Mid-Prairie
Activities Department



Coach & Sponsor Handbook

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MID-PRAIRIE EQUITY STATEMENT

It is the policy of the Mid-Prairie Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities and employment practices. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator.

GRIEVANCE PROCEDURE

If you believe you have been discriminated against on the basis of sex, race, national origin, creed, age, marital status or disability, you should pursue the following procedure: Contact the Superintendent of Schools, who is the Equity Coordinator for the District. Telephone: (319) 646-6093. Mr. Brian Stone, Mid-Prairie Comm. Schools; P.O. Box 150; Wellman, IA 52356. Email: bstone@mphawks.org

DISCRIMINATION STATEMENT

No student participating in programs sponsored by the Mid-Prairie Board of Education shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination in connection with the education programs defined in the student handbook. Any student who believes he/she has been discriminated against on the basis of sex in violation of this policy may file a written complaint to the high school principal.

(Activities Philosophy)

Education Based Activities

Mid-Prairie activities are a part of our students' education. We are all teachers and the classroom is the stage, the field, the court, etc. Participation in education based activities…

1. enriches the educational experience
2. encourages academic achievement
3. promotes respect, integrity and sportsmanship
4. prepares for the future in a global community
5. develops leadership and life skills
6. fosters inclusion of diverse populations
7. promotes healthy lifestyles and safe competition
8. encourages positive school/community culture
9. encourages working with others
10. should be fun

Educational based activities also develop character traits such as…

Teamwork	Work Ethic	Empathy
Humility	Commitment	Perseverance
Respect	Integrity	Communication
Togetherness	Pride	Responsibility
Gratitude	Positivity	Fairness

Head Coaches'/Sponsors' Contact Information

Name	Position	Cell	Email
Pete Cavanagh	Activities Director	319-471-0234	pcavanagh@mphawks.org
Megan Neal	Administrative Assistant	319-325-1662	mneal@mphawks.org
Sherry Evans/Zeb Evans	Head Volleyball Coach	319-931-1384	sevans@mphawks.org
*Daren Lambert	Head Boys Basketball Head Football	712-263-0297	dlambert@mphawks.org
*Dain Jeppson	Head Boys Track	319-327-0474	djeppson@mphawks.org
*Kelby Bender	Head Boys Golf Assistant Boys Basketball	319-530-5255	kebender@mphawks.org
*Jenny Hobbs	Head Girls Basketball Coach	515-291-8600	jhobbs@mphawks.org
Kyle Mullet	Head Baseball Coach	319-930-1818	kmullet@mphawks.org
Danielle Williams	Head Softball Coach	319-572-9728	softball@mphawks.org
Mark Hostetler	Head Girls Track Coach	319-330-5996	Drgammm7@gmail.com mhostetler@mphawks.org
Beau Nieman	Head Boys Wrestling Coach	712-369-1415	bnieman@mphawks.org
Brock Moore	Head Girls Wrestling Coach	319-330-4909	bmoore@mphawks.org
Tracy McArtor	Head Girls Golf Coach	319-530-1904	tmcartor@mphawks.org
Truman Shetler	Head Girls Soccer Coach	319-936-1097	gsoccer@mphawks.org
Wyatt Cady	Head Boys Soccer Coach	319-530-7084	bsoccer@mphawks.org
Brenna Hutson	Dance Team	641-521-4744	mpdance@mphawks.org
*Collette McClellen	Choir Director	319-530-8516	cmcclellen@mphawks.org
*David Kunz	Band Director	319-548-0500	dkunz@mphawks.org
*Christine Meader	Speech Coach/Drama Director	319-461-4999	cmeader@mphawks.org
*Elsa Schmidt	FFA Director	319-430-0160	eschmidt@mphawks.org
*Glenda McDowell	FCCLA	319-461-5993	gseward@mphawks.org
*Sarah ORourke	FCCLA	319-330-2493	sorourke@mphawks.org

**Denotes they are also teachers in the Mid-Prairie district*

Head Coach/Sponsor Job Description

REPORTS TO: Activities Director (AD)

QUALIFICATIONS: Must possess a Coaching Endorsement or Coaching Authorization as mandated by the Iowa Department of Education, Iowa Board of Educational Examiners, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union.

JOB GOAL: To develop/promote the activity at Mid-Prairie Community School District for which he/she is hired.

JOB RESPONSIBILITIES:

1. Organizing, conducting, and evaluating daily practices.
2. Maintaining, inventory and periodic safety checks of equipment, supplies, and facilities in his/her care.
3. Supervising locker rooms and facilities until all students leave.
4. Assuring necessary medical attention to all injured players and see to it that injured players have on file an injury report.
5. Uniforms are cleaned and put in storage carts. Uniform inventory is complete.
6. Determining the needs of his/her program for budgeting.
7. Attending all necessary conference meetings (if applicable).
8. Attending all required Iowa High School Athletic Association (IHSAA) and/or Iowa Girls High School Athletic Union (IGHSAU) meetings and submission of all required IHSAA/IGHSAU paperwork.
9. Arranging the end of season banquet.
10. Assisting the Booster Club with needs specific to his/her activity.
11. Conducting staff meetings as needed.
12. Checking academic progress and eligibility of participants according to Mid-Prairie Community School District, the IHSAA and/or IGHSAU rules and regulations.
13. Establish and enforce all regulations of Mid-Prairie Community School District, the IHSAA and/or the IGHSAU, including informing the participants of these policies (Good Conduct, transportation regulations, etc.).
14. Promoting his/her activity through announcements, newsletters, social media, etc.
15. Conducting self in a sportsmanlike manner while modeling and promoting the high ideals of sportsmanship with staff and team.
16. Communicating throughout the year with AD in regards to program development, staff, and team.
17. Providing leadership and program development for a sequential 7-12 program in his/her activity.
18. Promoting the sport within youth programs (if applicable).
19. Informing the participants of lettering and special award criteria and informing the office staff which athletes receive these awards.
20. Aiding the AD in the establishment of a schedule.
21. Continuous development, improvement, and evaluation of Assistant Coaches (9-12).
22. Attending clinics and reading literature to stay abreast of changes in activity.
23. Supplying the AD with the forms, team information, season summary and statistics in order for the AD to run the department effectively and efficiently.
24. Acting as the historian for the sport collecting and updating individual and team records.
25. Communicating with the administration, faculty, AD, parents, students, and staff members in an effort to have an effective and efficient Activities Department.
26. Modeling the highest level of integrity and ethical behavior.
27. Knowing the rules of your sport.
28. Developing philosophies that guide program development.
29. Establishing goals for program, team and individuals and developing strategies to achieve.
30. Work hard. Be positive. Be on time.

