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## DEDICATION

*This handbook is dedicated to all those staff members who through activities so willingly give their time and effort to the education of the youth of our district. As educators no task is as important as the one we strive to carry out each day.*

*"Chase Perfection, Catch Excellence"*

**SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT  
COACHES/ DIRECTORS  
ACTIVITY HANDBOOK**

**Statement of Non-Discrimination**

The Southeast Polk Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status or familial status. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), or Iowa Code 280.3 is directed to contact: Joseph M. Horton, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8379 NE University Ave.  
Pleasant Hill, IA 50327, (515) 967-4294  
[joseph.horton@southeastpolk.org](mailto:joseph.horton@southeastpolk.org)

Or contact the director of the Region VII Office of Civil Rights  
Department of Education  
Kansas City, MO

# SOUTHEAST POLK ACTIVITIES DEPARTMENT

Dear Coach and Activity Sponsor:

This continues to be an exciting time for activities at Southeast Polk High School. The challenge is to keep making progress to make this the best activities program in the state of Iowa. We want to win conference and state championships but more importantly we want to intentionally teach our district core values to our students.

The 2012-13 school year (Rise to the Top) was outstanding for Activities. In 2013-14 we need to look for more opportunities to make a difference in student/athletes' lives. We need to be vigilant about finding those opportunities to build lasting relationships with kids and help them make memories of their high school experience. Together we will have a chance to help all student/athletes reach their greatest potential.

The mission of the Southeast Polk Activities Department is to engage all students in learning a challenging activities curriculum delivered through quality instruction. The activities program should be an integral part of the comprehensive high school education. Every decision we make should be made to support this mission.

This booklet is designed to help facilitate the productiveness of our program. Please use this booklet as a guideline for your program.

Sincerely,

Kent Horstmann  
Director of Student Activities

## *Table of Contents*

<i>Introduction</i>	<i>7</i>
<i>Sports Offered</i>	<i>7</i>
<i>Philosophy</i>	<i>8</i>
<i>Notice of Non-Discrimination</i>	<i>8</i>
<i>Activity Department Mission Statement</i>	<i>8-9</i>
<i>Code of Ethics</i>	<i>9-10</i>
<i>Duties &amp; Responsibilities of Athletic Coaches and Activities Sponsors</i>	<i>10-13</i>
<i>Southeast Polk Activities Program Philosophy</i>	<i>13-19</i>
<i>Care of Equipment</i>	<i>19-20</i>
<i>Athletics: Purchase &amp; Repair of Equipment &amp; Supplies</i>	<i>20</i>
<i>Ordering: Equipment, Supplies, Registrations</i>	<i>20</i>
<i>Athletics: End of Season Requirements</i>	<i>20</i>
<i>Athletics: Physicals</i>	<i>21</i>
<i>Academic Eligibility</i>	<i>21</i>
<i>Suspension Policy</i>	<i>21-22</i>
<i>Class Attendance</i>	<i>22</i>
<i>Keys</i>	<i>22</i>
<i>Coaches and Directors Meetings</i>	<i>22</i>
<i>Athletics: Scrimmages</i>	<i>22</i>
<i>Practices: Inclement Weather</i>	<i>22</i>
<i>Holiday Practices or Rehearsals</i>	<i>23</i>
<i>Sunday Practices</i>	<i>23</i>
<i>Athletics: Off Season Practices</i>	<i>23</i>
<i>Fundraising</i>	<i>23</i>
<i>Gate Security</i>	<i>23</i>
<i>Fitness Center</i>	<i>24</i>

<i>Riding the Bus</i>	24
<i>Facility Scheduling</i>	24
<i>School Early Dismissal and Cancellation</i>	24
<i>Athletics: Sport Camps</i>	25
<i>Athletics: Injuries</i>	25
<i>State Tournament Food &amp; Lodging</i>	25
<i>State Tournament/Event Attendance: Non-participants</i>	26
<i>Athletics: Sports Season</i>	26
<i>Cheerleading and Rhythmic</i>	26
<i>Athletics: Students Involved in two or more activities, same season</i>	26
<i>Athletics: Overlapping Seasons</i>	27
<i>Dress &amp; Appearance</i>	27
<i>Non School Participation</i>	27
<i>Transportation</i>	28
<i>Extracurricular Activities Code of Conduct</i>	28
<i>Athletic Award Policy</i>	28
<i>Co-Curricular Award Policy</i>	28
<i>Athletics: Parent Meeting</i>	
<i>Items to discuss with Parents of Students in your program</i>	28-29
<i>Procedure for Conflict Resolution</i>	29
<i>Coach/Director Evaluation Cycle</i>	29
<i>Appendix A Student Conduct Code</i>	30-34
<i>Appendix B</i>	
<i>Volunteer-Chaperones</i>	35
<i>Student Field Trip and Excursions Regulation</i>	36
<i>Volunteer Application</i>	37-38
<i>Appendix C</i>	
<i>End of Season Summary/Report Form</i>	39-44
<i>Appendix D</i>	
<i>Request for Coaches Clinic</i>	45

<i>Appendix E</i> <i>Missing Equipment Letter</i>	<i>46</i>
<i>Appendix F</i> <i>Inter scholastic Discipline Referral</i>	<i>47</i>
<i>Appendix G</i> <i>Return to Eligibility Form</i>	<i>48</i>
<i>Appendix H</i> <i>Goal Sheet</i>	<i>49</i>
<i>Appendix I</i> <i>Evaluation Sample Forms</i>	<i>50-55</i>
<i>Appendix J</i> <i>Out of State Travel Information Form</i>	<i>56-58</i>
<i>Appendix K</i> <i>Travel Release Form</i>	<i>59</i>
<i>Appendix L</i> <i>Fund Drive Request</i>	<i>60</i>
<i>Appendix M</i> <i>Field Trip Request</i>	<i>61</i>
<i>Appendix N</i> <i>Identity Guidelines</i>	<i>62</i>
<i>Appendix O</i> <i>Protocol for Purchase Orders/Credit Cards</i>	<i>63</i>
<i>Appendix P</i> <i>New Club Proposal</i>	<i>64</i>

## Introduction

This handbook outlines and explains the policies and procedures established by the state, conference, and local school district in administering and carrying out an effective and functional activities program at Southeast Polk Community Schools.

It is also the intent of this handbook to assist new coaches and directors by providing a resource guide to understanding their duties and responsibilities, as well as the policies and procedures under which they must operate.

