

2020-2021
COLFAX-MINGO COACH/SPONSOR
ACTIVITY HANDBOOK



Table of Contents

<u>Introduction</u>	4
<u>Opportunities at Colfax-Mingo Schools</u>	5
<u>Colfax-Mingo’s Philosophy for Participation</u>	5
<u>Expectations for Player’s Success</u>	5
<u>Organization & Administration of Athletic Program</u>	6
<u>Coach/Sponsor Responsibilities & Expectations</u>	7
<u>Social Networking Activity, Emailing, Cell Phone/Texting, & Web/Wiki Pages</u>	10
<u>Awarding of Athletic Letters</u>	11
<u>Business Procedures</u>	11
<u>General Regulations: School/Student Handbook</u>	12
<u>Middle School Ineligibility</u>	13
<u>Staff and Student Safety</u>	16
<u>Emergency School Closings (Code No. 504.7)</u>	17
<u>School Closing Procedures</u>	17
<u>Athlete Practice and Competition Attendance</u>	18
<u>Wednesday/Sunday Practice/Activities Policy</u>	18
<u>Conflict Resolution (Chain of Command for Grievances)</u>	18
<u>Concussion Protocol: (As adopted by the IHSAA and IGHSAU)</u>	19
<u>NASPE Coaching Standards</u>	19



Colfax-Mingo Jr/Sr High School

204 N. League Rd.
Colfax, IA 50054
515/674-4111
515/674-4940 (fax)

Todd Jones
Principal

Erica Pierce
Secretary

Erin Hume
Activities Director

Missy Daft
A.D. Secretary, Admin Assistant



Central Administration

515/674-3646
515/674-3921 - fax

Erik Anderson
Superintendent of Schools

Debra Hodgson
Board Secretary/Business Manager

Bert Deaton
Administrative Assistant

LiJean Thomas
Accounts Payable

Missy Daft
Student Information Systems
Specialist



BOARD OF EDUCATION

Patrick Utz-President
Chet Williams - Vice President
Mardell Tomlonovic
Doug VanDyke
Jan Myers
Mary Poulter
Dawn Gibson

Introduction

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students. Each student is accountable for the handbook's content. More details can be found in the School Board Policies located on the district's web site, www.colfax-mingo.k12.ia.us. The policies in this document are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district, and;
- To provide legal notices as required by the Iowa Department of Education and under federal law



Colfax-Mingo Athletics

PHILOSOPHY OF ATHLETIC DEPARTMENT

“Colfax-Mingo CSD mission is to develop lifelong learners, independent thinkers, and productive citizens of character.”

Where students will be safe, comfortable, and respected by faculty and fellow students.

Where the rigor of our curriculum will challenge students to achieve at their full potential on each level of their learning process.

Where our faculty is committed to developing long-term mentoring relationships with students.

“Colfax-Mingo’s vision for learning is to ensure curriculum, instruction, and assessment are student centered and focused on continuous improvement. Meaningful learning is achieved through collaboration, technology integration, and high expectations for all.”

Additionally, the Colfax-Mingo Athletic Program will strive to provide experiences in which individuals are able to:

- be afforded appropriate opportunities to compete or perform.
- grow in both self-concept and skill development.
- compete in a healthy and safe interscholastic program.
- participate in an athletic environment that is fair, consistent, and free from intimidation.

Opportunities at Colfax-Mingo Schools:

Colfax-Mingo High School Athletic Teams

Boys: Football, Cross Country, Basketball, Wrestling, Track, Golf, Soccer, Baseball, Cheer

Girls: Volleyball, Cross Country, Basketball, Wrestling, Track, Golf, Soccer, Softball, Dance, Cheer

Colfax-Mingo Junior High School Athletic Teams

Boys: Football, Cross Country, Basketball, Wrestling, Track, Baseball, Cheer

Girls: Volleyball, Cross Country, Basketball, Wrestling, Track, Softball, Cheer

Colfax-Mingo's Philosophy for Participation

- **7th and 8th Grade:** The junior high program teaches the skills of the activity. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.
- **Junior Varsity:** This program will develop and utilize those that show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will be the primary participants.
- **Varsity:** The varsity team is for those who have learned the basic skills well and perform them in both practice and in interscholastic competition. Role specialization is often a necessity at this level and participants may be used in specific roles for the benefit of the entire team. Depending on the activity, not all wishing to participate will be able. Participants who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

