerned about obtaining the respect from his/her students than in running a "personality contest."

Each activity leader should work to develop the skills and abilities of all young people who have decided to participate in the activity for which the leader is responsible. It is understood, at the varsity level the best students will compete. However, we must recognize students develop at different rates, and they need the activity leader's guidance in order to develop.

The Activity Leader and His/Her Leadership

The function of the Activity Leader is to educate students through participation in extracurricular activities. This primary and basic function must never be disregarded. In teaching skills, the leader must realize there are certain rules designed to protect the student and provide common standards for determining a winner and loser.

Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in extracurricular activities, nor has any activity leader guilty of such teaching any right to call himself/herself a leader.

- Offer congratulations in public - win or lose.
- Conduct himself/herself so as to earn the respect and confidence of all.

The activity leader should set the example for winning without boasting, and for losing without bitterness.

An activity leader who conducts himself/herself according to these principles need have no fear of failure, for in the final analysis the success of an activity leader can be measured in terms of the respect he/she has earned from his/her own players, from other students, from parents, and from his/her opponents.

The Activity Leader and His/Her School

An activity leader should be a goodwill ambassador between the school and the public. In his/her relationship with the institution for which he/she works, the coach should remember he/she is on public display as a representative of his/her institution. It is important therefore that he/she conduct himself/herself so as to maintain the principles, the integrity, and dignity of his/her school.

An activity leader should be loyal to superiors and support the policies of the administration. School policy regarding athletics should be adhered to, both in letter and in spirit. The activity

leader should remember that other members of the faculty also have an interest in the institution and its students, and his/her conduct must be such that there arises no criticism of his efforts to develop the common interests and purposes of the school.

The Activity Leader and His/Her Professional Contacts

In his/her relationship with other leaders, it should be assumed all members of the profession are people of integrity and are making an honest effort to follow the precepts of this Code. Therefore, opposing personnel should be treated courteously and as guests of the school. Moreover, the winning leader should do all in their power to assure the losing team be allowed to lose with dignity and leave the contest with its' self-respect in tact.

An activity leader should:

- Stay current with skills and techniques and other coaching sport related advancements.
- Neither knowingly nor unethically strive for another person's job in a manner detrimental to the program.
- Never publicly criticize other activity leaders or officials.
- Never "run up the score."
- Dress in a manner suitable to the profession.
- Conduct himself/herself to be a worthy member of the coaching profession.
- Be loyal to his/her profession.

Officials are an integral part of the game and should be recognized that they too maintain high standards of integrity and honesty. Just as activity leaders can make mistakes, so can officials. It is important that their efforts to contribute to the education of young men and women through extracurricular activities be recognized and supported.

An activity leader should:

- Respect and support officials at all times.
- Recommend only officials of high integrity and honesty.

Sportswriters and sportscasters should not be used as means of relieving ill feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty which is expected of them.

The Activity Leader and Student's Parents

The parents have entrusted the activity leader with their most prized possession, their child. Parents need to be treated with respect and understanding. Activity leaders need to be reasonable about making themselves available to visit with parents to resolve concerns. Meeting with the activity leader should be the first step in resolving any concern raised by the parents. When appropriate, the Athletic Director will be available to assist in resolving concerns. However, when appropriate, the activity leader may request the Athletic Director, or other members of the administration to assist with the resolution of a parent's concern.

Athletic Physicals and Injury Reports:

A current physical exam and concussion form must be submitted before the athlete can practice.

Students desiring to participate in athletic activities or enrolling in pre-kindergarten or kindergarten shall have a physical examination by a licensed health care provider and provide proof of such an examination to the school district. Athletic physicals and concussion forms for participation in 6-12 sports are due on or before the first day of practice. There is risk of being injured that is inherent in all sports.

Physical examinations and signed heads up concussion forms are required for all boys and girls who take part in athletics. The activity leader in charge of the squad is responsible for seeing that his/her athletes have had a physical examination before practicing or participating in athletic activities.

A doctor's release will be required for an athlete to return to participation in athletics after an injury.

Open Night

In keeping with good community relations, student activities will not be scheduled on Wednesday night whenever possible *(School Board Policy 508.2)*

It is suggested that:

1. Practices shall end by 6:30 p.m. on Wednesday night.
2. Coaches/sponsors will check with activities director on an unannounced early dismissal
3. No team shall practice on Sunday, without Activities Director/Principal approval. Exceptions may be granted if a varsity team is preparing for state tournament series scheduled for a Monday. The decision to hold a Sunday practice will be made by the activities director and principal. All Sunday practices or rehearsals must be considered optional and no more than 2 hours. If a student is unable to attend these practices, they should not be denied any starting or other playing privileges in athletic contests. Parents must be notified of a Sunday practice or rehearsal in advance of the practice. This is the coach or activity sponsor's responsibility. There should be no practice or performance on Thanksgiving, Easter, or Christmas.

Family week will be July 25, 2027, to August 1, 2027- No Leader/Student contact and no use of the School facilities.