Below are listed the activities approved for interscholastic competition and co-curricular activities in our district. No others are authorized under the name or directorship of the school district.

## Athletic Activities:

### Fall

- Boys Golf: Varsity/Jr. Varsity/Freshmen/Jr. High
- Cross Country Boys/Girls: Varsity/Jr. Varsity/Jr. High
- Football: Varsity/Jr. Varsity/Sophomores/Freshmen/Junior High
- Girls Swimming: Varsity/Jr. Varsity
- Volleyball: Varsity/Jr. Varsity/Sophomore/Freshmen/Jr. High

### Winter

- Basketball Boys/Girls: Varsity/Jr. Varsity/Sophomore/ Freshmen/Jr. High
- Wrestling: Varsity/Jr. Varsity/Jr. High
- Boys Swimming: Varsity/Jr. Varsity/Jr. High
- Girls Swimming: Jr. High
- Bowling Boys/Girls: Varsity/Jr. Varsity

### Spring

- Track Boys/Girls: Varsity/Jr. Varsity/Freshmen/Junior High
- Tennis Boys/Girls: Varsity/Jr. Varsity
- Girls Golf: Varsity/Jr. Varsity/Jr. High
- Soccer Boys/Girls: Varsity/Jr. Varsity/Freshmen

### Summer

- Baseball: Varsity/Jr. Varsity/Sophomore/Freshmen
- Softball: Varsity/Jr. Varsity/Freshmen/Junior High

## Non-Seasonal Activities

Ambassadors	French Club	Leo Club	Quiz Bowl	Student Council
FCA	Gamers	Marching Band	Rampage	Sr. Bridges
Cheerleading	GSA	Math Team	RhythAMetteS	TLC
Debate	Honor Band	Pep Band	Science Club	Skills USA
Drama	Interact Club	National Honor Society	Special Olympics	Wind Ensemble
Yearbook	Key Club	Speech	Jazz Band	Fitness Club
Paintball Club	SALT	Rooftop Bible Study	Ski & Snowboard Club	FFA
Best Buddies	Show Choir	DECCA	Odyssey of the Mind	Technology Club
French Sister City	Ramshackle	Quill & Scroll	Spanish Club	Got Bounce
Prom Comm.	Student Lib. Council	SEP Ops		

## **ACTIVITIES DEPARTMENT PHILOSOPHY**

The philosophy of the Southeast Polk Community School District's Activities Department is to offer a variety of well-planned and coordinated activities to as many boys and girls as possible within the limitations of available facilities, personnel, and financial support. The program is committed to developing the highest type of integrity, fostering proper attitudes toward competition and performance providing every student the opportunity to attain a positive self-image and feeling of success. The department believes in respecting the rights and feelings of all participants, whether representing Southeast Polk or other schools. Participation in activities not only provides tangible rewards, but intrinsic values such as self-discipline, cooperation, self-esteem, respect for authority, and the quest for excellence through group and individual effort.

As part of the educational process, the department is interested in total student development combining participation with competitive activity to satisfy a portion of the total educational program. The department is committed to operate within the guidelines established by the Department of Public Instruction, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, the Department of Education, the Iowa High School Unified Activities Association, Central Iowa Metropolitan League (CIML) and Central Iowa Conference (CIC), and the Southeast Polk Community School District's Board of Education.

## **NOTICE OF NONDISCRIMINATION**

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Joseph M. Horton, Affirmative Action Coordinator, Equity Coordinator and Title IX Coordinator, Southeast Polk District Office, 8379 NE University Ave., Pleasant Hill, IA 50327. (515) 967-4294. [joseph.horton@southeastpolk.org](mailto:joseph.horton@southeastpolk.org)

Or contact the director of the Region VII Office of Civil Rights, Department of Education, Kansas City, MO

## **ACTIVITIES DEPARTMENT MISSION STATEMENT**

The mission of the Southeast Polk Activities Department is to engage all students in learning a challenging activities curriculum delivered through quality instruction. The activities program should be an integral part of the comprehensive high school education.



All Southeast Polk Activities participants will:

1. As a product of their experience, be able to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
2. Demonstrate high ideals of integrity and sportsmanship in all human relationships.
3. Practice good citizenship, adhering to rules and, thereby, learn respect for the rights of others.
4. Practice self-discipline and emotional maturity in learning to make decisions under pressure.
5. Recognize and promote a healthy, vital and safe lifestyle.
6. Identify the values of group and/or team endeavors and apply these to successful living.
7. Through public service and competition with others, learn to appreciate and respect cultural, ethnic and social differences.
8. In the process of group and team participation, learn to set, work for, achieve and reset realistic and objective goals; a process essential in future endeavors.
9. Employ physical skills, emotional disciplines, and positive attitudes gained in activities, to cope with at-risk situations.
10. Attain team, school and community spirit through the responsibility shown to team and self, as well as pride gained in personal and group accomplishments.

## **CODE OF ETHICS**

### Preamble

- / Coaches and Directors are educators, and as educators are members of a profession which stresses service and leadership within the community.
- / Educators, whatever their positions within the profession, subscribe to a code of ethics designed to stimulate exemplary performance.
- / Educators, sharing the same burden as other professionals, should be self-policing. They're expected to act wisely for the benefit of their students, their colleagues and their community.
- / Educators agree that resolution of their problems should be made through deliberate exercise of reason, with equity always foremost, and with reference to law and the rules and regulations of the institution wherein the problems arose.

### Statement of Ethics

1. The educator's primary interests are student learning and discovery of truth. He/She's objective in examining and presenting evidence and respects students' and colleagues' opinions.