Assistant Coach/Sponsor Job Description

REPORTS TO: Head Coach & Activities Director (AD)

QUALIFICATIONS: Must possess a Coaching Endorsement or Coaching Authorization as mandated by the Iowa Department of Education, Iowa Board of Educational Examiners, Iowa High School Activities Association, and Iowa Girls High School Activities Union.

JOB GOAL: To develop and promote the activity at Mid-Prairie Community School District for which he/she is hired.

JOB RESPONSIBILITIES:

1. Assist in organizing, conducting, and evaluating daily practices.
2. Maintaining, inventory and periodic safety checks of equipment, supplies, and facilities in his/her care.
3. Assist in supervising locker rooms and facilities until all students leave.
4. Assuring necessary medical attention.
5. Attending all Varsity games, matches, and/or meets when not scouting (when applicable).
6. Attending all required Iowa High School Activities Association (IHSAA) and/or Iowa Girls High School Activities Union (IGHSAU) meetings and submission of all required IHSAA/IGHSAU paperwork.
7. Scouting, when directed by the Head Varsity Coach.
8. Assisting the Booster Club with needs specific to his/her activity.
9. Attending all meetings called by the Head Coach.
10. Checking academic progress and eligibility of participants according to Mid-Prairie Community School District, the IHSAA and/or IGHSAU rules and regulations.
11. Establish and enforce all regulations of Mid-Prairie Community School District, the IHSAA and/or the IGHSAU, including informing the participants of these policies (Good Conduct, transportation regulations, etc.).
12. Promoting and remaining loyal to the philosophies of the Head Coach.
13. Providing feedback and communicating with the Head Coach and/or AD about individual and team issues.
14. Conducting self in a sportsmanlike manner while modeling and promoting the high ideals of sportsmanship with colleagues and the team.
15. Modeling the highest level of integrity and ethical behavior.
16. Knowing the rules of your sport.
17. Attending clinics and reading literature to stay abreast of changes in activity.
18. Supplying the AD with the forms, team information, summary, statistics, and school records in order for the AD to run the department effectively and efficiently.
19. Communicating with the administration, faculty, AD, parents, students, and staff members in an effort to have an effective and efficient Activities Department.
20. Work hard. Be positive. Be on time.

Coaches Checklist - Link
Coach/Sponsor Preseason Checklist:

Mid-Prairie - Coaches Checklist

Pre-Season

- ☐ Schedule a meeting with Pete (AD) - pcavanagh@mphawks.org
- ☐ Check if Coaching Licence is up to date - BOEE licence Search Renew Licence - Here
- ☐ Complete concussion course - Course Link
- ☐ Complete all Mandatory Training
- ☐ Develop practice & game calendar for parents/players - have ready for meeting with Pete
- ☐ Set up a communication method with players and parents - Email list or Remind
- ☐ Schedule a player meeting before the start of the season
- ☐ Read through MP Activities Handbook
- ☐ Schedule a parent meeting before the start of the season
    - ☐ Hand out forms needed
    - ☐ At meetings, display excitement for the season, willingness to develop kids, establish your expectations, hand out the player handbook
- ☐ Send Pete and Megan your player handbook
- ☐ Turn in roster to Pete and Megan as soon as possible
- ☐ Help communicate to register & submit physicals, waivers, and concussion forms into Bound
- ☐ Put in transportation times on Monthly Away Spreadsheet
- ☐ Check med kit supplies
- ☐ Complete online rules meeting - Bound - log in a school - bottom left go to IHSGAU or IHSAA - Find your sports Rules Meeting

In-Season

- ☐ Use the equipment and uniform checklist when handing out uniforms
- ☐ Submit roster with player numbers to be entered into Bound website
- ☐ Update scores into Bound
- ☐ Update stats into Bound (required for HS, optional for MS but encouraged)
- ☐ Supervise students at all times when they are in your care
- ☐ Communicate bus times, practice times, and changes to the original schedule constantly with parents and players
- ☐ Complete accident reports as they occur - Nurse has copies of these

Post-Season

- ☐ Equipment and uniform turn-in checklist completed
- ☐ Organize Awards, Varsity Letters, Etc. and schedule End of Year Banquet
- ☐ Uniforms need to be cleaned and put away in your storage area.
- ☐ Update record boards in the hall (if applicable.)