Expectations for Player's Success

1. **The player as a leader**
 - a. Accept playing time and positions designated by your coaches.
 - b. Assist where possible in developing the skills of the less experienced teammates.
 - c. Accept and respect your coaches' decisions.
2. **Know the rules**

- a. Obtain and read the basic and supplemental rules of your sport.
 - b. Learn and apply the rules of the game to the best of your ability.
 - c. Attend any pre-season rules or coordination meetings offered for players.
 3. **Know your organization and its policies**
 - a. Supply your coach with accurate information at all times.
 - b. Show respect for your team's equipment.
 - c. Submit all fees, physical consent forms and parental consent forms, etc. to your coach in a timely manner.
 4. **Participation and performance**
 - a. Enjoy your sport. If something is troubling you, speak to your coach.
 - b. Be prepared. Attend practices with proper equipment.
 - c. Listen and participate fully.
 - d. Attend and be on time for team practices and games.
 - e. Respect your teammates.
-

Organization & Administration of Athletic Program

SUPERINTENDENT – The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be responsible to it for the execution of its policies. The Superintendent will oversee the Principal and Athletic Director and will approve all policies and procedures recommended by the staff. The Superintendent will recommend to the Board of Education the appointment of all personnel who are responsible for the handling of the athletic program.

HIGH SCHOOL PRINCIPAL – The High School Principal shall oversee the Athletic Director and all activities and has the authority to approve or deny requests and actions of the athletic department. The High School Principal should be aware of all activities occurring within their building, thus it is important for the Athletic Director and coaches/sponsors to confer with the Principal before making changes that may have an impact on other programs within the school or district. The Principal may delegate certain responsibilities and authority to the Athletic Director, but ultimate responsibility rests with the Principal, Superintendent, and Board of Education. The building Principal is responsible for the conduct of coaches, players, spectators, and other employees of the school. The supervision of the athletic contests is a cooperation of the school administration and the Athletic Director.

ATHLETIC DIRECTOR – The Athletic Director is responsible to the Superintendent and High School Principal for the organization and direction of the personnel, policies, and activities of the athletic department. The Athletic Director assumes the responsibility of recommending and directing the program of athletics in keeping with the aims and purposes of the education as conceived by the Superintendent and Board of Education. He is concerned with the development of a program to effectively reach a large percentage of the school population, promote improvement in coaching, maintain positive public relations and positively promote the athletic program to the media. The Athletic Director is concerned with successfully coordinating, harmonizing, and unifying the overall middle school and high school athletic program.

The following are areas the Athletic Director should assess and coordinate throughout the year:

- Consult with and inform the Superintendent and Principals of the scheduled activities, problems, and progress of the athletic department.
- Recommend the assignment of coaches within each level and sport.
- Assist in formulating and enforcing athletic policies.
- Interpret and enforce all state, conference, and school policies.
- Prepare for all schedule-making, hiring of officials, and making of contracts.

- Coordinate shared gymnasium times and weekly calendar events with the administration. This duty shall also be supported by in-season coaches and secretaries.
 - Arrange for details of:
 - 1) budget
 - 2) publicity and public relations
 - 3) radio and newspaper contacts
 - 4) purchase of equipment and supplies
 - 5) trip arrangements
 - 6) payment for equipment and supplies
 - 7) home game details (ticket takers and sellers, law enforcement, parking, scorers, timers)
 - Supervise:
 - 1) the care, repair, issuing and records of all equipment. Each head coach gives a directive.
 - 2) preparation of fields and athletic areas or delegate to appropriate areas.
 - 3) physical examinations and insurance waivers for all participants. Due to A.D. secretary.
 - 4) awards
 - 5) academic requirements of eligibility
 - 6) assists in event supervision along with building administration
 - Works with the Superintendent, secretary, and Director of Transportation to coordinate travel and bus schedules for athletic events.
 - Attends meetings as directed by the Principal.
 - Works cooperatively with the Principal on developing short and long range goals for facility improvements.
 - Ensures positive publicity and public relations.
 - Serves as a liaison between the school and the Athletic Booster Club.
 - Completes other duties as assigned.
-