2. The educator is obligated to help his/her students become well informed and to think for themselves. He/She stimulates the free pursuit of knowledge within his/her field of competence and assignment. He/She rejected the persistent intrusion of material which, in his/her judgment, has no relation to the subject of his/her courses.
3. The educator recognizes the sometimes sensitive nature of his/her relationship with students and colleagues and accepts the principle of confidentiality. Furthermore, he/she avoids exploitation of students and colleagues for private gain and/or partisan interest.
4. The educator, whatever his/her position within his/her institution, has considerable power over others. He/She exercises that power prudently, knowing his/her capacity to affect the lives of students and colleagues.
5. The educator abides by the reasonable rules and regulations of his/her institution and works in an orderly manner to effect changes which he/she believes desirable. He/She accepts his/her share of responsibility to cooperate with colleagues in the community of scholars and in the equitable governance of his/her institution.
6. The educator subscribes to principles of academic freedom for students and colleagues alike. He/She recognizes that academic freedom is a sham if denied to anyone and if practiced without responsibility.
7. The educator accepts his/her responsibility for explaining and interpreting his/her professional principles and actions when reasonable questions arise, whether from colleagues, students, community or the profession as a whole.
8. The educator recognizes that his/her actions may easily reflect credit or discredit upon his/her institution. He/She conducts himself/herself, therefore, with decorum. He/She is free to act, write and speak in exercise of his/her constitutional rights and personal beliefs, but he/she is careful to distinguish between his/her activities as a private citizen and as a representative of his/her institution.
9. The educator respects the principles and practices of due process operant in his/her institution. He/She seeks justice for others in the same spirit that he/she seeks it for himself/herself.

## **Duties and Responsibilities of Athletic Coaches and Activities Sponsors**

The core values of the district must be intentionally taught, demonstrated, learned, and then expected from the activities program, its people, and students.

### **1. Students First**

Students will have fun, own their activity experience, and accept the responsibility of being active members of the activity program.

The Activities Department, coaches, and directors will create an environment where students have the greatest opportunity for a positive and meaningful experience. Coaches/directors should have fun and enjoy their work by enabling all students to feel part of the program.

### **2. High Expectations**

Students will have high expectations of themselves, their coaches/directors and any program in which they are involved

The Activities Department, coaches, and directors will support and uphold the vision and mission of the Southeast Polk Community School District and abide by the rules set forth by the Southeast Polk Board of Education, the Central Iowa Metropolitan Conference, the Iowa Girls High School Athletic Union, and the Iowa High School Athletic Association.

### 3. Collaboration

Students will learn to work effectively and positively with others who include but are not limited to teammates, coaches/directors, officials, judges, etc.

The Activities Department, coaches, and directors will be supportive of all activities and work as a team to build all Southeast Polk programs. Examples include communicating promptly with all constituents, transparency in all parts of their work, open and honest dialogue, and the sharing of best practice.

### 4. Integrity

Students will learn to follow the rules and participate with honor by doing things right for the right reasons.

The Activities Department, coaches, and directors will be positive role models by leading by example and by demonstrating honesty, responsibility, character, leadership, and morality.

### 5. Stewardship

Students will learn that it is their obligation to recognize, care for, and realize their gifts and talents for the greater good of all.

The Activities Department, coaches, and directors will be fiscally conservative and take initiative in solving problems. We will be ambassadors in the community for our programs.

### 6. Adaptability

Students will learn self-reliance, perspective, balance, resilience, and how to deal with adversity in changing conditions.

The Activities Department, coaches, and directors will be flexible, proactive, and be able to make adjustments in changing conditions.

## 7. Respect

Students will learn the value of their experience in activities by showing respect and having an appreciation for the efforts and responsibilities demonstrated by others.

The Activities Department, coaches, and directors will be professional in all aspects of their work. This includes communication with all constituents, language use, dress, and conduct. These choices must show regard for others and the coaching profession.

### **PRIORITIES:**

1. Give students their “preferred experience”. The Activities program understands that everyone is someone and that participation at some level is the key to students learning the district’s core values.
2. Maintain a balance between all parts of student life with emphasis on student academic achievement while at the same time developing lasting relationships among teammates, coaches, and directors.
3. Development of each and every student in the activity program. Coaches and directors must identify and articulate roles for all participants.

### **Assistant Coaches and Sponsor s**

As an assistant coach or sponsor, you will be expected to adhere to all duties and responsibilities expected of the head coach or sponsor. Your job is to assist the program in operating efficiently and in the best interests of the student who participates. An assistant will carry out the various duties assigned by the head coach or sponsor, support and become involved in the decisions made affecting the program, and be a positive influence on the activity. An assistant will offer suggestions on ways to improve the activity, and cooperate with the head coach or sponsor in seeing that such changes, whether theirs or the head coach or sponsors be carried out. The assistant will inform the head coach or sponsor of any problems, irregularities, ethical concerns, or misconduct existing in the program. An assistant has the duty and responsibility to report to the Director of Student Activities any potential or current problem existing in the program that after discussion with the head coach or director, has failed to be addressed. The assistant shall follow the proper chain of command in dealing with any such concerns.

**The following duties and responsibilities apply primarily to Athletic Coaches:**

1. In a fair and equitable manner, recruit student managers for the season providing them with the necessary instruction and guidance.
2. Begin practices on the dates designed by regulations of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.
3. See that all squad members have passed a physical examination as required and proof of such is on file prior to participation in any manner. This must be followed through into the season. Without a current physical with signed parent consent, no athlete should be allowed to participate.
4. Make sure that all squad members have a copy of and understand the Good Conduct Policy issued by the school district and the coaches rules for the specific sport.
5. Be sure that there is always adequate locker room supervision.
6. Treat all injuries in a serious professional manner.
7. Keep such statistics as are required by the administration and/or necessary for school records.
8. See that locker and equipment rooms are maintained in a neat and proper manner.
9. Rate officials when requested.
10. Provide direct supervision of the Fitness Center whenever that facility is used by your squad.
11. Follow the guidelines of the Department of Education, Iowa High School Athletic Association, Iowa Girls High School Athletic Union, and the Southeast Polk School District.

**Southeast Polk Activities Program  
Philosophy**

Southeast Polk subscribes to the basic principle that the activities program is an extension of the classroom. As we strive for excellence in education we try to implement the same beliefs and expectations involving commitment, dedication, and team responsibility. The Activities Department offers many opportunities for students to participate in athletics, fine arts programs, clubs, and organizations, as we strive to meet the needs and interests of all students. Along with participation, competition is a key component of any activities program. The Southeast Polk Activities Department is committed to engaging students in learning delivered through quality coaching in the competitive arena.