- ☐ Set an end-of-the-year meeting with Pete to discuss needs and anything else that needs to be addressed

Coach/Sponsor Evaluation

All coaches will be evaluated starting with the 6 Core Standards of coaching. Those 6 Core Standards are as follows: Communication , Culture, Development & Evaluation, Knowledge, Organization, Work Ethic. *There will be a pre-season and post season evaluation meeting scheduled with the AD.*

Communication
Coaches are responsible for communicating to all stakeholders of their activity. Areas of focus for being an effective communicator are the following:

- Multiple forms of communication
- Appropriate delivery and response time
- Availability

Culture
Coaches are responsible to continue to develop a positive culture throughout their program. In order to develop a positive culture, coaches must do the following:

- Create a safe and appropriate environment for kids
- Be a role model in the school and community
- Have a set of guiding principles or philosophies guiding how they make decisions

Develop & Evaluate
Coaches are responsible to develop and evaluate both their players and coaches. Areas of focus for being an effective developer and evaluator are the following:

- Identify ahead of time the qualities of being a good player or coach
- Set of objective standards communicated to all
- Plans for how to improve and ability to communicate those plans/directions

Knowledge
Coaches are responsible to be knowledgeable about their activity. Areas of focus for being knowledge are the following:

- Seeks out others to learn and improve their skills
- Works with their coaches and players to develop their skills
- Varied professional and personal experiences

Organization
Coaches are responsible to be organized for their activity. Areas of focus for being effective at organization are the following:

- Having short-term and long-term plans
- Creating and communicating the variety of activities involved in the program (practices, games, performances, etc.)
- Delegating responsibilities

Work Ethic

Coaches are responsible to put in the time and energy for their activity. Areas of focus for having a good work ethic are the following:

- Being present and involved with the school and community, both in-season and out of season
- Putting in time, outside of practice, preparing for future events
- Creating opportunities for others to be involved outside of designated time

Mid-Prairie Policies for Coach/Sponsor

A. Supervision: Pre and Post Practice and Contests

1. Students should never be left unsupervised, home or away.
2. The coach should be the first one on site for practice and contests to open and supervise.
3. The coach is responsible for the student's behavior while supervised.
4. The coach should be the last to leave after practice or contest and see that the following are done:
    a. Check locker rooms and practice sites for excessive trash, damage, etc.
    b. Lock and shut off lights to all used areas.
5. Coaches are responsible for their students until all students have left the premises.

B. Transportation

Coaches are responsible for:

1. Check schedule for correct bus departure times.
2. Maintain proper behavior on the bus.
3. The school provides transportation for all participants in school-sponsored activities held in other towns. The school may provide "pep bus" transportation for student spectators to away activities. The commitment of time and money to provide this service is considerable. Therefore, the following rules are in effect with regard to the use of school-provided transportation:
    a. All participants in school-sponsored events will travel to that event in school-provided transportation. If extremely unusual circumstances are present, arrangements may be made between the parent and administration allowing student participants to be transported to an event by his/her parents.
    b. All students who travel to an event in school-sponsored transportation will return by the same means, unless the parent/guardian has cleared it with the coach and/or signs them out. Parents/guardians requesting transportation for their child from any adult other than themselves must get permission from the athletic director or principal prior to the event. It is important to keep exceptions to a minimum so that student safety from a large group perspective remains the number one priority.
    c. *Under NO circumstances will student participants be allowed to drive themselves to or from out-of-town events or ride with another student to or from out-of-town events.*
    d. Coach checks the bus list before leaving for the contest and prior to returning home.
4. After trip check for:
    a. Equipment left on the bus.
    b. Trash picked up
    c. No damage to the bus.

C. Relationship between the Instructional Program & the Activities Program.

1. Activities personnel must keep in mind that they are teachers first and coaches second.
2. Activities are responsible jointly with academic subjects for establishing standards of behavior that represent the best in good citizenship. Activities must contribute to those virtues, which are socially sound for a democracy such as truthfulness, fair play, honesty, modesty, give and take, courtesy, self-discipline, courage, generosity, self-restraint, and loyalty to team, school and the community.
3. The activities program shall be closely coordinated with the general instructional program and properly articulated with the other extra-curricular activities of the school.
4. Coaches in each individual activity must make every effort to cooperate with coaches in other activities. There must be continuity in the entire activities program in order that the objectives of the school are met in furthering the growth of the individuals participating.
5. Cooperation in establishing and enforcing uniform training regulations for all sports is desired from all coaches involved in the activities program of the school.

D. Activities Schedules

1. All schedules for activities contests are to be arranged by the Activities Director and the head coach in each sport.
2. An attempt will be made to schedule schools of approximately the same size and with comparable activities programs.
3. The following is a list of the maximum number of games or meets, exclusive of tournament competition, to be scheduled in any one year for each sport within the Activities Department.

Sports	Games
HS Football	9
MS Football	6
Cross Country	10
HS Volleyball	14
MS Volleyball	9
HS Basketball	21
MS Basketball	12
HS Wrestling	15
MS Wrestling	9
HS Track	12
MS Track	7
HS Soccer	15
Baseball/Softball	40

E. Practice Sessions

1. Practice sessions for all activities teams shall start before or after school hours.
2. **Wednesday night is church night. All practices are to be completed by 6:30pm.**
3. At least one coach shall be in attendance at all practice sessions.

4. Practice sessions shall not be scheduled on Sunday except on special occasions and only after the Superintendent grants permission.
5. Rule infractions by athletes involving final warning or suspension are to be reported to the Activities Director's office.