Coach/Sponsor Responsibilities & Expectations

Pre-Season Responsibilities –

- Inspect, plan for, and know what equipment and supplies are available and/or needed.
- Notify the Athletic Director of any special or unique equipment needs.
- Outline of practice schedule.
- Complete rules meeting for all head coaches as outlined by IHSAA & IGHSAU.
- Work with the Athletic Director on completion of scrimmage and competition schedule.
- Organizational meetings with assistant coaches.
- Submit transportation (bus schedule) requests at least 2 weeks prior to first trip
- Assist A.D. Secretary in completion and collection of **physicals, insurance waivers, and concussion forms** for all participants. Participants will not be allowed to practice or perform without these items on file.
- Assist Athletic Director in setting up “Media Day” which may include team & individual photos.
- Update recertification of Coaching Authorization if needed.
- It is highly recommended coaches/sponsors conduct pre-season meetings with participants and parents to discuss issues pertinent to the upcoming season.

In-Season Responsibilities –

- Submit roster of squads to Athletic Director and A.D. secretary by the end of 1st week of practice and likewise submit any updates of roster throughout the season.

- Practice plans will be submitted weekly, **in writing**, to the athletic director. This is for the coaches protection more than anything else.
- Supervision of Squad –
 - 1) It is the responsibility of each coach/sponsor to supervise his/her squad members. This responsibility begins when athletes enter the locker rooms and ends when participants leave the building following practices/competition.
 - 2) Coaches’ supervision responsibilities extend to locker rooms, the training room, storage areas, and weight room when used by its members. Coaches are ultimately responsible for the upkeep of facilities.
 - 3) Coaches’ supervision responsibilities extend to away/road contests. Facilities used while at other schools (locker rooms, bathrooms, dugouts, etc.) are to be cleaned & picked up prior to exiting the facility. **The coach/sponsor should always be the last person to leave the locker room when competing on the road.** The general rule of leaving the facility in better condition than what you found it in should be used in all instances.
- Assist and provide input to the Athletic Director in rescheduling of events postponed during the season.
- Keep team and individual statistics.
- **Quikstats** –
 - 1) Update game and season stats on Quikstats (Varsity Bound) program in timely fashion as outlined by IHSAA & IGHSAA. It is the responsibility of head coaches to know and meet deadlines of stat input. Failure to do so results in two warnings from the state and eventual disqualification from district/state competition.
 - 2) Statistics must be entered on the state’s statistical portal at the following internet link: <http://www.quikstatsiowa.com> or can be accessed through the IHSAA & IGHSAA websites. Stats may be entered by clicking appropriate sport, then clicking SUBMIT STATS (Restricted Area), and using the Colfax-Mingo password (**colf76**) **It is now recommended that each coach create their own account through Varsity Bound when entering quikstats.**
- **Trackwrestling** -
 - 1) Trackwrestling scores and stats are updated during each competition. The head wrestling coach will work with the AD to ensure all coaches and personnel have access to trackwrestling accounts at the start of every season.
- Report scores & results to media and press in a timely fashion (shortly after conclusion of competition). Preseason, in-season, and Postseason information should be shared with the media in a timely manner. Coaches Corners should be completed when requested by Radio stations. Contact information is provided in the CM Coaches Handbook.
- Assume complete responsibility for conduct of the squad including but not limited to dress, behavior in competitions, practice sessions, trip, locker rooms, or on any occasion when the squad is representing the school.
- Weather: cancellation of school or early dismissal
 - A. Heat: changes practice times to 6 PM or after.
 - B. Snow/ice:determined by administration

Post-Season Responsibilities –

- Assist Athletic Director in completion of Officials’ evaluations as outlined by IHSAA & IGHSAA.
- Inventory –
 - 1) Collect and store and inventory all equipment immediately following the conclusion of season.
 - 2) Document lost or damaged equipment issued to athletes that are subject to a charge. This includes but is not limited to practice gear, game uniforms, school padlocks, & other miscellaneous equipment.
- Schedule/participate in awards/season ending banquet.

- Update individual/team records.
- Attend league, district, and coaches' association meetings when required (i.e. all conference/district).

