Benton Community School

Activities Handbook



2026 - 2027

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Preface:

This activities department handbook has been prepared to provide a consistent source of information to staff members, administrators, and other persons that may be interested in the interscholastic activity programs of the Benton Community Middle/High School.

It is impossible to list all the details necessary for the complete operation of an activities program in a handbook. Therefore, each coach-sponsor 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. This booklet contains information, which may be useful to the coaches/sponsors in the performance of their duties. This booklet also addresses the coach-sponsor/administrator relationship.

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.

The Mission:

Benton High School Mission Statement

The mission of the Benton Community School District is "Quality Education for a Lifetime of Learning."

The Benton Community Activities Department supports the mission of the Benton Community Middle/High School and expects all coaches and sponsors to follow our guidelines to pursue success in their specific field. The principles of teaching, leadership, collaboration, and respect can be applied in extra curricular activities as well as in the classroom. These activities will teach life long lessons for students to take with them as they leave our school and pursue additional challenges in life.

We are very proud of our students, fans, and support groups that are present at Benton Community Middle/High School. It is important to remember that you, the coach or sponsor, are representing our school communities and to always act appropriately and support all of our activities at Benton Community.

The expectation of our activities staff at Benton Community is to demonstrate the same amount of care for all members of your programs, not just successful ones. This helps build collaboration among the team members. The best groups are the ones with the best practices. You must strive to show all members of the organization that they do matter.

All of our activities staff should have the expectation of success in everything they do. In order to instill success in our students, a coach/sponsor needs to demonstrate a caring environment. It is important that we listen to all of the players and communicate effectively with them.

Activities/Athletic Department Objectives:

1) ***To provide an attractive program for the student participant:***

- Provide the student with an enjoyable and rewarding experience.
- Make student safety and welfare our highest priority.

2) ***To give quality instruction in the fundamentals of each activity offered:***

- Specific fundamental skills and strategies.
- Sportsmanship, ethical conduct and fair play.

3) ***To be an integral part of the secondary school curriculum:***

- Inspiring all athletes and student participants to give their highest effort in the classroom, as well as in activities.
- To stress the importance of self-discipline in both the classroom, the community, and in co-curricular and extracurricular activities.
- Teach our students that dignity, self-worth & self-esteem are achieved through hard work.
- To create a positive school climate that is enhanced when student participants and the remaining student population works together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post secondary educational opportunities

4) ***To make the activities program a source of both school & community pride:***

- Help each participant interact positively with faculty, community and fellow students.
- Make the program a positive influence on all who come in contact with it.
- To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

A LETTER TO COACHES-SPONSORS

Dear Coach-Sponsor:

You have chosen to be a member of a profession that demands a great deal of your time, your dedication, your energy, and quite often your patience; yet in spite of this, leading a co-curricular and/or extracurricular program is a tremendously rewarding profession. We all dream of developing and coaching or guiding the incredibly gifted student, yet relatively few of our kids will have the opportunity to participate beyond high school. You as a teacher/coach/sponsor are in the position to influence numerous young people who will become productive members of our society; the leaders of tomorrow.

The way you treat an athlete/student participant should be the way you would want your child treated. You are working with young and impressionable students and you are charged with assisting in their development. Each individual is important and each must be understood and coached to the best of your ability. Your patience and understanding may be critical to the future of an individual who looks to you for guidance or just a friendly ear.

Competition is the backbone of interscholastic activities. It is an experience whose reward is measured differently by each individual. This reward may range from simply being on the team, to making the first team; from simply having a winning program, to winning a championship. Winning has been and always will be emphasized as the only measuring stick by many in our society, however, the true measure of our success often extends far beyond the final score of any contest. We cannot forget that long after the dust of competition has settled, what lives on and lasts are the lessons learned by our students. These lessons must be positive and should include character, hard work, determination, and teamwork.

Remember, our activities programs are an extension and an integral part of the educational process, and it is imperative we keep this in mind when we work with our students. As a coach/sponsor, you are a highly visible representative of the Benton Community School District. You must assume the responsibility that comes with the respect for that position. It is imperative that you be an ambassador for all activities offered by the Benton CSD. You must communicate effectively so that you can promote and sell your program, your campus, even the entire school district each and every time you have an opportunity.

The level at which you coach has little to do with the degree of respect you receive from athletes, student activity participants and parents. How you respond to them with honesty, patience, and understanding will determine your success over the years. My challenge to you is two-fold but simple; 1) be a positive role model like the people you loved and respected; 2) make a difference in the lives of your kids forever.

Respectfully,

Shawn Pfiffner
Activities Director/7-12 Asst. Principal
Benton Community Schools

COMMUNICATING WITH YOUR STUDENT'S COACH OR SPONSOR

Proactive Communication Adds to Success

Both parenting and coaching-directing are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your student. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach-sponsor:

1. Philosophy of the program.
2. Expectations the staff has for your child as well as all the students involved.
3. Locations and times of all practices and contests.
4. Program requirements i.e., practices, special equipment, out-of-season activities.
5. Procedures followed should your child be injured during participation.
6. Discipline that may result in the denial of your student's participation.