**I. Athletic Programs**

### Junior High

Football  
Volleyball  
Boys Basketball  
Girls Basketball  
Girls Cross Country  
Boys Cross Country  
Wrestling  
Boys Track  
Girls Track  
Boys Golf (Instruction)  
Girls Golf (Instruction)  
Softball  
Girls Swimming  
Boys Swimming

### Senior High

Football  
Volleyball  
Boys Basketball  
Girls Basketball  
Girls Cross Country  
Boys Cross Country  
Wrestling  
Boys Track  
Girls Track  
Boys Golf  
Girls Golf  
Softball  
Girls Swimming  
Boys Swimming  
Baseball  
Girls Tennis  
Boys Tennis  
Girls Soccer  
Boys Soccer  
Girls Bowling  
Boys Bowling

## **II. Activity Programs**

### Junior High

Band  
Vocal  
Math Counts  
Junior Bridges  
Publications  
Character Council  
Builders Club  
Mock Trial

### Senior High

Band  
Vocal  
Cheerleading  
Drill Team  
Drama  
Speech & Debate

## **III. Junior High Athletics**

Participation is the key ingredient for students at this age. Students should be encouraged to become involved in various athletic and non-athletic activities, and not specialize in one activity. Preparing these students for the competition they will experience at the senior high level is also paramount to the success of the entire athletic program. Equal playing time cannot be guaranteed at the junior high level. Every opportunity, however, will be taken to provide playing experiences to all participants. Due to high participation rates in most activities in relation to the number of performance opportunities, availability of facilities, transportation, and other factors, athletes will be grouped according to skill level and ability. Interscholastic competition, tournaments, scrimmages, intramurals, and other forms of competition will be scheduled for participants based on skill level and ability. Travel teams in junior high may also be established based on these factors. As the primary emphasis is based on participation at the junior high level, we also must address the competitive needs of

the student by creating experiences appropriate for their age, skill level, development, and expectations that await them at the senior high level.

#### **IV. Senior High Athletics**

Southeast Polk is affiliated with the 19-Member Central Iowa Metropolitan League (CIML) and the Central Iowa Conference. Central Iowa Conference teams have an established athletic tradition. Competition for more advanced individuals plays an important role in the senior high athletics program. Participation opportunities are still provided for players of different skill levels, especially at the 9<sup>th</sup> grade and junior varsity level. Starting at the sophomore level, athletic competition becomes more specialized, expectations increase, and playing opportunities become more limited. Participation and playing time are not guaranteed. The number of participants on senior high athletic teams will be based on State regulations regarding squad size and schedule limitations, in addition to local concerns regarding facility and transportation availability, financial impact, safety, instructional quality and program manageability.

#### **V. Senior High Activities**

Southeast Polk performing and fine arts students compete and participate at the local, conference, district, state, regional, and national levels. Participation is encouraged and no limits are placed on squad sizes in Speech, Drama, Debate, and Band. A variety of opportunities are available for students involved in these programs. Roster sizes for competition in these areas are restricted for District, State, and National events. Senior High Show Choir is similar to some athletic teams in that it is organized by grade, ability, and skill level. Two squads are selected, and the size of each squad is determined along choreography, space, and design guidelines. Cheerleading and Drill team are activities that require a significant amount of precision movement, athletic ability, and special skill. Squad sizes in cheerleading are specifically controlled by the State Athletic Associations, and Southeast Polk adheres to those guidelines at the varsity level. Drill Team also has set limitations on the number of performers that is established by the host organization. As is the case with Cheerleading and Show Choir, Drill Team requires unique talents that may limit participation to individuals who are selected to a squad that is based on age, experience, ability and skill level.

#### **Program Development**

The 7/8 Grade program integrates participants with a wide variety of skill levels who for the first time are all representing the same school. Emphasis is placed on participation but the competitive expectations and scheduling options increase when compared to that of the youth programs. Additional games are scheduled in order for participants to compete against other programs whose participants are near the same skill level. By grouping participants based on their ability and matching them against teams from other schools with similar abilities, participants get the opportunity to better learn the game while also striving to reach their full athletic potential.

Note: Schools with similar enrollment figures as Southeast Polk have elected to form two distinct teams in some sports at the 8<sup>th</sup> grade level. This commonly occurs in basketball and volleyball. Factors involved in forming two distinct teams in a grade would be facility availability, the cost of additional coaching salaries, transportation, and scheduling opportunities. Any recommendation to add additional teams would need to have Board of Education approval.

Any player from grades 9 through 12 is eligible for varsity competition. Only 9<sup>th</sup> graders may participate on the 9<sup>th</sup> grade team. 9<sup>th</sup> and 10<sup>th</sup> graders are eligible for sophomore and junior varsity competition.

Some NINTH GRADE athletes are more talented skill wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

Anytime a 9<sup>th</sup> grade athlete is promoted to a sophomore, junior varsity, or varsity squad, careful consideration should be given to the following factors in making the decision:

- physical/emotional/maturity level of the athlete
- nature of the sport
- parental support
- support of assistant coaches
- playing time
- needs in the program
- effects on other participants in the program.
- approval/support of the Director of Student Activities

The JUNIOR VARSITY/SOPHOMORE programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants. Students may be asked to try out and undergo a selection process.

The VARSITY team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team. Students may be asked to try out and undergo a selection process.

\*Athletes at all levels who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

**The following duties and responsibilities apply primarily to Directors of Co-curricular Programs:**

- Submit field trip requests to the Activities Office for events or meetings your students may attend.
- Verify transportation requests with Transportation Director the week your activity takes place.
- Verify building availability and calendar scheduling with the Activities Office.

**SOUTHEAST POLK SQUAD REDUCTION POLICY --- (Spring 2006)**

In an effort to achieve balance between participation and competition in the Southeast Polk extracurricular programs, the following squad reduction policy is established. While realizing there are many positive benefits for students who participate in athletic and activity programs, competitive success in these areas is an expectation of the District and community, and cannot be compromised. Several factors necessitate a squad reduction policy. These factors include but are not limited to student enrollment, facility concerns, program costs and manageability, coach: student ratios, transportation, skill development, and scheduling options. Additional availability of facilities and other program considerations may necessitate changes to this policy.

The numerical figures for student participation in the extracurricular programs listed below are suggested guidelines, and not a strict figure that must be adhered to from year to year. Southeast Polk athletic coaches and activity directors are educated professionals who are capable of making decisions that are in the best interests of



students and the overall success of the program. The Director of Student Activities will have final approval on all squad reductions that may take place.

Numerous opportunities exist for Southeast Polk students to join athletic teams, fine arts programs, clubs, and organizations. Competitive athletic and activity programs may not be appropriate for each individual student. At the same time, we encourage our students to become involved in extracurricular activities. If a coach/director determines there is a need to reduce the squad then the coach/director should directly communicate with the student involved.