General Responsibilities –

- Keep current certifications including Coaching Certification/Authorization, CPR, First Aid, and Blood Borne Pathogen, Child & Adult Abuse Mandatory Training as required by IHSAA & IGHSAU and submit appropriate paperwork to administration.
- Discuss and go over **Emergency Action Plans** protocol with staff.
- Hold thorough knowledge of particular sport/activity, understanding various techniques, skills, & strategies necessary for successful participation. Remain up to date on latest developments, changes, and modifications in respective sports.
- Hold thorough knowledge of all extra-curricular policies approved by Colfax-Mingo Community Schools and familiarize yourself with South Iowa Cedar League Conference (new conference) or district rules/regulations and IHSAA, IGHSAU, and any other state rules/policies.
- Submit purchase order paperwork to appropriate parties for signing prior to any and all ordering of materials. Communicate to appropriate parties when said orders arrive for timely payment.
- Be responsible for working within the designated program budget.
- Promote morale and team spirit by stressing benefits derived from extra-curricular participation and competition.
- Be supportive of other programs.
- Communicate and seek approval of all fundraisers from administration.

Further Expectations for Coaches/Sponsors –

- **Never criticize or argue with any staff member within earshot or eyes of players, parents, or community members.**
- Schedule and conduct practices on a regularly scheduled basis.
- Weight Training –
 - 1) Make student-athletes accountable for using current CM strength and conditioning program. (VOLT)
 - 2) Incorporate weight training into in-season practice schedule on a regular basis (Recommended twice a week in-season).
 - 3) Encourage & support athletes during out of season times to weight train.
 - 4) Be available part-time (minimum) during the summer. A summer schedule will be written up, and coaches are expected to attend.
- Have understanding of sociological, psychological, & physiological needs of student-athletes.
- Set examples of sound personal values both on and off a competitive field.
- Do not use, nor allow the use by others, **profanity** with players, opponents, officials, or spectators.
- Professional coaching attire is expected for all competitions and practices. Wearing of school colors; orange and blue is encouraged.
- Promote and maintain a **positive environment** throughout the program.
- Be sensitive to needs and feelings of participants, using sound judgment when addressing them, avoiding offensive or sexist comments.
- Be modest in victory and gracious in defeat and instruct your squad accordingly.
- **Game Officials:**
 - 1) Respect judgment of officials. While it is reasonable for the coach to question or disagree with an official's decisions, it must ultimately be handled respectfully.
 - 2) Instruct players to respect officials and not to argue, demean, or be abusive. Questions with officials regarding rules interpretations should be made by the captain or coaching staff.
 - 3) Do not bait or harass officials into preferential calls.

- 4) Avoid behavior in game situations that will incite players, opponents, or spectators.
- Hold self and players accountable for good sportsmanship. **Remove players from competition who demonstrate unsportsmanlike behavior.**
 - Do not lie, cheat, or mislead in an attempt to impact the outcome of the contest. **Always respect the spirit of your sport over the outcome of the contest.**
 - No coach should use alcohol, tobacco, or other drugs before, during, or immediately after any practice or competition until his/her supervisory duties are completed.
 - Avoid **cell phone usage** during practices and competitions except in emergency situations. Require and expect the same from your athletes.
 - Be respectful of decisions & judgment of administration. Although it may be reasonable for a coach to question or disagree with an administrator's decision, coaches must ultimately accept and respect the decision. If coaches cannot abide by this termination may result.
 - **Loyalty** to the coaching staff you are on and to other coaching staffs in the district are expected.

Social Networking Activity, Emailing, Cell Phone/Texting, & Web/Wiki Pages

Listed below are reminders and guidelines faculty and staff will adhere to when using technology to communicate with colleagues, parents, and students. All communications to parents and/or students must be made on a district computer or phone system unless in case of an emergency. All emails, text messages, etc. should be copied and archived by the coach/sponsor as well as "cc'd" to the building administrator.

Cell Phones:

- Cell phones will remain off during faculty and staff assigned instructional time for receiving and placing calls and text messages unless permission has been secured from the building administrator.
- Any text message or picture sent to a student will also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.

Social Networking, Email, and School Owned Computers:

- Use of school owned computers are subject to open record requests from the public.
- No sexually explicit or vulgar music may be downloaded on school owned machines, ipods, etc.
- There should be no emailing during student instructional time.
- Any email sent to a student should also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.
- Students may not be listed as a "friend" on a coach/sponsor social network page.
- Coach/Sponsor will not accept an invitation to a student's social network.
- Comments posted on a coach/sponsor's wall should not include inappropriate photos or comments.
- Employees will not use school technology to promote a business.
- Staff developed Web or Wiki pages will have administrator approval before posting.
- Parents/guardians will have access to these postings.
- Any comment section will be password protected.
- Comments posted by coach/sponsor and students should be related to class content.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the school district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.

- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district’s network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
 - Using the network to send anonymous messages or files.
 - Revealing the personal address, telephone number or other personal information of oneself or another person.
 - Intentionally disrupting network traffic or crashing the network and connected systems.
 - Installing personal software or using personal disks on the school district’s computers and/or network without permission of the district Technology Director.
 - Remind students that comments posted on these pages are subject to the school's anti-bullying policy.
-

Awarding of Athletic Letters

Colfax-Mingo High School offers athletes the opportunity to be awarded the letter “CM” in the following sports: football, volleyball, cross country, wrestling, basketball, track, golf, softball, baseball, and cheerleading and dance. All participants in athletics shall receive his/her letter upon first year participation in any one sport. The first letter awarded will be a semi-block “CM” letter. Succeeding awards will be chevrons, bars, and certificates. Captains may receive a star with only one star being awarded in each sport during an athlete’s high school career.

Requirements for a Letter – The ultimate decision making is to be left up to the head coach of the sport. This process should be outlined prior to the start of the season to athletes and families.

Business Procedures

Purchasing Procedures

Request for purchases should be sent via email to the Activities Director with enough time to approve and order prior before it is needed. Requisitions will need to be approved by the AD, HS Secretary, Principal, and Superintendent. Once items have been received, the coach will notify the Superintendent Secretary. A copy of the purchase order will be kept in central office records for verification after purchase, repair, or service is received.

Activity Fund Balances Procedures Including Resale and Fundraising

In general, all **Activity** funds including **Resale and Fundraising Accounts** are expected to operate with positive balances. Certain non-revenue or low revenue activity accounts may be allowed to run deficits during the school year. The Board of Directors will authorize zero out negative balances by subsidizing from other activity accounts to eliminate any negative balances at the end of the fiscal year. No activity or fund may borrow money from the district or outside financial institutions. For long-term projects, funds must be raised in advance of due dates for payments or purchases. Activity Fund checks are generally written around the 15th of the month following the Board of Directors approval. Please plan accordingly.

Minimum Paperwork Requirements

Sports physicals, concussion forms, are needed in the high school office. This detailed information is for

athlete protection. We do need to become more disciplined in bringing that information in sooner rather than later. Once this information is provided, it will last one school year.

General Regulations: School/Student Handbook

Eligibility

At the end of each semester or quarter, eligibility for participation in extracurricular activities will be determined. For a student to be considered eligible to participate in extracurricular activities, they must pass ALL of their classes in a semester. If a student is declared ineligible, they must follow state guidelines of not participating in competition for thirty (30) calendar days from the first date of competition at the beginning of the current or next sport in which they will participate. It should be noted any students declared ineligible for participation in competitions will be allowed to practice and travel with the team, but may not participate in games.

During the school year, the MTSS team will review grade data and communicate with teachers and coaches regarding student grades. The teachers, coaches and administration will work with students and families to keep grades at a level that allows them to maintain their eligibility.

At the end of each semester, the state eligibility rules for each independent association will be followed. Please make note that the state athletic association, the state music association and the state speech association all have varying rules governing the eligibility of their participants and must be followed by the school district.

Rules for Extracurricular Activities

(Extra-curricular includes all school related activities except academic subjects)

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and other school-sponsored activities, must conduct themselves in accordance with Board policy "Student Conduct" throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

1. No use or possession of tobacco, alcohol, or controlled substances will be tolerated.
2. Misconduct, swearing, disrespect of coaches, referees or other players will not be tolerated.
3. Any theft or other criminal activity will not be tolerated.
4. Any of the above offenses occurring during the 12 month year will result in penalties.

Abuse of above training rules and/or Board Policy will result in punishment. The Activity Director and administrators collectively will investigate and administer appropriate penalties.

1. Any participant who is ejected or disqualified from a meet, game or match for gross misconduct will be disciplined according to Iowa High School Athletic Association policy.
2. All squad members should attend practice every day. The coach should be notified in advance of absences if possible. Excuses should be presented to the coach in writing at the next practice.

Repeat offenders may be required to make up practices, run extra drills, or be temporarily suspended from playing at the coach's discretion.