Communication coaches-sponsors expect from parents:

1. Concerns expressed directly to the coach or sponsor.
2. Notification of any schedule conflicts well in advance.
3. Information regarding a child's special needs, medical, etc.
4. Specific concerns with regard to a program's philosophy and/or expectations. As your students become involved in the programs at the Benton Community School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

1. The treatment of your student, mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior. It is very difficult to accept your child not participating as much as you may hope. Our activities staff are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach or director. However, the following should be left to the coach's or sponsors discretion:

1. Playing or participation time

2. Team strategy
3. Play calling
4. Other student-athletes or student participants

If you have a concern to discuss with a coach:

1. Call the coach, sponsor, or director to set up an appointment.
2. Please do not attempt to discuss these matters with a coach, sponsor, or director before, during or after a contest or practice. These can be emotional times for both the parent and the coach, sponsor, or director. Meetings of this nature do not promote a resolution.

If the meeting with the coach, sponsor, or director does not provide a satisfactory resolution, call Activities Director Shawn Pfiffner (319) 228-8701 ext 1352 and make an appointment to discuss the situation.

We hope the information provided makes your experience with the Benton Community School District athletic program more enjoyable both for you and your student.

Head Coach- Job Description

General State of Responsibility: The head coach of each sport has the responsibility of carrying on the sport in the best interests of the school district by adhering to the policies and regulations of the school as well as the practices and procedures of the school's administration. Each head coach should have a working knowledge of the individual practices as outlined by the WaMaC Conference, the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

Head Varsity Coaching Duties:

1. Serve as liaison between the coaching staff and the Athletic Director.

2. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the WaMac Conference and the Benton Community School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.

3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

4. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of the overall program.

5. Trains and informs staff and encourages professional growth by promoting clinic attendance.

6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.

7. Maintains discipline, mediates grievances, and works to increase morale.

8. Assists the Athletic Director in scheduling, providing transportation needs, and requirements for all games, tournaments, and special sports events.

9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.

10. Coordinates facility needs/repairs with maintenance and school employees.

11. Provides proper safeguards for eminence and protection of assigned equipment.

12. Recommends policy, method or procedural changes to the Athletic Director.

13. Monitor the grades and conduct of his/her athletes.

14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.

15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.

16. Directs student managers, assistants and statisticians.

17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.

18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.

19. Recommends/selects equipment and uniforms within budget appropriations.

20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.

21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.

22. Properly marks and identifies all equipment before issuing or storing.

23. Secures all doors, lights, windows and locks and stores all equipment before leaving the building or area. Supervises locker room area before and after practice.

24. Instills in each player a respect for equipment and school property, its care and proper use.

25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.

26. Responsible for reporting scores and information after every home contest to the designated press outlets. Statistics required by local media, league representatives and athletic union will also be the responsibility of the head coach. These duties may be delegated.

Assistant Coach- Job Description:

General Statement of Responsibility: The duties of assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance is required, and to perform delegated duties set forth by the head coach of that sport.

Assistant Coach Duties

1. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union, the WaMac Conference, and the Benton Community School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.

2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

3. Maintains discipline and works to increase morale and cooperation within the school sports program.

4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.

5. Coordinates facility needs/repairs with maintenance and school employees.

6. Provides proper safeguards for maintenance and protection of assigned equipment.

7. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.

8. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.

9. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.

10. Secure all doors, lights, windows and locks. Store all equipment before leaving areas. Supervises locker room area before and after practice.

11. Instills in each player a respect for equipment, school property, and their proper use.

12. Assist the Head Varsity Coach in carrying out his/her responsibilities.

13. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.

14. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.

15. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.

16. Never criticize, admonish or argue with the Head Varsity Coach or any staff members within ears or eyes of players and parents.

17. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.

18. Responsible for arranging with the Principal's secretary for substitutes because of athletic events. The Athletic Director may be contacted in an emergency.

19. Understands that drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.

20. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.

21. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

GUIDELINES FOR VOLUNTEER COACHES

A volunteer coach as defined by the state of Iowa is a non-paid person ***who holds a coaching authorization/endorsement*** and who is acting under the direction of an employed coach and with the knowledge and approval of the school administration.

Volunteers who do not have coaching authorization/endorsement can act only as an aide. Aides can in no way be engaged in the diagnosis, prescription, evaluation, assessment or direction of student learning during practice sessions. An aide is like a student manager.

Volunteers for the Benton Community Activities Department will also be required to go through an interview process with the head coach/director and administration. Background checks are to be administered just as a regular employee. Formal recognition is to be given in writing by the activities director and forwarded to the superintendent to be put on record. Interested parties seeking more information regarding coaching authorization or endorsement should contact the Benton Community Activities Director

An Effective Coach, Sponsor, or Director Should:

- Promote his/her program

  Sell yourself to your students
  Establish buy-in amongst your students

- Promote good media relations

  Promote your students for recognition and scholarships
  Make yourself available for public appearances
  Project a positive image…be positive, even when adversity strikes!