(Roster Size = the participants in uniform and or listed in the program for an event)

(Squad Size = the participants who come to scheduled practices, or those eligible to make the roster)

## **FOOTBALL**

There is no limit on squad participation at the local or State level. Scheduling options are available at the 9th grade (A,B), 10th, JV, and Varsity levels. Platoon football (11 on offense, 11 on defense) has been the practice, especially at the varsity level. There are many participation opportunities available due to the nature of the sport. Due to program cost and other factors listed above, a squad size of 80 players may be placed on participation at 7th, 8th, and 9th grade levels.

## **BOYS & GIRLS BASKETBALL**

State guidelines limit varsity roster sizes to a maximum of 15 for State-sponsored tournament play. Local guidelines for varsity roster size are limited to a maximum of 15 as well. The head varsity coach may reduce squad size to this level at the varsity level, or keep additional players if warranted by factors such as class size, filling a junior varsity schedule, potential benefit to the program, skill ability etc. Scheduling options are available at the 9th grade (A,B), 10th, JV, and Varsity levels.

There are no State guidelines at the 10th grade level. The head varsity coach and the head sophomore coach may reduce squad size to 15 players on this level, or keep additional players based on the same factors listed above for varsity play.

There are no State guidelines at the 9th grade level. The head varsity coach and the head 9th grade coach may reduce squad size to 10 players each on the A and B teams, or keep additional players based on the factors listed above for varsity play.

A roster size of 40 players may be placed on interscholastic competition at the 8th grade level. Squad size will not be reduced at the junior high level. Intramurals, inter-squad scrimmages, and instructional leagues will be provided for less developed participants.

## **VOLLEYBALL**

State guidelines limit varsity roster sizes to a maximum of 15 for State-sponsored tournament play. The head varsity volleyball coach will determine the roster size for regular season and tournament play, not to exceed 15.

10th grade, JV, and Varsity volleyball matches normally occur on the same date. The head varsity volleyball coach and the assistant coaches will determine the squad size at these levels. Some players on the varsity roster may play JV. A suggested squad size at each level would be 12. Additional players may be added to the squad size based on class size, scheduling, potential benefit to the program, skill ability, etc. There are no State guidelines at the 10th grade or Junior Varsity levels.

There are no State guidelines at the 9th grade level. The head varsity coach and the head 9th grade may reduce squad size to a minimum of 12 players each on the A and B teams, or keep additional players based on the factors listed above for varsity play.

A roster size of 40 players may be placed on interscholastic competition at the 8th grade level. Squad size will not be reduced at the junior high level. Additional opportunities will be provided for participants of lesser skill development.

## **BOYS & GIRLS SWIMMING**

There are no State or local restrictions on squad participation. The only exception at the local level would be a restriction on participation due to facility concerns. At that time, the head varsity swimming coach will submit a program plan to the Activities Director, and a squad selection process may occur.

Due to safety considerations, supervision, and availability of swimming facilities, a cap of 60 may be placed on participation at the 8th grade level.

## **BOYS & GIRLS TRACK**

There are no State or local restrictions on squad participation. Roster entries are limited at events that we host and attend at other sites. Participation is somewhat limited by scheduling options. In the event participation

numbers warrant a reduction in squad size, the head varsity track coach will submit a program plan to the Activities Director, and a squad selection process may occur.

Squad reduction will not take place at the junior high level. However, roster sizes may be established for each meet, based on event entries, transportation, and competitive aspects.

## **WRESTLING**

There are no State or local restrictions on squad participation. Roster entries are limited at the varsity level for regular season and State-sponsored tournaments. Multiple junior varsity and 9th grade entries are allowed at events we host and attend at other sites. Scheduling options are available at the 9th grade, JV, and varsity levels.

Squad reduction will not take place at the junior high level.

## **BOYS AND GIRLS TENNIS**

State guidelines limit varsity roster sizes to 6 players for State-sponsored tournament play. Scheduling options include JV and varsity play. Due to facility limitations, squad reduction may occur. Suggested squad sizes would be 8 at the varsity level and 10 at the JV level. An additional 12 9th graders will also be eligible to play JV. Coaches may reduce squad size to this level or keep additional players based on factors such as facility availability, class size, benefit to the program, scheduling options, skill ability etc.

## **BOYS & GIRLS GOLF**

State guidelines limit varsity roster sizes to 6 players for State-sponsored tournament play. Scheduling options include 9th, JV, and varsity play in boys golf, and JV and varsity in girls. Due to facility limitations, squad reduction may occur. Suggested squad sizes would be 6 at the varsity level, 8 at the JV level, and 12 at the 9th grade level. Coaches may reduce squad size to this level or keep additional players based on factors such as facility availability, class size, benefit to the program, scheduling options, skill ability etc.

An instructional program will be offered for students in 8th grade.

## **BOYS & GIRLS SOCCER**

State guidelines limit varsity roster sizes to 22 players for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity soccer will determine the roster size for regular season and tournament play, not to exceed 22. Scheduling options include 9th, JV, and varsity play. 9th grade, JV, and varsity matches usually occur on the same date. The head varsity soccer coach and the assistants will determine the squad size at these levels. Some players listed on the varsity roster may also play JV. Suggested squad levels would be 24 at the 9th grade level, and 24 to make up the JV and varsity squads combined.

## **SOFTBALL**

State guidelines limit varsity roster sizes to 18 players for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity softball coach will determine the roster size for regular season and tournament play, not to exceed 18.

Scheduling options include 9th, JV, and varsity play. Except for tournament play, 9th, JV, and varsity events are held on the same date. The head varsity softball coach and assistants will determine the squad size at these levels. Some players listed on the varsity roster may also play JV. In the event participation numbers warrant a reduction in squad size, the head softball coach will submit a program plan to the Activities Director, and a squad selection process may occur.

A suggested squad size for 9th grade would be 18. Coaches may choose to add players based on factors such as class size, benefit to the program, skill level, scheduling options etc.

Squad reduction will not take place at the junior high level. Roster sizes may be established due to scheduling opportunities, transportation, and other program management issues. Additional opportunities will be provided for participants of lesser skill development.

## **BASEBALL**

State guidelines limit varsity roster sizes to 24 for State-sponsored tournament play. There are no local guidelines on varsity squad size. The head varsity baseball coach will determine the squad size for regular season and tournament play, not to exceed 24.