- Any student who has a drug or alcohol problem and is seeking help may be exempt from the above rules.

Penalties for violating the "Rules for Extracurricular Activities" will be loss of privilege of participating in extracurricular activities (four) 4 calendar weeks of the first offense. The offender will be placed on one (1) year's probation. Upon a second offense within a year, a student will lose privileges for two (2) months with probation being extended. For a third offense, a student will lose privileges for six (6) months and the probation period will be extended. For any further violation of the "Good Conduct" policy, the student will lose all extra-curricular privileges for twelve (12) months. A student will attend practices while suspended from the squad.

There is an Honesty Policy that allows for a student to come to an administrator and confess their involvement in an above mentioned violation. A student who does this will be allowed to cut their ineligibility to half the time described above.

Middle School Ineligibility

Sport	Ineligibility~Suspension Length
Football/Cheer	1 Game
Volleyball	2 Games
Cross Country	1 Meet
Basketball/Cheer	3 Games
Wrestling/Cheer	2 Meets
Track	1 Meet
Baseball/Softball	4 Games

Care of School Property

- No property of the Colfax-Mingo Community School District shall be removed from the school premises without a written release from the building Principal. Any loss or damage to such property shall be the full obligation of the borrower.
- Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.
- Students, who disfigure property, break windows, or damage property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.

Use of Facilities and Equipment

- The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 4:00 p.m. unless approved by the Building Principal or Superintendent of Schools.

- Any person found willfully damaging property belonging to the school district shall be held responsible for the replacement of such property and all costs shall be the obligation of the offender.
- Student groups are not to use the buildings on Wednesday evening or on Sunday unless authorization is given by the administration. This does not pertain to an outside agency.

Picnics and Field Trips

No picnic or party will be held without the permission of the administration. All functions must be chaperoned by teachers or employees of the district or persons specially designated by the Superintendent. The transportation must meet the approval of the Superintendent and where all possible and practical, school-owned and operated vehicles shall be used for the transportation to school functions.

Freedom of Expression

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expressions made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expressions must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

Equal Educational Opportunity

The Board will not discriminate in its educational activities on the basis of: age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The Board is committed to the policy that no otherwise qualified person will be excluded from employment on the basis of age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the age, race, color, socioeconomic status & creed, national origin, religion, sex, disability, marital status, gender identity or sexual orientation of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

Multicultural & Gender Fair Education

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin, disability, gender identity, age, socioeconomic status, creed or sexual orientation.

The education program shall be free of discrimination and provide equal opportunity for all students. The education program shall foster knowledge of respect and appreciation.

For the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The Board shall adopt a written plan for the implementation of multicultural and gender fair education and shall evaluate this plan at least every five years. During the evaluation process, the Board shall involve parents, students, employees and community members.

Communicable Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Website: [Iowa Department of Public Health](#)

Personal Property

The district will not assume responsibility for personal property.

Occupancy of Building After Hours

The school buildings shall be vacated by all parties except employees of the school district and pupils under faculty supervision after 4:00 p.m. unless approved by the Building Principal or Superintendent of Schools.

Money and Valuables

The school is not responsible for stolen property. You must assume all responsibility for your own money, valuables and school issued materials and equipment. Keep valuables locked in your locker or in your possession at all times. Do not leave purses or other valuables lying around. If you wish, you may leave valuables at the office for safekeeping during the day.

The school does not have insurance for theft of personal property; items which you bring to school are your responsibility. Finally, do not take off your rings and watches in the rest rooms unless you place them in your pocket or purse. They are easily forgotten. Students will be expected to return the same textbooks issued to them, in good condition; less normal one-year use.

Doors, Unlocked or Locked

In the interest of creating a safe and secure environment, student access to Colfax-Mingo Jr/Sr High School during the school day will be through the front door. Students leaving the building during the school day MUST exit through the front doors.

All doors will remain locked from 8:10 a.m. ~ 3:20 p.m. The Jr/Sr High School is equipped with a buzz in system that is controlled by the front office.

Student Organizations

Secondary school student-initiated, non-curriculum related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time. Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

Staff and Student Safety

Emergency Drills.....Be Prepared!