- Be an effective communicator

  Think before you speak
  Develop your oral and written skills
  Be a good listener
  Be honest and sincere
  Accept and value the opinion of others

- Promote accountability in your program

  Have clearly defined rules, expectations, and consequences
  Be fair and consistent
  Teach the importance of making good decisions
  Be positive
  Reward good discipline

- Be a motivator

  Realize that motivation has to come from within
  Have players write and discuss personal goals
  Teach your athletes to think positively
  Use inspirational stories, books, tapes, speakers, etc.
  Solicit leadership

- Be organized and set goals

  Establish the importance of goal setting
  Define your goals and put them in writing
  Sequence goals (short term, intermediate, long term)
  Evaluate progress
  Keep good records and files
  Know your strengths/weaknesses
  Script and post your practice schedule
  Use a clock and stick to your practice schedule

Preseason Checklist

1. Coach, Sponsor, Director Meeting with all levels
   Head coach or director should set expectations for their program. Outline your plan and coach your assistants to be ready to go day one.

2. Hold a Team Sign-Up.

3. Complete a Roster
   Include all active team members. Don't forget Managers. Provide roster to School Nurse and Attendance Secretary, Activity Director. Include name, number, and position if known. Input and keep up the current roster on Rschool.

4. Team Meeting
   Provide participants with practice schedules, game schedule, and expectations. Stress that physicals, E-Cards, concussion Forms must be completed before 1st practice.

5. Parent Meeting
   See Appendix for template. Feel free to use your own.

6. Team Rules-Guidelines
   Discipline procedures. (Send Copy to A.D.)

7. Collect Phone Numbers/Mass Communication Abilities
   Have a way to mass communicate with your team, i.e. text, email, app.

8. Practice Schedules to Participants and Activities Department.

9. Eligibility Checks- Check with A.D.

10. Purchase Orders- ALL DONE IN ADVANCE.
    Do not purchase anything without a purchase order already approved.

11. Pictures
    Pictures need to be scheduled and picture order forms need to be handed out to athletes.

12. Fill Out/Finalize Transportation Requests Before Season.
    Figure out where you're going, have the requests in and ready before your season starts. Then double check to be sure it's accurate before the day of the event.

13. Must Have All of Following Forms to Practice:
    a. Physicals- Students may not practice without this!!
    b. Concussion Forms- See Attached Procedure.
    c. Parental Permits
    d. Insurance- Usually done at Registration.
    e. Health/Emergency Cards

In-Season Checklist

1. Go over all Safety and Inherent Risk Discussion on day 1.
   Be sure to read any equipment warnings to the kids.

2. READ Good Conduct Code on Day 1.
   See Appendix A

3. Be sure to provide proper supervision including locker rooms.
   Adults need to be the last ones out. Set a time to get them out!

4. Equipment- Proper use and care.
   We work hard to pay for our equipment, protect it.

5. Philosophy- Playing Time/Line-Ups/Lower Levels.
   Know your philosophy; check that you are faithful to your philosophy. Be sure you communicate to lower levels your expectations on playing time, underclassmen opportunity, and program expectations.

6. Keep Rosters Current.

7. BE POSITIVE!

8. Have practice planned and execute your plan.
   They should be in writing/typed and available to all staff at your practice.

9. Be Prepared by and for Game Day.
   Plan practices to peak on game day. Assume nothing, leave no stone unturned.

10. Report all Scores at Varsity Level to the Media Outlets listed in the handbook. See pg. 22.

11. Update all scores and stats on BOUND in a timely manner.

Postseason Checklist

1. Check in all equipment. (Keep good records to avoid hassle)
2. Prepare an End of Year Report and turn in to A.D and Activities Secretary.
3. Schedule End of the Season Awards Night.
4. Attend a year-end evaluation meeting with AD.

ACADEMIC ELIGIBILITY

1) A student must receive credit and be enrolled in at least 4 class periods or 3 block classes the term prior to and during the season.
2) A student must pass **ALL** classes and make adequate progress toward graduation to remain eligible.
3) If a student is not passing all at the end of a grading period, the student is ineligible for a period of 30 consecutive calendar days set by the IHSAA/IGHSAU in the interscholastic athletic team in which the student is a participant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students. **IHSAA/IGHSAU Academic Consequences are located in the appendix.** Schools will check grades at the end of each grading period to determine eligibility.
4) A student with a disability and an IEP is judged based on progress made toward IEP goals.
5) The ability to use summer school or other means to make up failing grades for eligibility purposes is not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers**.**

https://www.iahsaa.org/wp-content/uploads/2019/09/GuidanceScholarshipRule.pdf

COMMON CAUSES OF LIABILITY

1. Failure to supervise an activity in a reasonable manner.
2. Negligently entrusting a duty to an under qualified or unqualified individual.
3. Failing to properly teach skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment.
6. Failing to inspect, repair, or recondition equipment properly.
7. Failing to teach athletes to inspect their own equipment.
8. Failing to provide proper effective equipment
9. Failing to have athletes play an activity properly
10. Failing to create safe policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safety standards of pertinent administrative organizations.
13. Failing to warn of inherent dangers of the activity.
14. Failing to keep adequate and accurate records.