F. Locker Room and Related Areas.

1. All coaches shall emphasize to their squads at their first meeting the importance of proper conduct in the locker rooms.
2. The locker room shall be kept locked during practice and games sessions unless a coach or a student manager is left in charge. Only managers and coaches should be permitted in the equipment room at any time.
3. After each practice session a coach shall be responsible to see that the locker room is free of debris, lights turned off, all doors are locked and his players have left the building. In the event that there is no night janitor, then the coach will be responsible to secure the building.
4. The driving and parking habits of students in activities are to be governed by the regulations prescribed by the head coach and Activities Director.

G. Equipment

1. The head coach in each sport will recommend to the Activities Director the equipment desired for purchase.
2. The Purchase Order Requisition form will be filled out by the head coach and sent to the Activities Director for his/her approval.
3. The head coach is responsible for the care and safety of all his/her equipment before, during and after the season of the sport. This includes cleaning, repairing and storage between games during the season.
4. At the end of each season, the head coach shall see to it that his/her equipment is cleaned and properly put in storage, and plans are made to replace, repair or add to the present inventories. ******If a student athlete does not turn in their equipment by the start of the next sport they will not be allowed to practice or play until it is turned in. Also, fines may be sent home if equipment is not turned in.**
5. At the close of each season, the head coach will inventory all his/her equipment within 2 weeks time. The head coach will turn in the inventory sheets in duplicate to the Activities Director. The head coach will check his/her inventory against his/her equipment at the beginning of the next season and report immediately any gains or losses.
6. Equipment which has been lost, or is beyond repair, or stolen shall be reported to the Activities Director for disposition and correction of inventory sheets. A bill will be sent to those responsible.

H. Injuries

1. If an athlete is seriously injured, the coach shall notify the athlete's parents. He/she is to also inform the Activities Director so he may answer the parent's questions. Each coach shall fill out in duplicate an injury report at the conclusion of the practice or contest. One copy is to be turned into the Activities Director's office and one copy retained by the coach.
2. Athletes may go to the doctor of their choice at any time, but in cases where medical advice has been given it is the duty of the athlete to make as much of this knowledge known to the coach as is necessary for him to make an intelligent decision.
3. If an injury at practice appears to be serious, a coach should, if possible, accompany the athlete to the doctor.

I. Records

1. Each head coach shall decide what team records he/she wants to keep and also be informed of those required by the school.
2. Each head coach is responsible for records kept of any money turned into him/her by athletes for such things as clothing, food, shoes, etc. This money is to be receipted into the office daily.
3. Each head coach shall keep a record of the locker and padlock number issued to each athlete and shall make sure that locker changes between seasons are properly handled.

J. Budgets

1. A budget will be presented to head coaches at the beginning of each year. Expenditures are not to be exceeded unless approved by the Activities Director.

K. Attendance

1. Coaches Meetings - All coaches are to attend all coaches meetings. Assistants and volunteer coaches are also strongly encouraged to attend. Coaches should email the AD if they are unable to attend the meeting.
2. Absenteeism - If you are going to be absent from practice or a scheduled contest you are to secure the permission of the head coaches and the Activities Director in advance. Please state your reason(s) for your absence.
    a. When a teacher is absent on sick leave because of illness from his/her teaching assignment during the hours of 8 a.m. - 4 p.m., he/she will not be allowed to attend or his/her after school activity that same day.
        i. The administration reserves the right to make exceptions to this policy.

L. Student Managers

1. Each head coach will determine the number of student managers he/she desires and confirm his/her selections with the Activities Director.
2. Student managers must conform to the eligibility requirements, which have been adopted for the members of our activities programs.
3. Student managers are eligible for an activities award but only upon recommendation of the head coach. The letters MGR should appear in the letter representing the school.

M. Basic Requirements for Selection of Letterman

1. Before any student of Mid-Prairie High School is issued a letter, he/she will be judged on sportsmanship, scholarship, observance of basic training regulations, attendance at practice sessions, amount of playing time, and the coach's recommendations. The minimum requirements of each of these areas will be fully explained by the coach of each team at the start of the season.

N. Activities Awards

1. Activities awards will be presented at the close of each season at a designated awards program.
2. The Activities award will be a Black & Gold chenille six inch (6) block letter "MP" – varsity.
3. The head coach is responsible to see that all award certificates, plaques, metal inserts, and/or chenille's are prepared for presentation at the awards program.

O. Eligibility

1. Participants must pass ALL courses at the end of each semester. This includes post secondary college courses and pass/fail courses, which include service learning and work-study.
2. All incoming 9th graders are eligible S1.

3. If participants are ineligible, they must sit out 20 calendar days for the current or next sport that they are participating in.

P. Student Participation

1. Limitations in varsity participation can be imposed when the following conditions exist:
    a. Transportation limitations, uniform limitations, and/or activity regulations.
    b. The activity schedule provides an opportunity for students to participate at another level. For example, JV.
2. Playing time is determined by the coach.
3. At Mid-Prairie we encourage students to participate in as many activities as possible. We do not believe in cutting participants.
4. Wins/Losses will be excluded from coaching evaluations.

Q. Coaching Clinics

1. Coaches are encouraged to attend clinics pertaining to their coaching field.
2. Clinic fees, hotel accommodations, etc can be paid for out of the coach's activity budget. A PO must be filled out and sent to the AD and secretary for approval prior to the event.

R. Volunteer Coaches

1. Each head coach will submit to the Activities Director who will be a volunteer coach.
2. If they plan to pay them, they will submit a PO at the end of the season out of their resale account.
    a. A volunteer assistant coach cannot make as much or more than any contracted assistant coach.