During the year several fire and tornado drills will be held. It is extremely important that you respond both correctly and immediately. Be sure you know the evacuation procedures for each of your rooms. The following procedures will be used in cases of emergency:

- A. Fire:
 - a. In the event of a fire or fire drill, the alarm will buzz continuously.
 - b. Students are to leave the building according to the instructions of the supervising teacher.
 - c. Please exit quickly and quietly and move completely away from the building so all may exit safely.
- B. Tornado:
 - a. In case of tornado or tornado drill, the alarm will be rung after instructions are given over the PA system.
 - b. Students should move immediately to the areas designated by the supervising teacher.
 - c. Move to interior walls. Stay away from glass.
- C. Evacuation Drill:
 - a. In case of an evacuation, an announcement will be made over the intercom giving the necessary instructions.
 - b. Students should only take personal items with them and not stop at their lockers on the way out of the building.
 - c. Students should move immediately to the areas designated by the supervising teacher.
 - d. After reaching the designated area, all students should check in with their designated classroom teacher for purposes of accountability.

D. Lockdown:

- a. Students will move away from the door. The teacher will patrol the hallway and gather any students that are near. The staff and students will remain in the classroom until they are advised otherwise by administration or local authorities.
- b. Students will be expected to follow directions as given.
- c. Cell phones are prohibited during lockdown drills.

Students should stay in the designated area until given further directions by the administration or their supervising teacher.

The above mentioned rules are general and will depend on the situation that causes the Lockdown to occur.

Emergency School Closings (Code No. 504.7)

In making the decision to cancel, close or dismiss early District buildings, the Superintendent/Designee will consider many factors, including the following principal ones relating to the fundamental concern for the safety and health of children and staff:

1. Weather conditions, both existing and predicted.
2. Driving traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The Superintendent/Designee will weigh these factors and will take action to cancel, close or dismiss early District buildings after consultation with traffic and weather authorities, local principals, and/or school officials from neighboring districts. Students, parents, and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closing. When District buildings are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

School Closing Procedures

Non-Weather Related Events

If classes at any school are cancelled or students are dismissed early due to a non-weather event, activities will be cancelled or adjusted depending upon the emergency.

Weather Related Events

High School

If school is cancelled or dismissed early because of weather, activities may be cancelled or adjusted to a later time that day. The Superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day.

Middle School

All activities will be cancelled, unless they are a part of an approved high school activity.

Athlete Practice and Competition Attendance

Students will not be permitted to take part in extracurricular activities if he/she misses **over one-half** of the school day due to illness or truancy from school (if a student is absent the last half of the school day, he/she will not be able to participate in that evening's activity). If a student's absence is school related in nature the student remains eligible for that evening's activity. Before the school year absences will be evaluated by the respective coaches and disciplining athletes will come at the coach's discretion.

Wednesday/Sunday Practice/Activities Policy

No use of school facilities for school sponsored activities or practices will take place on **Wednesdays after 6:00 p.m. (during the Academic year) or Sunday**. Exceptions to this will be state sanctioned events of which need *Administrative* approval in advance or after the first week in May.

Conflict Resolution (Chain of Command for Grievances)

Participating in activities can be an emotional and time-consuming experience. At times, conflicts between student-athletes/parents and coaches/sponsors may arise. The following process is in place for student-athletes and their parents to follow to help resolve conflicts and/or issues between coaches/sponsors and participants of any nature.

Step 1: Individual Student-Athlete – Coach/Sponsor Contact

The student-athlete involved is to speak to the coach(es)/sponsor(s) about the issue as soon as possible.

Step 2: Parent/Student-Athlete – Coach/Sponsor Contact

The parent/student-athlete should set a time to meet individually with the coach(es)/sponsor(s).

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest.
- During an active practice session.
- During a time when other coaches, parents, or athletes are present.
- During a time when the coach/sponsor is teaching.

Step 3: Parent/Student-Athlete – Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/student-athlete should contact the athletic director. If the meeting with the parent/student-athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Step 4: Parent/Student-Athlete – Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and student should contact the building principal to schedule a meeting with all concerned parties.

Step 5: Parent/Student-Athlete – Superintendent

If there is no resolution at Step 4, the parent/student-athlete must ask to meet with the Superintendent in an effort to resolve the issue(s).

Concussion Protocol: (As adopted by the IHSAA and IGHSAU)

- [Concussion Management Protocol With Return to Play Guidelines](#)
- [Return to Learn Protocol](#)
- [Activities Emergency Action Plan](#)

Sports Media Email - Troy Hyde - thyde@newtondailynews.com

NASPE Coaching Standards

The following standards were adopted from the National Association for Sports Performance Education.