LIABILITY REMINDER:

1. Inform students and their parents of the inherent dangers and risks of your activity. When teaching skills and techniques, inform the students of the consequences of failing to perform that task properly.

2. Do not allow students to participate without a physical or concussion form.

3. Inspect equipment as to its safety. If faulty, be sure access is blocked until replaced or repaired.

4. Supervise your area and activity from the start to the finish. Do not allow students access to equipment or facilities without your presence, especially locker rooms, the weight room, wrestling room or gymnasium.

5. Following injuries, fill out an injury report form and turn it into the Activities Director/school nurse.

6. Keys: Coaches/Sponsors are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

PREVENTION AND CARE OF ATHLETIC INJURIES: GUIDELINES

The coaching staff or directors of each activity are responsible for seeing that all known injuries that occur during practices and games are cared for properly.

Use this procedure as a guideline.

1. Determine the extent of the injury as major until finding otherwise.
2. If the injury requires medical care, obtain the services of an athletic trainer or doctor in attendance. If no doctor is available, call the ambulance/or rescue unit.
3. A school official should accompany the student to the hospital when possible.
4. As soon as possible, contact the student's parents or guardian.
5. File an injury report form in the athletic office providing all required information.

ATHLETIC TRAINER:

Physical Therapies P.C.will be contracted through Benton Community for the 2026-2027 school year. Physical Therapies P.C. will be on hand at all Home varsity contests and all home MS football contests. The athletic trainer will also travel to all away varsity football contests. They are also available at select lower level activities as well. The trainer will also have weekly posted "Training Room" hours available from 2:30 pm - 5:30 pm at least four (4) days per week. Please utilize the

trainer in diagnosis and treatment of injuries. They will also recommend further treatment plans. All head coaches will introduce the athletic trainer at parent meetings.

HOSPITALS:

Injuries suffered by athletes on out-of-town trips often develop into difficult problems. Fees by hospitals and doctors usually exceed our protection schedule and usually the home doctor ends up with 90% of the treatment and 10% of the fee. In addition to the problem of fees, the treatment administered does not always coincide with the home doctor's methods.

When a player is injured, we want him/her to have the best care possible. However, the attending physician should be informed that we wish to have the treatment given at home if possible. In most cases, by immobilizing and protecting the area, a boy/girl may be transported home where X-rays and treatment by a local physician is to be at all times respected. Check with parents if possible.

LOCAL HOSPITALS/Trainer

St. Luke's – 1026 A Ave. N.E., Cedar Rapids – 319-369-7211 – 319-369-7105 for EMERGENCY

Mercy - 701 10th St. SE Cedar Rapids - 319-398-6011

Virginia Gay – 502 North 9th Ave., Vinton - 472-6200

Ambulance: 911

Athletic Trainer: Physical Therapies P.C. - 319-363-2901 - 645 32nd Ave. Ste A, Cedar rapids, IA 52404

SECURITY:

Sheriff's Office – 472-2337

Highway Patrol – 396-1922 if no answer call 396-4414

Police Radio – 472-4777 EMERGENCY POLICE
472-2321 ROUTINE BUSINESS

OVERNIGHT TRIP – POLICY SUGGESTIONS

Keep in mind, these trips are extensions of the school day and guidelines already in place govern actions and habits of both students and supervisors. No smoking, no alcoholic beverages, or inappropriate conduct(by students or adults) as per usual school day.

All chaperones must pass a background check and be board approved.

Have a defined itinerary to give to parents and students including time schedules, activities, money, and other needs (what to bring).

List of all students, supervisors, parent/guardian, with phone numbers (home and work) also include a secondary phone number of a close relative.

List of all administrators with phone numbers (home/work).

Assign rooms, separating students from normal peer groups.

When possible, a certified staff member should stay in every room, if not possible, Supervisor rooms are to be alternated between student rooms. One supervisor for every 4 students would be adequate. Students are never to be in any room other than those designated for the entire group. No one other than our group members are to be in our rooms unless given direct permission from the head sponsor.

The number of supervisors/sponsors will be determined by the Head Sponsor, Activities Director and the Principal. Expenses for spouses are not reimbursable unless acting as a supervisor/sponsor.

Behavior contract signed by student including the following: expected rules of conduct, parental permission, parent phone numbers, doctor, medical needs/awareness, disciplinary measures to be taken(parents to come immediately and pick-up any student who is violating trip rules).

Prior to departure, luggage checks, limitations on amount of luggage per individual, review of overnight policy with all members, collection of all behavior contracts/parent permission, make sure these items are carried by the head supervisor.

Room checks regularly, room curfews, lights-out time limits, room blocks on ordering videos, adult movies, long distance calls, etc. Supervisors are to be very aware of the importance of following through with the policy statements.

On return from the trip, plans for student pick-up at school.

STAFF DEVELOPMENT/CLINIC POLICY

The following are guidelines for coaches and sponsors in regard to attending clinics related to professional development.

1. Sponsors/coaches are encouraged to attend professional development activities associated with their respective assignments.

2. Expenses for one overnight activity will normally be paid for by an activity account. Expenses for more than one overnight activity (by a Head Sponsor/coach) will only be paid by the school district at the discretion of the Activities Director and principal.