During Family Week, there will be no school-organized events or activities in the Pleasantville Community School District. Coaches, teachers, and administrators may not contact students or organize any camps, practices, clinics, workouts, meetings, or lessons. No events may directly benefit school programs or teams, and community/parent-planned events must not be identified as Pleasantville or Pleasantville team-related, including fundraisers.This helps ensure we are following all IHSAA and IGHSAU regulations and provides everyone with a well-deserved break.

Weather Related Decisions - Heat and Events

Wet Bulb Globe Thermometer (WGBT)

WBGT Reading (Region 2)	Activity Guidelines / Required Modifications for Grades 9-12
< 79.7	Normal activities 3 separate rest/water breaks (3-5 minutes each) / hour
79.8 – 84.6	Use discretion for intense / prolonged practice 3 separate rest/water breaks (4-6 minutes each) / hour Monitor at-risk athletes closely *Cold water immersion available – see additional info sheet*
84.7 – 87.6	Maximum practice time is 2 hours *Reduce equipment to partial uniform* Remove all additional equipment if conditioning (football) **if WBGT rises to this level during practice, players may continue practicing in football pants* 4 separate rest/water breaks (4-6 minutes each) / hour Monitor at-risk athletes closely *Cold water immersion available – see additional info sheet* ***CONTESTS: Implement additional/extended timeouts for rest/water breaks***
87.7 – 89.7	Maximum practice time is 1 hour *Reduce equipment to out of uniform* No conditioning allowed There must be 20 minutes of rest breaks distributed throughout the one hour of practice Monitor athletes closely *Cold water immersion available – see additional info sheet* ***CONTESTS: Consider moving start times earlier or postponing; Implement additional/ extended timeouts for rest/water and shade.***
> 89.7	No (outdoor) activities Cancel or delay outdoor practices / contests until lower WBGT is recorded

Additional information: Participants should ALWAYS have unrestricted access to water / fluids

- WBGT should be measured every 30 minutes (where the activity is being held)
- The same person should monitor WBGT throughout the event
- WBGT reading at the start of practice/contest is the lowest category directions to follow, if WBGT increases to a higher category modifications will follow that category.
- Individual reactions to heat will vary per athletes and/or position/role
- Schools should have an exertional heat illness emergency action plan
- At-risk athletes should always be monitored closely.
- See Appendices for additional activity-specific recommendations

Decisions on outside events will also consider Excessive Heat Warning or other guidance from the National Weather Service.

Lightning -

If thunder is heard or lightning is seen or detected within 8 miles, immediately suspend the contest and instruct everyone to take safe shelter. Once the contest is suspended due to lightning, wait at least 30 minutes after hearing the last thunder or seeing lightning before resuming the contest.

Weather Related Decisions – Winter Weather and Events

The Activities Director will work with the Transportation Department and Principal to gather data and make a proposal to the Superintendent for final decision.

<u>Practices when Cancellation of school</u>

- Varsity programs

  - Non-mandatory practice if weather conditions improve when scheduling through the Activities Director.
  - If practices are approved they will be a maximum of two hours and will be held at a time when all athletes can complete their travel in the daylight.
- The decision will be made by Noon. *Please be patient with this process.*

Events when Cancellation of school.

- Events may be held if weather conditions are not hazardous for driving.
- Decision regarding events should include the following:
  - National Weather Service and local weather reports
  - Transportation Department reports
  - Consultation with other school/district administrators
  - DOT road reports
  - Superintendent discretion

*State events will be at the discretion of the Association and Union***

Supervision

Activity Leader's responsibilities

- The activity leader of each squad is directly charged with the responsibility for the supervision of his/her squad. This responsibility can and should be shared with the assistants. The primary concern in squad supervision should be the safety and welfare of each student on the team. The activity leader should be constantly aware of the individual and group actions of his/her team members since these actions indicate the amount of quality of supervision that they receive. Each activity leader is to supervise his/her squad as he/she sees fit. However, all activity leaders are reminded of some policies and regulations that require positive direction on the part of the coach.

Facility care

1. Do not allow your team members to enter the building unless you are there to supervise their actions. After a practice or after a contest is concluded, the activity leader should see that all team members are out of the facilities; he/she then should secure the area (showers turned off, towels and equipment picked up, windows closed, lights turned off, and doors locked).
2. It is recommended that no personnel other than the coaching staff, players, or managers should be allowed to enter the dressing rooms for at least ten minutes after the conclusion of a contest. This will give the coaching staff an opportunity to discuss events intelligently and if necessary settle ruffled emotions. If there is a lesson associated with winning or losing, the lesson can best be learned when the details of the contest are foremost in the minds of everyone concerned.
3. The activity leader and team managers should check the condition of the host school's locker room upon arriving. The facility space should be in as good condition after using it, as it was upon arrival. Any losses or damages occurred while using the locker room should be reported to the host school authorities.