S. Coaching Ethics. A Coach Should…

Be loyal to his/her superiors and support the policies of his/her administration.
Always strive to learn more.
Be a goodwill ambassador between his school and the public.
Teach and practice true sportsmanship.
Be humble in victory and courageous in defeat.
Neither knowingly nor unethically strive for another person's job.
Respect and support officials at all times.
Never publicly criticize other coaches or officials.
Offer congratulations in public - win or lose.
Never "run up the score."
Dress in a manner suitable to his/her profession.
Conduct himself so as to earn the respect and confidence of all.
Not engage in conduct detrimental to players, officials, or spectators

WEATHER CANCELLATIONS—Contests and Practices

SCHOOL DELAY—NO MORNING PRACTICES

Common sense prevails in this situation. Obviously if the weather prohibits school transportation from getting students to school on time, we CANNOT expect them (or their parents) to drive to practices. We understand the decision to delay school may often come just before or at about the same time practices are scheduled to begin. Coaches should utilize Remind or some other form of communication so that information regarding practice cancellation can be delivered quickly to avoid students on the roads in adverse conditions.

SCHOOL EARLY RELEASE/CANCELLATION

Only in extreme situations will consideration be given to practices/playing contests on days of early release and/or school cancellation. Those situations may include, but are not limited to, IHSAA and IGHSAU State competitions. Those considerations will be made by the Superintendent, A.D., and Principal.

Whether or not school is delayed, canceled, or released early, parents may make the decision for their child that it is unsafe for their child to drive. Practices will be excused and no consequences will be administered if a parent makes such a decision.

EXTREME HEAT

In the event of extreme heat, practices MAY not be allowed to begin immediately after school. Each day will be evaluated independently and a decision from the H.S. and M.S. Administration will be made in conjunction with the appropriate coaches in season. In some situations M.S. practices may be canceled while H.S. practices are allowed. In some situations, high school practices may be held later in the evening when temperatures and humidity levels are lower. We follow the new WBGT guidelines.

Recommendations for Preventing Sexual Harassment

1. Teachers and Activities personnel should never use sexually explicit language or tell sexually explicit/off color jokes in the presence of students.
2. Teachers and Activities personnel should never show sexually explicit pictures/materials to students under any circumstances.
3. Teachers and Activities personnel should avoid engaging in excessively personal conversations, both in person and on the phone, with students.
4. Teachers and Activities personnel should avoid sending excessively personal letters, cards, emails, or gifts to students.
5. Teachers and Activities personnel should avoid commenting on the physical appearance, including manner of dress and specific physical attributes, of students.
6. Teachers and Activities personnel should avoid to the greatest extent possible physical contact with students.
7. Teachers and Activities personnel should avoid giving students rides home alone or even in groups where eventually only one student will remain in the car alone with the adult.
8. Teachers and Activities personnel should avoid one-on-one meetings alone with students on or off school property.
9. Teachers and Activities personnel should never plan or take unchaperoned overnight school or activities trips with students and, on properly chaperoned trips, should exercise the highest degree of caution and propriety regarding interaction with students.
10. Teachers and Activities personnel should never date students under any circumstances.

Hazing

1. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity, which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.
2. A person who commits an act of hazing is guilty of a simple misdemeanor.
3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

Coach or Player Ejections for Activity

Girls Union - https://www.ighsau.org/upl/downloads/library/forms-2022-ejectionform.pdf

Boys Union - Form - https://www.iahsaa.org/resources/forms/

COACH EJECTION POLICY Any coach at any level, grades 9-12 who is ejected from an IHSAA sanctioned sport is required to take the NFHS Fundamentals of Coaching elective course entitled "Teaching and Modeling Behavior." This course must be viewed prior to being able to return and coach an interscholastic contest and the certificate of completion must be sent to the IHSAA office. This mandate is in addition to missing the next playing date at the level of competition he/she was ejected from all games in the interim. The cost of the course will be the responsibility of the individual coach.

STUDENT-ATHLETE EJECTION POLICY Additional Penalty: Any student-athlete at any level grades 7-12 who is ejected from an IHSAA sanctioned sport will be required to take the NFHS Coach Education/Certification Program elective course "Sportsmanship It's Up to You." The course must be viewed prior to being able to return and participate in an interscholastic contest and the certificate of course completion must be sent to the IHSAA office. This mandate is in addition to missing the next regularly scheduled game/meet which is defined as the next scheduled, rescheduled, or contracted date. There is no cost for this course.

IHSAA-IGHSAU RULES MEETINGS

All sports that have REQUIRED rules meetings will be done on-line. The time is usually about 30 days that can be accessed from the IHSAA/IGHSAU websites. IT IS REQUIRED FOR ALL HEAD COACHES TO COMPLETE THE RULES MEETING EACH YEAR. All non-varsity coaches are encouraged to complete the rules meetings to keep up on the changes in rules each year.

IHSAA: www.iahsaa.org
IGHSAU: www.ighsau.org
Bound: https://www.gobound.com/ia/schools/midprairie
Middle School Manual: State Middle School Manual

See the Activities Director for passwords to the state websites and Quikstats.

IOWA HIGH SCHOOL ACTIVITIES ASSOCIATION
IOWA GIRLS HIGH SCHOOL ACTIVITIES UNION
CONCUSSION MANAGEMENT PROTOCOL

1. **No student should return to play/competition (RTP) or practice on the same day of a concussion.**
2. **A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion on the same day the injury occurs.**
3. **After medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP should follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms.**

Iowa Code Section 280.13C *states, in part, "Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Activities Association and Iowa Girls High School Activities Union. The student and student's parent or guardian shall sign and return the concussion and brain injury information sheet to the student's school prior to the student's participation in any interscholastic activity for grades seven through twelve. If a student's coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.*
For the purposes of this section, a licensed health care provider means a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed Activities trainer.
For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading."