3. Assistant/middle school sponsor/coaches will be limited to one clinic per sport supported by the activity account; other activities will need to be covered by the sponsor/coach.

4. Clinics/professional activities, which involve absence from teaching duties, require advance approval by the administration.

5. If the coach/sponsor is the only one attending a clinic he or she is responsible for referring any new information to the other coaches and sponsors of that sport/activity.

6. Out of state clinics are at the expense of the attending coach/ sponsor unless approved by the principal and athletic director.

7. Additional expenses for spouses are not reimbursable.

BUS/TRAVEL GUIDELINES

The following rules and regulations are an accumulation of past and present recommendations for co-curricular and extra-curricular bus trips. The purpose of addressing this issue is to clarify and define for staff, students and parents/guardians guidelines for the safe transportation of all those involved.

1. All passengers are to be seated while the bus is moving.

2. The bus driver has final decision regarding travel in all types of weather conditions and mechanical operations of the bus and also in routes taken to arrive at the proper location. The head sponsor/head coach is back-up to the driver if the driver would become unable to perform

those duties. If the driver leaves the location of the event, the driver is to secure permission from the head sponsor/coach, and notify the sponsor/coach of the destination and expected time of return. The bus driver is also responsible for the security of the bus while vacant or parked.

3. The head sponsor/head coach is responsible for the conduct of all passengers, necessary disciplinary measures to assure safety of all passengers, decisions concerning where and when the bus will stop for food, drink, restrooms, breaks, eating and drinking on the bus, use of windows, seat assignments and other matters of this nature. The sponsor/coach is also responsible for the cleanliness of the bus following the return of the trip.

4. Passengers are to keep body parts and objects inside the bus, out of the aisle, and to yourself.

5. Conduct of students, appropriate clothing, language and manner are specified in the student handbook and are to be followed accordingly. Disciplinary guidelines are also addressed in this handbook and are to be used for matters not specifically mentioned in this new policy.

6. On all extracurricular athletic bus trips male and female passengers are to be separated (front of the bus, back of the bus for cheerleaders—side to side for events such as girls/boys track, etc.). The sponsor/coach is to sit in between the front and back separating the genders. The sponsor/coach can give permission for boys and girls to sit together for a short time period (5 minutes or less). The sponsor/coach is also to monitor (move up and down the aisle) the bus periodically to check for student safety as well as inappropriate behavior.

7. Sponsors/coaches can add to this list of rules as they deem necessary.

8. On all co-curricular events the boy/girl relationship policy in the student handbook is to be followed. This rule establishes hand holding only and no other form of contact between male and female students or guests. The sponsor/coach can add to these guidelines at their own discretion. The disciplinary measures listed in item 16 will apply.

9. Trash bags will be provided for disposal of garbage. Passengers are to keep the bus neat and clean at all times. Absolutely NO LITTERING.

10. Students are to return from the event on the bus unless the parent or legal guardian has signed the non-school travel request form at the event and in the presence of the sponsor/coach.

11. Bus cameras will be available at the request of the sponsor/coach, driver, or administrator. Please give the transportation supervisor a 24-hour notice.

12. If an incident occurs, the Activities Director or building principal are to be contacted within 24 hours (immediately if necessary). A written report will need to be turned in to the administration

no later than 48 hours after the incident.

13. An adult sponsor/coach is to remain on site until all students have left the school grounds following the out-of-town event.

14. The bus driver may be assigned supervision duties by the head sponsor/coach.

15. A cell phone should be taken on the trip if available. The head sponsor/coach can check with the high school or junior high office for cell phone availability.

16. Disciplinary measures
    a. 1st offense: Verbal warning.

    b. 2nd offense: Verbal warning and change of seat to near that of sponsor/coach. Meeting with parents, students and Athletic Director.

    c. 3rd offense: Change of seat to near sponsor/coach. Removal from next extra-curricular or co-curricular bus trip. Meeting with Principal, Activities Director, parent and student

17. Emergency, administrator, and student phone numbers should be available.

Benton Community School Car Use Policies

It is a privilege to be able to drive the vehicles of the Benton Community School District. By signing this letter I fully understand the guidelines and rules to be able to drive a school vehicle. I understand that by not adhering to the rules could result in losing my privilege to drive a school vehicle.

To drive a school vehicle:
If I am a school employee I must have a valid driver's license (copy to be given to the transportation department) AND I must read and sign this form.

If I am NOT a school employee I must have a valid driver's license (copy to be given to the transportation department) AND I must read and sign this form. A background check (One source) must be completed and I must be board approved.

-I will follow all speed limits and traffic laws.
-I will NOT use my cell phone except for emergencies only.
-I will clean out all trash when returning the vehicle.
-I will use my seat belt and make sure all passengers are wearing their seat belt as well.
-I will report all accidents immediately to Tim Lyons (319-228-8426) or (319-270-4287)
-I will pay all fines received while in possession of a school vehicle.
-If I would need to fuel the school vehicle I will sign and print my name on the receipt.
-I will not drive after consuming alcohol or be in possession of alcohol in a school vehicle.
-There will be no use of tobacco products while using the school vehicle.
-Must have a valid driver's license, be certified and if not a school employee be board approved and pass a background check.