Scheduling options include 9th, 10th, JV, and varsity play. The head varsity baseball coach and assistants will determine the squad size at these levels. In the event participation numbers warrant a reduction in

squad size, the head baseball coach will submit a program plan to the Activities Director, and a squad selection process may occur.

Suggested squad sizes at the JV and varsity level would be 24. Suggested squad sizes would also be 24 at the 9th and 10th grade levels. Due to scheduling and playing time limitations, the 10th grade squad size may be reduced to a minimum of 18. Coaches may choose to add players based on class size, benefit to the program, skill level, scheduling options etc.

## **SHOW CHOIR**

Suggested squad sizes for Ramification and Vocal Gold would be 40 participants. Based on the factors of space, facility, and choreography guidelines, squad selection may occur. Other factors such as costume cost, singing and dancing ability, and precision movement that is unique to this program are also considered in the squad reduction process for this activity.

## **DRILL TEAM**

The Football and Elite squads will be primarily fall and winter performance squads. Students may participate in another extracurricular activity in a season opposite their involvement in RhythAMettes by notifying the director during the selection process. Based on the factors of space, facility, and choreography guidelines, squad selection may occur. Other factors such as costume cost, dancing ability, and precision movement that is unique to this program are also considered in the squad reduction process for this activity.

## **CHEERLEADING**

State guidelines limit the varsity roster size for State-sponsored events. These State guidelines are also adopted by conferences throughout the state. Roster sizes are limited to a maximum of 12 for varsity football, and 6 for varsity basketball and wrestling. Scheduling opportunities are available at the 9th, JV, and varsity levels in basketball and football. Wrestling is limited to JV and varsity.

Suggested squad sizes at each level in football would be 12. Suggested squad sizes for JV and varsity basketball and wrestling would be 6. 9th grade basketball squad size would be 12. Based on the factors of safety, space, skill, scheduling restrictions, and the precision movement that is unique to this activity, squad reduction may occur. Coaches may choose to add participants based on class size, benefit to the program, and as changes in scheduling occurs.

## **BAND**

There are no participation limits on the squad size in Pep Band, Jazz Band, or Marching Band. Additional scheduling opportunities may be created should high squad numbers exist.

## **DRAMA**

There are no local guidelines on squad size. Opportunities exist on and off stage for participants.

## **DEBATE**

There are no limitations on squad size at the State or local level. Entries may be limited in State-sponsored events. Roster size may also be limited at events sponsored by other schools.

## **SPEECH**

There are no limitations on squad size at the State or local level. Entries may be limited in State-sponsored events. Scheduling opportunities exist on the Individual and Group Speech levels.

## **Care of Equipment**

Participants are to be held accountable for any loss or abuse of equipment. Any equipment lost or destroyed by a participant must be paid for by the student. Any loss or destruction of equipment should be reported to the coach or director immediately. If necessary, any changes should be accomplished through a coach. Coaches will be responsible for all equipment relating to their sport including that used by their athletes.

The coach/director will be responsible for keeping accurate records. These records are to be checked against equipment turned in by each participant at the end of each season.

The cooperation of all coaches/directors is solicited in seeing that individuals maintain proper care of all equipment.

### **Athletics: Purchase and Repair of Equipment and Supplies**

Upon completion of their season, each head coach will submit a current inventory of equipment and its status, and submit a list of items needed to be purchased or repaired to the Activities Director for his approval. The Activities Director will review these requests and make a decision of approval or rejection based upon equipment needs and overall athletic budget.

Purchase of all equipment and supplies within the athletic budget are to be approved by the Activities Director. This approval must be obtained prior to the actual purchase. All bills are to be submitted to the Activities Director.

Requests for repair of equipment are to be accomplished within the same format as used in the purchasing of equipment.

### **Ordering: Equipment, Supplies, Registrations**

1. The actual ordering of equipment and supplies will be handled through the Activities Director.
2. Requests for Purchase must be filled out before a purchase order can be issued. All purchase requests must be complete as to size, color, quantity, trim colors, type of material, etc. NO PURCHASES CAN BE MADE WITHOUT PRIOR APPROVAL OF THE ACTIVITIES DIRECTOR AND A PURCHASE ORDER.
3. Packing lists should be turned in to the Activities Office to show items have been received and all invoices must be turned in to the Activities Director for payment.
4. Every effort must be made to anticipate needs and requisition equipment well in advance of the season. In spite of careful planning, it is understood (emergencies can arise) there may be occasions for a coach to want equipment quickly, but the Activities Director should be consulted before these items can be acquired. **\*See protocols on page 64.**

### **Athletics: End of Season Requirements**

Within two weeks of the close of the season, coaches will submit to the Activities Director a written summary of their sport.

Coaches should include the following in their sport summary; a list of athletes, award winners, awards to athletes, inventory of supplies and equipment and season records. The Activities Director may want to meet with the head coach on any of these areas later in the year. Coaches are encouraged to keep up-to-date records to facilitate the development of this report.

### **Athletics: Physicals**

All participants in athletics at Southeast Polk are required to have, on file, a physical examination form verifying they are fit for participation.

All students are responsible for obtaining a physical at their own expense, and for submitting satisfactory evidence of physical condition signed by a licensed physician and surgeon,

osteopathic physician and surgeon or osteopath, or qualified doctor of chiropractic to the school.

### **Academic Eligibility**

State law mandates that an individual who wishes to compete in interscholastic athletics or activities in the state of Iowa pass ALL class work. Schools have the authority to set more stringent requirements in their districts if they desire. At Southeast Polk, a student must be enrolled in 6 classes plus P.E. for 9th and 10th grade students to be considered a full-time student and 5 classes plus P.E. for 11th and 12th grade students to be considered a full-time student. Only full-time students are eligible for extracurricular activities. Our policy on academic eligibility includes the following points:

1. Students must pass ALL academic courses that meet everyday.
2. Physical Education counts as credit for academic eligibility purposes.
3. Academic eligibility is determined by the semester grades of the semester preceding participation in extracurricular activities.