4. **Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.**

The Iowa High School Activities Association and Iowa Girls High School Activities Union will provide a variety of educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

5. Removing an injured student from participation, deciding whether he or she has sustained a concussion, and return to participation protocol.

It is the responsibility of the contest officials' and the student's coach to recognize that a student may be exhibiting signs, symptoms, & behaviors of a concussion and remove him or her from the contest. Once the student has been removed from the contest, the officials' responsibility for the student's safety is over and the student is in the care of the school's coach and/or a licensed health care provider as defined in Iowa Code 280.13C.

A student removed from participation due to exhibiting signs, symptoms, & behaviors of a concussion shall not recommence such participation until a licensed health care provider as defined in Iowa Code 280.13C has provided written clearance for the student to return to participation.

Licensed health care providers as defined in Iowa Code 280.13C should follow return to participation *(practice and competition)* protocol before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to any kind of participation (practice and/or competition).

6. In cases where the Iowa High School Activities Association or Iowa Girls High School Activities Union have designated

licensed health care providers as defined in Iowa Code 280.13C for their sponsored events/tournaments, the decision of those licensed health care providers regarding a student who is exhibiting signs, symptoms, and behaviors consistent with a concussion returning to competition at any time during those events/tournaments shall be final.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION
(INFORMATION FOR LICENSED HEALTH CARE PROVIDERS)

Return to participation following a concussion is a medical decision. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to activity. The protocol below will help licensed health care providers as defined in Iowa Code Section 280.13C determine when return to participation is appropriate:

- **Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance** from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed Activities trainer . ****Written clearance to return by one of these licensed medical professionals is REQUIRED by Iowa Code Section 280.13C!***

- Once the criteria above are met, **the student should progress back to full activity following the stepwise process** detailed below. A licensed health care provider as defined in Iowa Code Section 280.13C, or their designee, should closely supervise this progression.

- **Progression to return is individualized and should be determined on a case-by-case basis.** Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
Step 2. Return to school full-time.
Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking,
light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.
Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.
Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running, drills, etc.) in full equipment. Weight training can begin.
Step 6. Following medical clearance*, full contact practice or training.
Step 7. Normal competition in a contest.

NOTE: Generally, **each step should take a minimum of 24 hours. If post concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted.** If any post-concussion symptoms occur during this process the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009; "Consensus State on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.

MID-PRAIRIE COMMUNITY SCHOOL DISTRICT
GOOD CONDUCT ELIGIBILITY
REQUIREMENTS FOR STUDENT ACTIVITY PROGRAMS

GOOD CONDUCT CODE

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities at Mid-Prairie Community School Districts. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing the discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who chose to participate in the Student Activity Program will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

II. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in the Student Activity Program shall receive a copy of these rules and regulations and shall indicate their concurrence with them and their agreement to abide by them by signing a document indicating such an agreement. A parent or guardian will also be required to sign indicating their review and understanding of the Mid-Prairie Community School District District Good Conduct Code.

The Activities Director shall keep records of violations of the good conduct rule.

A. CONDUCT REQUIREMENTS- ALL ACTIVITIES

1) No student shall have in their possession or have used a controlled substance (tobacco in any form, any alcoholic beverages, or drugs).
2) No student shall steal, destroy, and/or deface any school property.
3) No student shall be convicted of a felony, aggravated misdemeanor, or serious misdemeanor.
4) If the student is observed violating one of the above by faculty, administrators, or law enforcement personnel, admits to violating any of the above, or upon thorough investigation by school personnel which determines the student committed the violation, he/she will be declared ineligible as described in Part C of these rules.
5) These are minimum requirements. Any further rules specified by an activity sponsor must be followed.

B. SCHOOL ATTENDANCE

Any student who wishes to participate in any extra curricular activity must be in school attendance by noon of the day for that activity. If there are unusual circumstances, such as a funeral, the Principal and/or Athletic Director may waive the half-day requirement. This approval must be granted before the student leaves school. ***Students taking a full discretionary day are not eligible to participate in a contest or performance that day/evening.***

C. LENGTH OF INELIGIBILITY FOR NON-ACADEMIC VIOLATIONS

To determine the length of the ineligibility period(s) all extracurricular activities will be divided up into Athletics and Performing Arts & Leadership.

Current activities include:
Athletics: Football, Volleyball, Cross Country, Basketball, Wrestling, Track, Golf, Soccer, Baseball, & Softball
Performing Arts & Leadership: Dance, Cheer, Fine Arts Ensembles, Plays/Musicals, *NHS, *FFA, *FCCLA

*Affiliation with state or national organizations may require stricter eligibility requirements.

Any stricter requirements will require communication between sponsors and participants prior to any violation. Communication will be verified through student and parent signatures. The length of the ineligibility periods will be assigned as described below.

Athletics

1. First Offense – 1/3 of the season's competitions
2. Second Offense – 2/3 of the season's competitions
3. Third Offense - One year, twelve (12) calendar months, of ineligibility shall be imposed from the date of the last offense.

Performing Arts & Leadership

1. First Offense – 60 calendar days
2. Second Offense – 180 calendar days
3. Third Offense – One year, twelve (12) calendar months

Anytime there are three or more offenses within a year, twelve (12) calendar months, the last offense shall be considered a third offense making the student ineligible for one year, twelve (12) calendar months from the date of that offense, whether or not the student is out for an activity.

Weeks of ineligibility are weeks when there are performances or contests in the extra curricular activity that the student is participating in. Weeks of ineligibility will carry over from one extra curricular activity to the next until all weeks of ineligibility have been served.