Employee Name (Print) _____

Employee's Signature: _____

Driver's License Number: _____Date:_____

PARENTS' MEETINGS

It is suggested that each head coach / sponsor conducts a parent' meeting prior to the start of their competitive season. Communication is one of the best ways to avert trouble and gain support.

Possible items to discuss with parents of the students in the program:

1. The activity conducts policy and training rules.
2. Proper training techniques and diet.
3. The treatment of injuries.
4. The program's philosophy, goals and objectives.
5. Review with the parents the tensions they may experience with a child playing or not playing. All of us feel our children are the best and want them to be happy. If they do not play, the coach is usually blamed. The coach/sponsor will play his/her best students. Athletes have frustrations: they voice them and then usually go on and improve if others do not interfere.
6. Equipment that the students will need to buy.
7. Policies regarding transportation, practice, and vacations (spring and winter).
8. Warnings of risk related to participation in the activity.
9. How conflicts can be resolved if they occur between two school programs.
10. Let the parents know you are open to questions and discussions.
11. Encourage parents to be positive. Do not tear the team down, talk to the coach-sponsor if they have concerns.
12. Our program is an educational one; students will grow from both positive and adverse situations.

Open Enrollment

Students may request to enroll into another school district at any time during the school-year. The district to which the student wishes to open enroll may refuse the enrollment request based on insufficient space as defined in the receiving districts' school board policy.

Parents/guardians of open enrolled students whose income falls below 200% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Restrictions on participation in interscholastic athletic contests and competitions.

A pupil who transfers school districts under open enrollment in any of the grades 9 – 12 shall not be eligible to participate in varsity interscholastic contests and competitions during the first 140 consecutive calendar days of the transfer. This restriction also shall apply to transfers resulting from an approved petition filed by a parent or guardian to transfer to an alternative receiving district and when the pupil returns to the district of residence using the process outlined in DE Administrative Rules. The 140-consecutive calendar days restriction does not prohibit the pupil from practicing with an athletic team during the 140 consecutive days of ineligibility. The 140-consecutive calendar days restriction is not applicable to a pupil who:

1) participates in an athletic activity in the receiving district that is not available in the district of residence.
2) participates in an athletic activity for which the resident district and receiving district have a "cooperative student participation agreement" in place as provided by rule 281-36.20(280).
3) is requesting open enrollment due to a change in circumstances that meet the definition of good cause exemption from the 140 consecutive calendar days waiting period in Iowa Code 282.18, subsection 11, paragraph 1, subparagraph 8, including:

    -change in a child's residence due to a change in family residence.

    -change in a child's residence from the residence of one parent or guardian to the residence of a different parent or guardian.

    -change in the state in which the family residence is located.

    -change in a child's parents' marital status, a guardianship or custody proceeding, placement in foster care, adoption, participation in a foreign exchange program.

    -participation in a substance abuse or mental health treatment program.

    -change in the status of a child's resident district such as removal of accreditation by the state board, surrender of accreditation, or permanent closure of a nonpublic school, revocation of a charter school contract, the failure of negotiations for a whole grade sharing, reorganization agreement, or the rejection of a current whole grade sharing agreement or reorganization plan.

FUNDRAISING

Students may raise funds for school-sponsored events by having the coach/sponsor fill out the appropriate fundraising form for board approval. This form must be approved by the Building Principal and then submitted to the Activities Director prior to September 1. If this policy is not followed as written, the disciplinary steps will be:

1st Offense- Letter of reprimand to be placed in personnel file signed by Activities Director and Staff Member.
2nd Offense- One half of money raised will be placed in the general activity fund.
3rd Offense- All money raised will be placed in the general activity fund.

Church Night

Wednesday Night has been reserved as church night. Events, activities, or practices must be completed by 6:00 P.M. unless otherwise approved by the Activities Director. Sunday's should be reserved for families. Therefore, on Sunday, no official practice will begin before noon and will be done by 6pm unless otherwise approved by the Activities Director and Superintendent.

In Season vs. Out of Season Activities

In season activities will take precedence over out of season activities. Practices for all out of season activities can't begin until 6:00 pm.

School Attendance as it pertains to Practice/Games/Events

The expectation for students to participate in an after-school practice or contest is that the student MUST be in attendance the last half of the school day. The student must be at school by the end of "C" Lunch which is 1:05 pm on a normal day. On a 1:00 dismissal day, the student must be in attendance by the end of second period which is 10:23 am. Some situations may be excusable but must be approved by an administrator. Examples would be a funeral, doctor appointment, or college visit.