NASPE Coaching Standards and will be used when evaluating coaches throughout the year.

National Standards for Sport Coaches, Second Edition National Association of Sport & Physical Education, 2005

Domain 1 - Philosophy and Ethics

- **Standard 1** - Develop and implement an athlete-centered coaching philosophy.
- **Standard 2** - Identify, model, and teach positive values learned through sport participation.
- **Standard 3** - Teach and reinforce responsible personal, social, and ethical behavior of all people involved in the sport program.
- **Standard 4** - Demonstrate ethical conduct in all facets of the sport program.

Domain 2 - Safety and Injury Prevention

- **Standard 5** - Prevent injuries by providing a safe facility.
- **Standard 6** - Ensure that all necessary protective equipment is available, properly fitted, and used appropriately.
- **Standard 7** - Monitor environmental conditions and modify participation as needed to ensure the health and safety of participants.
- **Standard 8** - Identify physical conditions that predispose athletes to injuries.
- **Standard 9** - Recognize injuries and provide immediate and appropriate care.
- **Standard 10** - Facilitate a coordinated sports health care program of prevention, care, and management of injuries.
- **Standard 11** - Identify and address the psychological implications of injury.

Domain 3 - Physical Conditioning

- **Standard 12** - Design programs of training, conditioning, and recovery that properly utilize exercise physiology and biomechanical principles.
- **Standard 13** - Teach and encourage proper nutrition for optimal physical and mental performance and overall good health.

- **Standard 14** - Be an advocate for drug-free sport participation and provide accurate information about drugs and supplements.
- **Standard 15** - Plan conditioning programs to help athletes return to full participation following injury.

Domain 4 - Growth and Development

- **Standard 16** - Apply knowledge of how developmental change influences the learning and performance of sport skills.
- **Standard 17** - Facilitate the social and emotional growth of athletes by supporting a positive sport experience and lifelong participation in physical activity.
- **Standard 18** - Provide athletes with responsibility and leadership opportunities as they mature.

Domain 5 - Teaching and Communication

- **Standard 19** - Provide a positive learning environment that is appropriate to the characteristics of the athletes and goals of the program.
- **Standard 20** - Develop and monitor goals for the athletes and program.
- **Standard 21** - Organize practice based on a seasonal or annual practice plan to maintain motivation, manage fatigue, and allow for peak performance at the appropriate time.
- **Standard 22** - Plan and implement daily practice activities that maximize time on task and available resources.
- **Standard 23** - Utilize appropriate instructional strategies to facilitate athlete development and performance.
- **Standard 24** - Teach and incorporate mental skills to enhance performance and reduce sport anxiety.
- **Standard 25** - Use effective communication skills to enhance individual learning, group success, and enjoyment in the sport experience.
- **Standard 26** - Demonstrate and utilize appropriate and effective motivational techniques to enhance athlete performance and satisfaction.

Domain 6 - Sport Skills and Tactics

- **Standard 27** - Know the skills, elements of skill combinations, and techniques associated with the sport being coached.
- **Standard 28** - Identify, develop, and apply competitive sport strategies and specific tactics appropriate for the age and skill levels of the participating athletes.
- **Standard 29** - Use scouting methods for planning practices, game preparation, and game analysis.

Domain 7 - Organization and Administration

- **Standard 30** - Demonstrate efficiency in contest management.
- **Standard 31** - Be involved in public relation activities for the sport program.
- **Standard 32** - Manage human resources for the program.
- **Standard 33** - Manage fiscal resources for the program.
- **Standard 34** - Facilitate planning, implementation, and documentation of the emergency action plan.
- **Standard 35** - Manage all information, documents, and records for the program.
- **Standard 36** - Fulfill all legal responsibilities and risk management procedures associated with coaching.

Domain 8 - Evaluation

- **Standard 37** - Implement effective evaluation techniques for team performance in relation to established goals.
- **Standard 38** - Use a variety of strategies to evaluate athlete motivation and individual performance as they relate to season objectives and goals.
- **Standard 39** - Utilize an effective and objective process for evaluation of athletes in order to assign roles or positions and establish individual goals.
- **Standard 40** - Utilize an objective and effective process for evaluation of self and staff.