In order for an ineligibility period of time to be considered officially served, the ineligible student must start and complete the entire performing activity "season" in good faith as determined by the sponsor/coach of said activity.

D.VIOLATIONS HAVE OCCURRED WHEN:

For an offense to be considered a first offense it must have happened after initial involvement in any extracurricular activity that could start as early as the beginning of ninth grade. It will be counted as an offense even if the student is not currently out for an activity.

For an offense to be a second offense it must be the second offense to have happened within twelve (12) calendar months. It will be counted as a second offense even if the student is not currently out for an activity.

For an offense to be considered a third offense it must be the third offense to have happened within twelve (12) calendar months. It will be counted as a third offense even if the student is not currently out for an activity.

E. DUE PROCESS PROCEDURE

Due Process procedures shall be followed in the handling of each case. Essentially the procedure will be the following:

1. The principal shall handle the hearing. He/she may include the activity director, coach(es), teacher or other administrator as he/she chooses to hear the case.
2. Prior to the hearing to determine whether a violation has occurred, the student will be furnished with a written or oral statement from the high school principal of the alleged misconduct sufficient to prepare a defense to the charge, setting out the student's violations of the academic or conduct requirements set out herein.
3. If the student denies the charge, the principal shall explain the evidence and give the student an opportunity to tell his/her side of the story.
4. The high school principal shall then determine whether the student should be declared ineligible. If the student is declared ineligible, said ineligibility shall commence immediately.
5. If the student(s) is not satisfied with the decision arrived at above, he/she will, at his/her request, be granted an informal hearing before the Board of Education.
6. If the student is not satisfied with the school board's decision, he or she may appeal within thirty (30) days to the Department of Education.

However, the ineligibility period will begin with the school board's decision and will not be delayed pending the State Board's decision.

MID-PRAIRIE COMMUNITY SCHOOL DISTRICT
STUDENT ACTIVITY PROGRAM

I, _____ have received from the Mid-Prairie Middle School/High School a copy of the Student Handbook for 2023-2024 I have read and understand the Good Conduct Code and the requirements for academic eligibility.

I agree to abide by the Good Conduct Code as a requirement for my participation in extracurricular activities at Mid-Prairie Middle School/ High School.

Student printed name: _____ Grade: _____

Student Signature _____ Date: _____

Parent/Guardian: _____ Date: _____

Scholarship Rule

As of April 4th, 2024 the Department of Education changed the scholarship rule from 30 days out of activities to 20 days out of an activity.

See excerpt below...
If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 20 consecutive calendar days unless the student has already served a period of ineligibility for 20 consecutive calendar days in another school-sponsored activity. A student shall not serve multiple periods of ineligibility because of a failing grade.

Link for guidelines -
https://ighsau.org/upl/downloads/content-blocks/2023-24-scholarship-guidelines-updated-4-4-24.pdf

FORMS

Coaches Links

- Application For Coaching Authorization or Renewal of Authorization
- Frequently Asked Coaching Authorization Questions
- MP Link to Concussion, Physical and Good Conduct Forms
- ***Sports Classification/Calendar/State Info.***
- ***Nominate to Academic All State - Boys***
- ***Nomination forms , etc. Girls Union***
- ***IHSAA BY-Laws and Rules***
- ***IHSAA Certificates***
- ***Fundraising Form***
- ***Department of Edu/IHSAA Basics - Eligibility, etc.***

Student Injury/Accident Report Form

It is the coach's responsibility to fill out a form after each incident at practice or contest.

Accident Report

Parents Phone # _____

Name of student: _____

Address: _____

Date of incident: _____

Location of incident: _____

Please write a brief description of what occurred:

_____

_____

_____

_____

_____

_____

_____

Please list any eyewitnesses to the incident: _____

Please indicate what procedure (s) were taken to resolve the incident: _____

_____

_____

Signature _____

EMPLOYEE WORK INJURY REPORT

Employee Name: _____

Employee Address: _____

Phone number where you can be reached: _____

Job Title: _____ Date of Injury: _____

Time of Accident: _____

Where did this injury occur?
_____

What were you doing when injured?

_____

_____

Describe the injury or illness in detail and indicate the part of the body affected:

_____

_____

Was this injury witnessed, if so, by whom?
_____

Did you lose time from work? No _____ Yes _____
How long? _____

Did you see the School Nurse? No _____ Yes _____

Did you see a Physician? No _____ Yes _____

If yes, name of facility and doctor
_____

_____ _____
Employee Signature Date

Iowa Department of Human Services

REPORT OF SUSPECTED CHILD ABUSE

This form may be used as the written report which the law requires all mandated reporters to file with the Department of Human Services following an oral report of suspected child abuse. If your agency has a report form or letter format which includes all of the information requested on this form, you may use the agency format in place of this form.

Fill in as much information under each category as is known. Submit the completed form within 48 hours of making the oral report to the Centralized Intake Unit, PO Box 4826, Des Moines, Iowa 50305.

FAMILY INFORMATION

Name of child	Age	Date of birth
Address	City	State
Phone	School	Grade level
Name of parent or guardian		Phone *(if different from child's)*
Address *(if different from child's)*		

OTHER CHILDREN IN THE HOME

NAME	BIRTH DATE	CONDITION

INFORMATION ABOUT SUSPECTED ABUSE

In this section, indicate the date of suspected abuse; the nature, extent and cause of the suspected abuse; the persons thought to be responsible for the suspected abuse; evidence of previous abuse; and other pertinent information needed to conduct the assessment. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such as building administrator, supervisor, etc.