MEDIA CONTACT INFORMATION

KWWL	Phone: (800) 947-7746 319-291-1240 email scores: kwwlnews@kwwl.com
KCRG	Phone: (319) 398.8422 NewsLine9: (319) 365.9999 Toll-Free: 1.800.332.5443
KGAN	Phone: (319) 395-9060 1-800-642-6140

Newspapers:

Cedar Valley Times Vinton	1-319-472-2311 (collect) Fax 1-319-472-4811
Cedar Rapids Gazette	1-800-397-8258 Fax 1-319-398-5861
Waterloo Courier	1-800- 532-1455 or 1-319-291-1444 Fax 1-319-291-2069
Des Moines Register	1-800-532-1455 Fax 1-515-286-2504
Star Press Union/Belle Plaine	1-319–444-2520 Fax 1-319- 444-2522
Marengo	1-319- 642-5506 Fax 1-319- 642-5509
Iowa Girls High School Athletic Union	Phone: 515-288-9741
Iowa High School Athletic Association	Phone: 515-432-2011

TO SIGN IN TO FILL OUT PURCHASE ORDERS:

Grant Wood Services and Programs: https://business.gwaea.org/cfapps/gwapps/
Services and Programs
Account Number:
E21-3202-1900-920-Acct # - expense #

Your account number is a four-digit number.
The expense account number is a three-digit number. Get your individual account number from me.

The following is a list of Expense and Income Account numbers:
Expense:
349 – Other Professional
618 – Supplies
619 – Apparel Fees (All apparel expense, except camp apparel)
810 – Dues/Fees
580 – Travel
Income:
1710 – Admissions (Gate)
1745 – Entry Fees
1749 – Student Fees
1790 – Fundraiser
1991 – Apparel Resale (All apparel receipts, except camp apparel)
1999 – Misc. Revenue

Fine Arts: 910
Athletics: 920
Clubs: 950

NEW START-UP ACCT # FOR CASH: B21-0000-000-0000-104-0000

Appendix A

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION & IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT PROTOCOL

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 Athletic Association and Iowa Girls High School Athletic 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 athletic trainer.

For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

1. No student should return to play/competition (RTP) or practice on the same day of a concussion.

2. A licensed health care provider should evaluate a student suspected of having a concussion on the same day the injury occurs.

3. After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms.

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

The Iowa High School Athletic Association and Iowa Girls High School Athletic 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 any licensed health care providers 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 has provided written clearance for the student to return to participation.

Licensed health care providers 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 Athletic Association or Iowa Girls High School Athletic Union have designated licensed health- care providers 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

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 medical professionals designated by Iowa Code 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 athletic 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. An appropriate health care professional, 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 an appropriate health care professional, 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 primary health-care provider or concussion specialist for further activity. 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 health care provider 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.

ACADEMIC INELIGIBILITY SUSPENSION DATES

IGHSAU Sports	***1st Competition Date***	***Eligibility resumes at 12:01 a.m. on THIS Date:***
Cross Country	***Aug. 24***	***Sep. 23***
Volleyball	***Aug. 24***	***Sep. 23***
Swim & Dive	***Aug. 24***	***Sep. 23***
Bowling	***Nov. 9***	***Dec. 22***
Wrestling	***Nov. 16***	***Dec. 15***
Track/Field	***March 8***	***April 7***
Golf	***March 24***	***April 22***
Soccer	***April 1***	***April 30***
Softball	***May 17***	***Jun 15***

IHSAA Sports		
Cross Country	***Aug. 24***	***Sep. 23***
Football	***Aug 28***	***Sep. 26***
Basketball	***Nov. 30***	***Dec. 29***
Bowling	***Nov. 23***	***Dec. 22***
Swim	***Nov. 25***	***Dec. 24***
Wrestling	***Nov. 30***	***Dec. 29***
Track/Field	***March 8***	***April 7***
Golf	***March 29***	***April 28***
Tennis	***March 29***	***April 28***
Soccer	***March 29***	***April 28***
Baseball	***May 13***	***Jun 12***

BOARD POLICY #504.6

Date Received by Activities Office: _____

BENTON COMMUNITY SCHOOLS FUND RAISING PROJECT APPROVAL FORM

Current Board policy requires ALL organizations and groups raising money for school related projects to schedule the project by completing, filing, and receiving board approval for the project. Completed forms should be returned to: Craig Huegel, Activities Director, Benton Community Schools, 600 First Street, Van Horne, IA, 52346-0070. The completed form should be received by the Activities Office PRIOR TO SEPTEMBER 1st.

IF YOU HAVE QUESTIONS CONCERNING YOUR PROJECT OR THE COMPLETION OF THIS FORM, PLEASE CONTACT YOUR BUILDING ADMINISTRATOR OR THE ACTIVITIES OFFICE.
PHONE: 319-228-8701

NAME OF GROUP REQUESTING FUND RAISING PROJECT: (PLEASE PRINT)

CONTACT PERSON:

HOME PHONE: WORK PHONE:

ADDRESS:

REASON FOR RAISING FUNDS:

PLEASE DESCRIBE YOUR ACTIVITY:

PROJECT START DATE: PROJECT END DATE:

PROJECT REVENUE: PROJECT EXPENSE:

PROFIT:
If students are involved in the fundraising project, please have a student representative of the group indicate their involvement and support of the project by signing:
Student Signature:_____Date:_____

Applicant Signature:_____Date:_____
Board Approval:_____Date:_____
*Copies to: Activities office, Superintendent/Board, Fundraising group.