The following guidelines apply to those students who wish to regain or restore their eligibility:

1. A student may regain their eligibility after sitting out of the activity for 30 calendar days. The student is eligible at 12:01 a.m. on the 31st day. The 30 days start with the first legal playing date for a sport and the first day of the semester for non-sanctioned activities.
2. Students must sit 30 days for a sport and 30 days for non-sanctioned activities. In other words, 30 days served for a non-sanctioned activity does not necessarily satisfy the 30 days for the sport and vice versa. Please see the Activities Director for clarification.
3. The ineligibility period will be applied to the first extracurricular activity in which the student participates in after semester grades are determined.
4. A student who does not pass all classes in the spring semester can not regain their eligibility in the summer.

### **Suspensions: In and Out of School**

Students suspended in school or out of school are not eligible to represent their school in any sport or activity for the duration of their suspension. Students who are assigned to In-School Suspension may practice but not participate in games, shows, contests, etc. Students who are assigned to Out-of-School Suspension are not to be on the campus and therefore may not practice, participate or attend meetings, games, shows, contests, events, etc.

Student eligibility is reinstated when the suspension time is over, if that student has been in attendance at school for five periods during the eight period day. In the case of a student who has been in ISS, the suspension time is ended at the end of the last school day ISS is served. Therefore, that student will be eligible to participate in shows, contests, games, etc. the same date.

If a student has been suspended out-of-school, that student will not be eligible to participate on the same date because of not meeting the requirement to a minimum of five periods of school attendance on the date of the event. That student will be eligible to participate beginning the day following the end of the out of school suspension. A student may participate in an event on Saturday, provided the in-school or out-of-school suspension period has been completed.

## **Class Attendance**

Participants are expected to attend classes on a regular basis. Violations of student attendance policies endanger activities eligibility. Participants are to be in attendance on the day of a contest for at least 5 periods of school in order to participate. If not, they must receive permission from the Director of Student Activities and/or Principal in order to participate. Exceptions will be for good cause only. In cases of students who are on work release or some other form of shortened school day, those who are regularly scheduled for seven class periods must attend at least five periods to satisfy attendance requirements, those with a six period schedule must attend at least four periods on the day of the practice or contest. Ram Plan excused days are school approved, and thus the five period requirement is waived.

## **Keys**

Coaches and directors 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.

## **Coaches and Directors Meetings**

Coaches and directors meetings will be held at the beginning of each school year and at other times as determined necessary by the Activities Director. The Activities Director will schedule pre-season and post season meetings with all head coaches/directors. The Activities Director will meet individually with coaches and directors during the year to discuss current operating procedures and problems, and at the end of the year to discuss budgets and other items of interest or concern.

## **Athletic: Scrimmages**

Southeast Polk Community School District follows all rules and regulations prescribed by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, including those pertaining to scrimmages. Coaches wishing to scrimmage other teams should first clear the date and activity with the Activities Director. Care should be taken to see that the visiting team's money and personal items are secure.

Rules applying to scrimmages may be found in the I.H.S.A.A. Sports manuals dealing with that specific sport and the Constitution of the I.G.H.S.A.U.

## **Practices: Inclement Weather**

The Activities Director will post practice times for inclement weather. Please remember, we will all have to sacrifice some with inclement weather situations.

I would expect everyone to practice on a daily basis however, if you plan to cancel practice, notify the Activities office as soon as possible in case some other organization would like to use the facility.

## **Holiday Practices or Rehearsals**

Practice schedules during holiday periods are to be filed with the Activities Director. Coaches and directors are responsible for locking the facility used at the conclusion of practice at any time school is not in session.

Practice times over holiday periods are primarily determined by the coach or director of that activity with approval from the Activities Director. Practices will be conducted in order to

maintain peak efficiency. In setting up practice periods during Christmas and New Year holidays, one should:

- **Never** practice on Christmas Day.
- No practice on the day before or after Christmas without specific approval of the Activities Director.

Submit practice time schedules for individual activities to the Activities Office. The purpose of this is to eliminate conflicts and maintain as efficient use of the facilities as possible.

### **Sunday Practices**

Permission for special Sunday practices should be obtained in advance from the Director of Student Activities.

### **Athletic: Off Season Practices**

Official supervised practices held after the completion of the sports season or prior to the official start of practice for a sport season are prohibited during the school year. The rules are covered in the bylaws of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The sports season is considered to be completed when the state tournament or meet is finished.

### **Fundraising**

Any and all fundraising should first be cleared through the Activities Office.

### **Gate Security**

- Track, Soccer, Baseball, Softball and Football coaches need to be responsible for closing the gates around the playing field upon the completion of practice or competition.
- Each head coach present should check all gates to see that they are closed, or have made prior arrangements with another head coach on the site to see that this is completed.
- The athletic director will be responsible for closing the gates or making suitable arrangements with the custodian in charge (football) following contests, events or competition.
- The head coach, as described above, will close the gates following all practice sessions.

### **Fitness Center**

The Fitness Center is a facility that requires direct supervision at all times when in use. Direct supervision involves being present in the room, supervising activity, and being alert for potential problems. Do not leave the Fitness Center at any time while students are in the facility.

You cannot be in your classroom, the coaches' office, the storage room, or the hallway and adequately supervise the Fitness Center. When more than one supervisor or member of the coaching staff is present in the Fitness Center during workouts, please communicate with

each other regarding supervision and lockup procedures. Do not assume the other party is going to perform those duties.

- Please close all doors to the Fitness Center, equipment and storage rooms, and locker rooms when not in use.
- At no time is it appropriate to loan school keys to students or to other unauthorized personnel without the permission of the activities director.

### **Riding the Bus**

Our philosophy of the Activities Department is that all students ride the bus to and from events. Each coach will be allowed to determine what best suits their needs on the varsity level. If a student is not riding the bus, a completed Travel Release Form should be given to the coach or director prior to event. However, school board policy does allow that a student's parent can tell the coach at the event that the student will be riding home with the parent. The coach or director should see that the student does leave with the parent or guardian indicated on the form. Students will not be allowed to ride home with another student or minor, unless approved by the Activities Director. On the sub-varsity level squads, parents/guardians may request their son/daughter not ride the bus if sufficient reason exists and a travel release form has been completed in advance.

### **Facility Scheduling**

All reservations regarding use of facilities will be coordinated through the Activities Office. This includes but is not limited to the gymnasiums, auditorium, swimming pool, wrestling room, classrooms, commons, and any outdoor playing fields or courts. Any changes in scheduling or facility needs should be reported to Activities Office as soon as possible.