Equipment rooms & Storage

These rooms shall be used for the purpose of storing equipment and issuing equipment. All staff members are to discourage students from gathering in these areas. Only staff, managers and persons assigned to issue equipment should be in this area.

Use of School Facilities and Equipment

Pleasantville Community School District enjoys excellent facilities and equipment and each activity leader is expected to do his/her utmost to guarantee the safe and proper care of the facilities and equipment.

Part IV: Equipment

Athletic Program Funding

Paid by Activities Funding:

1. Game equipment
2. Small "needs"
3. Training room supplies
4. Coach training/clinic
5. Facilities items
6. Uniforms based on rotation and need as designated by the Activities Director
7. Hudl/Streaming

Program leaders are also able to make a request to the Booster Club in coordination with the Activities Director for purchases. Activity leaders may also receive permission from the Activities Director/Principal to fundraise.

Delivery of New Equipment

1. All shipments accepted by program leader and checked against original invoice.
2. Inspect equipment for quality
3. Check in with activities director
4. Signed bills/invoices are given to the Activities Director/District Secretary

Inventory and Inspection

1. Program leader will be responsible for inventory of equipment at the end of season. This responsibility cannot be turned over entirely to a student manager**.**
2. Inspection of equipment
3. Develop a list of equipment that needs replaced
4. Turn in request to Activities Director

Issuing Equipment to Players

Each program leader and assistant(s) are responsible for issuing and checking in equipment both game and practice.

Returning Equipment at End of Season

1. Within one week after final contest of the season all equipment should be checked in and catalogued. Activity leader to contact Activities Director for cleaning and repair.
2. Coaches are responsible for putting equipment away.

Lost Equipment and Damaged Equipment

1. Students missing equipment program leader to report loss to activities office
2. Students to be billed for lost or damaged uniforms/equipment
3. Student awards to be withheld until bills have been satisfied
4. Students who **damage equipment will be disciplined** by program leader with assistance of athletic director

PART V: GENERAL INFORMATION AND POLICIES

Athletic Sharing Agreement with Other Schools

Pleasantville Community School District has entered into an Athletic Sharing Agreement with Des Moines Lincoln and Indianola to allow athletes to participate in sports which are not currently covered by the Pleasantville Athletic Program. As needed, Pleasantville continues to review the need for athletic programs within the district, and where appropriate, looks for alternatives for providing alternative approaches to helping athletes to participate in their preferred sports.

Dual Participation in Activities

Dual participation is challenging for a student due to the following reasons:

- Time Demand
- Physical Demand-susceptibility to injury
- Conflicts between practices and contests
- Difficulty of activity leaders agreeing on expectations
- Potential impact on academic performance

In certain circumstances some may feel that this would work for them. If a student is interested in dual participation, they must follow the below guidelines:

- Talk to the building Activities Director
- Must have agreement between both activity leader of both programs
- Must complete a Dual Activity Participation Form from AD

CARRYOVER SPORTS GUIDELINES

The following guidelines are to be followed when dealing with athletes that are completing one sport when another is beginning.

1. Concluding sport has priority. Athletes are not to be discouraged from attending practice of beginning sport after completion of concluding sport practice. Conversely, athletes are not to be penalized for completing their commitment to the concluding sport.
2. Appropriate restrictions in the beginning sport activity may be requested by the concluding sport coach for the dual sport athletes.

These guidelines are NOT intended to put the athlete in the middle of any controversy. All athletes that may be involved in the two sports should be identified prior to the beginning of the new season and parameters set at that time to ensure that athletes and parents are clear on

the expectations and commitment expected of the student athletes. Students in multiple activities will be expected to make every effort to be at all practices and competitions whenever possible.

Cash Handling Policies and Procedures *(School Board Policies 704.5, 705.2, 705.3, 705.4R1)*

Guiding Principle

- Perception is everything. So, for your own protection, never put yourself in the position where it could be perceived that District Funds are in danger of being lost/stolen/misappropriated.
- Every cent that the District takes in immediately becomes taxpayer dollars, and you are being entrusted as the fiduciary of those dollars in your building. Take that responsibility to heart.
- The handling of District Funds is not an area to take shortcuts.

Activity Leaders

- Whenever possible, funds should be received directly from the students in the building office.
- ALL cash and checks received from students/parents by teachers or coaches should go to the office on a daily basis.
- No money is to be kept by activity leaders overnight in classrooms, desks, file cabinets, or taken home, etc.
- Do not wait until all funds are collected before bringing money to the office.
- No money should ever be held back by the activity leader for other purposes.

Fundraisers

- Fundraisers need to be pre-approved
- Fundraisers should be for a specific PURPOSE (not the "annual fundraiser just because that's what we do")
- Should be able to document the Public Purpose for all expenses
    - If this expense was on the front page of the paper, how would the community react?
- All expenses need to be pre-approved
    - Means that supervisors need to know what is appropriate/inappropriate (also public purpose)
- Credit Cards are to be checked out for each use & turned back in
- Never write down credit card info to avoid checkout.