REPORTER INFORMATION

Name and title or position	
Office address	
Phone	Relationship to child
Names of other mandatory reporters who have knowledge of the abuse	
Signature of reporter	Date

Iowa Department of Human Services

SUSPECTED DEPENDENT ADULT ABUSE REPORT

This form may be used as the written report that mandatory reporters file with the Department of Human Services following an oral report of suspected dependent adult abuse. See page 2 for instructions.

There are three criteria for a dependent adult abuse referral:

(1) A dependent adult. (2) Abuse as defined in Iowa Code 235B. (3) A caretaker, if applicable.

REPORT INFORMATION

Name of Dependent	Phone ( )	Birth Date	
Street	City	State	Zip Code

1. Person is a dependent adult because:

2. Type of abuse noted:

- ✎ Physical injury
- ✎ Sexual offense
- ✎ Financial exploitation
- ✎ Unreasonable punishment
- ✎ Denial of care by dependent adult him/herself
- ✎ Denial of care by caretaker
- ✎ Unreasonable confinement

Information about suspected abuse: (Incidents, previous abuse, person responsible for abuse, name and address of guardian, etc.)

3. Caretaker: (Omit if deprivation is by the dependent adult.)

Name		Phone ( )	
Street	City	State	Zip Code

Person is a caretaker because:

REPORTER INFORMATION

Name	Position	Relationship to Adult
Office Address		Phone ( )

Names of other mandatory reporters who have knowledge of the abuse

Signature of Reporter	Date

Parent/Coach/Student Agreement

Both parenting and coaching are very rewarding but can be challenging at times. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefit to the students. When students become involved in school activities, parents/guardians have the right to understand what expectations are placed on their child. This begins with clear communication between coach and parent/guardian.

Information the coaches should communicate to the parent/guardian (written format):

1. Expectations the coach has for the athlete as well as the team
2. Location and times of all practices and contests
3. Team requirements, i.e. fees, special equipment, off-season conditioning
4. Procedure to follow should the athlete be injured during practice or game
5. Team rules/guidelines and lettering requirements

When students are involved in activities at Mid-Prairie, they should experience some of the most rewarding moments of their lives. However, it is important for them to understand that there also may be times when things do not go the way the student wishes. On occasion, students can become confused, disappointed, or frustrated with their experience in school activities. **In this safe and supportive environment, students are encouraged to advocate for themselves by first approaching their coach to discuss concerns.**

Communication the coach should expect from the athletes:

1. Notification of any schedule conflicts in advance
2. Special concerns in regards to a coach's philosophy and/or expectations

If the matter is unresolved after that discussion, the following steps should be initiated:

1. Scheduled meeting with the student, their parent/guardian, and coach
2. Scheduled meeting with the student, their parent/guardian, and Activities Director
3. Scheduled meeting with the student, their parent/guardian, and Principal
4. Scheduled meeting with the student, their parent/guardian, and Superintendent

***** Meetings between coaches and parents/students should not happen right after an event or game. Please wait at least until the next day to have these meetings.**

Neither students nor parents/guardians should withhold information out of fear of "retaliation" if a negative experience occurs. Mid-Prairie has a responsibility to listen and respond to legitimate concerns when it comes to student experiences.

<u>Appropriate</u> concerns for parent/guardians to discuss with a coach:

1. The treatment of the athlete
2. Ways to help the athlete improve
3. Concerns about the athlete's behavior

It can be difficult for parents/guardians to accept their child not playing as much as they had hoped. Coaches are professionals. They make decisions based on what they believe to be best for all athletes involved. As with the lists above, certain topics can be and should be discussed between the parent/guardian and the coach. Other things, such as the following must be left to the discretion of the coach.

Inappropriate topics for parent/guardians to discuss with a coach:

1. Playing time or personnel decisions
2. Team strategy
3. Play calling
4. Other athletes
5. Postseason accolades

I have read and understand the above agreement between parent/guardian, student athlete, and coach.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Travel and State Trips

- **Hotels -- 4 Students to a room with 2 beds in each room**
- **Payment for Hotels -- This would come out of the Co-Curricular Budget. It does not come out of the team budget. This is for State events of which Drake would be one of those types of events. When the baseball team went West to the College World Series (Basketball team to St Louis), this would be the responsibility of the Resale for the particular sport.**
- **Procedure for hotels -- The Coaches can work with Cindy Malichky on the hotel reservations. Cindy usually works with the hotels to see if we can get them to direct bill the District.**
- **Payment for meals -- This is a hybrid. I have attached the credit card form we use that spells this out. Please review the form. AND the Athletic Boosters has "normally" provided cash to the coaches to help with meal expenses. It is my understanding that it is $X per student. What the Boosters do not cover is then paid by the school.**

Credit Card Policy(next page)

I acknowledge that I have read this form outlining the basic guidelines for using the school credit card. I understand that it is my responsibility to read and comply by the guidelines described below.

Meal Allowance Per Day **Staff Professional Development** **Staff/Students - State/National Events**	**$41.00** With a free hotel breakfast. **$54.00** Without a free hotel breakfast. **$31.00** With a free hotel breakfast. **$39.00** Without a free hotel breakfast.
Tax Exempt	We do not pay sales tax with the exceptions of gas and hotels. Present the attached tax-exempt certificate before the process is started.
Tips	Tips are not to exceed 18% of the bill; preferred is 15% We recognize tips may be included on groups of 6 or more.
Detailed Receipts	All receipts must show detail, not just the total. If a receipt is missing, you will need to get a copy or reimburse the district.
Purchase Order	Attach all receipts to a purchase order within three days. Make it out to Regions Bank or American Express depending upon which credit card you used.