BENTON COMMUNITY SCHOOLS ACTIVITY FUNDRAISING PROJECT REPORT

2026-2027 Fiscal Year
H:\Fund Raising

District Information Name of Activity or Organization: _____

Sponsor/Director/ Coach: _____
Building and/or Grade level: _____ Project Name/Description: _____

Approval Information

Board Approval Yes No
Approval Date: _____
Estimated Expenses $_____
Estimated Profit $_____

Vendor Information Company Name: _____ Address: _____
Phone Number: _____
Fax Number: _____
Sales Person: _____

Product Information

Purchase Order Number: _____ Quantity Ordered: _____
Unit Cost: _____
Invoice Number: _____
Date submitted for payment: _____ Check Amount: _____
Check Number: _____

Total Expenses: $_____ Total Revenue: $_____

Net Profit: $_____

Please Attach/staple Copies of: Board Approval Form, Purchase Order(s), Invoice(s), Deposit Tickets/Receipts

Signature: _____ Date: _____

BENTON COMMUNITY GOOD CONDUCT POLICY:

Statement of Philosophy:

The Board of Directors of the Benton Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days of the year, both in and out of school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must meet the eligibility criteria established by the board, administration and individual activity coaches and sponsors.

Applicable Activity Programs:

The Good Conduct Code applies to all extra-curricular activities. The following activities are examples covered by, but not limited to, the Board's policy and these rules:

1. Athletics
2. Fine Arts
3. Elected offices, including royalty
4. Clubs and organizations
5. Any other school activity where the student represents the school outside the classroom, (i.e. overnight trips, etc.)

Good Conduct Rule:

After a due process proceeding at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as set forth below. All applicable activities may have additional standards/consequences that must be reviewed with the student participants and made available upon request to parent(s) or guardian(s) within the first 2 weeks of the season. A student may lose eligibility under the Good Conduct Rule for the following behaviors:

Possession, use or purchase of tobacco products, e-cigarettes or "look alike" tobacco products regardless of the person's age;

Possession, use or purchase of alcoholic beverages, including, "near beer."

Unlawful sale, distribution, or being under the influence of alcohol or drugs;

Possession, use or purchase of illegal drugs or "look alike" drugs;

Unauthorized possession, use or purchase of otherwise lawful drugs;

Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

If a student transfers in from another school district and the student has not yet completed a period of ineligibility for a Good Conduct Rule violation in the previous school, the administration will have the discretion to review each case and determine the appropriate ineligibility on a case-by-case basis.

Good Conduct Rule Penalties:

Any Student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, is subject to a loss of eligibility as follows:

--***First Offense within the student's high school career:*** three (3) weeks of ineligibility, may be reduced to two weeks if the student attends an approved (by administration) professional counseling session within the two weeks of ineligibility and provides proof of attendance.

--***Second Offense within the student's high school career:*** six (6) weeks of ineligibility plus proof of attendance at an approved (by administration) professional counseling session within the six weeks of ineligibility.

--***Third Offense within the student's high school career:*** One year of ineligibility plus proof of attendance at an approved (by administration) professional counseling session within the one year of ineligibility.

In all cases the period of ineligibility begins with the first date of competition or public performance for the activity the student is involved in.

- An ineligible student shall attend all practices but may not travel with the team, be on the bench, sidelines, dugout, etc. during competitions or performances.
- An ineligible student serving a Good Conduct consequence must finish the season in good standing in order to fulfill the entirety of the consequence
- Once the Good Conduct ineligibility begins the days of ineligibility will run concurrently

Good Conduct Rule Appeals:

Any Student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal within 5 days of being advised of the superintendent's decision. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

The state-mandated eligibility will be explained to all students. For athletics and activities, you will need to pass all classes. All students are expected to be in attendance the day of a performance, specifically the second half of the day by 12:30 pm, and also the morning following a performance, unless specific arrangements have been made in advance. If a student leaves school because of illness, he/she will not be allowed to participate that night. If the student is absent on a Friday, and without fever for 24 hours, they may participate on the following Saturday. Special situations arise, and all students should check with the activities office or principal's office before they leave. Funerals, doctor appointments, and college visits are deemed permissible, but must be prearranged and approved in advance through the principal's office. If a student is only in attendance for the last part of a day, the missed morning time during the day must be excused by a parent/guardian or the student will not be allowed to participate.

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION HAZING POLICY:

The Iowa High School Athletic Association believes all individuals should be treated with respect and dignity. Students should be able to participate in IHSAA-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of hazing and to ensure such conduct is prohibited. Policies enacted by schools should be in accordance with sections of the Iowa Code that addresses hazing.

ACADEMIC CONSEQUENCES:

If a student is required to perform as part of a grade (e.g., band or choir), and that student violates the Good Conduct Rule, the student will be withheld from participation but without any impact on the student's grade for the course.

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

APPEALS:

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 5 days prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

HANDBOOK VERIFICATION FORM

****

(Return to your coach/sponsor/director)

I have read, understand, and will abide by the above Code of Conduct.

Student's Name (print name)

Activity

Student's signature

Parent or guardian signature

Date