### **School Early Dismissal and Cancellation**

Weather as it relates to **practices**:

**Early dismissal:** If the weather is bad enough to dismiss school then we may determine a time frame for practices.

**School cancellation:** If school is canceled we will wait until 1:00 p.m. to make a decision regarding the holding of practice. We also affirm that the parent can determine if it is not in their youngster's best interest to attend **practice** because of weather. These would be excused to protect the best interests of the students.

Weather as it relates to **events**:

**Early dismissal:** Activity events will be canceled or postponed.

**Late start:** The Activities Director will decide if circumstances warrant travel or hosting an event.

**School cancellation:** If school is canceled for the day, we will wait until 1:00 p.m. to make a decision on travel or hosting an **event**. The activities director will make that decision based on improving weather conditions, time factors, safety, and scheduling restraints.

We also affirm that the parent can determine if it is not in their youngster's best interest to attend events because of weather. These would be excused to protect the best interests of the students.

### **Athletic: Sports Camps**

Any coach wishing to use Southeast Polk Community School District facilities to conduct sports camps must obtain permission from the Activities Director. Sports Camps shall not conflict with the sport-in-season. An athlete may not miss a practice or game to attend a Southeast Polk Sports Camp. Head coaches and sponsors shall schedule summer camps to respect the integrity of the sport in season. Varsity baseball and softball players shall not participate in a camp in the week prior to the start of district, regional or sub state play. The coach operating the camp will not require an athlete to participate in the camp on the same



day as a contest for the sport in season. The coach must file with the Activities Director an outline of camp activities, qualifications for participation, facilities to be used, insurance to be provided and other information requested. Camp funds will be handled through the school and payment to camp personnel will be paid by the district from camp funds.

### **Athletic: Injuries**

The purpose of this policy is to establish the best possible care for all athletic injuries.

The head coach (with help from the Athletic Trainer) of each athletic activity is responsible for seeing that all known injuries are properly cared for and that those which occur during practices and games are properly reported. Please use the following procedure:

1. Determine the extent of the injury, treating no injury as minor until finding otherwise.
2. If the injury requires medical care, either obtain the services of a doctor in attendance or if no doctor is available, and an ambulance or rescue unit is appropriate to insure safe transportation of the athlete to a medical care facility, call ambulance/or rescue unit. (All coaches should know the availability of the nearest telephone and necessary emergency numbers when at our facilities.)
3. A school official should accompany the student to the hospital or medical care facility when possible.
4. As soon as possible, properly contact the student's parents or guardian.
5. An accident report must be filed with the district. These are available in the Activities Office.

### **Athletic: State Tournament Food and Lodging**

When a squad or an individual squad member is participating in a state tournament the following will prevail:

- 1) When circumstances indicate food will be provided to the athlete; the main objective being to provide good nutrition.
- 2) The arrangements for meals will be made by the head coach, taking into consideration nutrition, participation, and expense. Funds for the meals must be requested two weeks prior to the event.
- 3) Lodging will be provided based on the following:
  - 1) A determination made by the coach and Activities Director as to what is best for the athlete and providing him/her with the best opportunity for success.
  - 2) Other factors that must be considered are distance, length of tournament, necessary hour of departure and return and expense.

### **State Tournament/Event Attendance: Non-Participants**

Head coaches or directors may be allowed one day professional leave for attending state events in which not actively participating. The final decision on these types of professional leave is made by Mr. Joseph Horton. Squad members may be released following the guidelines set by the Activities and Attendance Offices. The Head Coach must submit a plan for squad members to attend. This must be done at least 1 week in advance.

### **Athletic: Sports Season**

In the event that a second sport is allowed to start practicing before the season in progress is completed, the second sport must practice in off hours and in a location which will not interfere

with the former sport. When there is more than one sport activity during one season, the athlete may participate in only one sport and earn only one letter award during the sport season.

NOTE - We will follow all guidelines of sport seasons and limitations as set for by the IHSAA and IGHSAA effective August 1993.

## **Cheerleading and Rhythmic Activities**

These organizations are classified as “activities”, not as “athletics”. It is possible for a student to compete in Cheerleading or Rhythmic Activities and also participate in athletics during the same season. If practices are held at the same time, the student must complete his/her athletic workout first. If contests or events are scheduled on the same night, efforts will be made to accommodate attendance at both activities. If this is not possible, activities department policy (Students Involved in Two or More Activities During the Same Season) will be followed.

Cheerleaders and Rhythmic Activities are not exempt from Physical Education Classes while involved in their activity unless their director has completed the necessary work for their coaching authorization.

## **Students Involved in Two Or More Activities During The Same Season**

By policy, students may participate in one athletic program at a time. The exception to this is when one sport starts before another is concluded. (See Athletic: Sport Season) If a student participates in a co-curricular program during a sports season and a conflict arises, the following shall determine which activity will take precedence:

- State competition over Regional or Sub state
- Regional/sub state over District
- District over Conference
- Conference over Varsity/regular season
- School sports over Club sports
- Varsity/regular season over sub-varsity or reserve
- Event/Contest over Practice
- School Activity over Non-school Activity

All directors and coaches will cooperate to best meet the needs of the student, and make arrangements accordingly in scheduling. Coaches and directors shall be aware of the concerns of the student involved in multiple activities, but the student will not make the final decision in which activity he/she will participate.

## **Overlapping Seasons**

Athletes may not participate in more than one sport in a season that is classified as "Simultaneous Seasons". Simultaneous Seasons include:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	<u>SUMMER</u>
Cross Country	Basketball	Track	Baseball
Boys Golf	Wrestling	Tennis	Softball
Girls Swim	Boys Swim	Soccer	
Football	Bowling	Girls Golf	
Volleyball			

*\*\*Overlapping Seasons in Spring and Summer:*

*girls track, tennis, soccer, and golf with softball*  
*boys track, tennis, and soccer with baseball*

The Activities Director, head softball coach, head girls soccer coach, head girls golf coach, head girls tennis coach, and head girls track coach will meet prior to the season and set guidelines for practices and identify those soccer matches that potential state qualifiers will participate in.

**\*\*Athletes involved in the girls state meets in track, tennis, soccer, and golf will not play in a softball contest on the day of state meet until all competition has been completed.**

The Activities Director, boys track coach, boys tennis coach, baseball coach, and boys soccer coach will meet before the season starts to establish practice guidelines and identify those baseball games potential state qualifiers will be allowed to participate in.

**\*\*The boys state track and tennis meets are held on the same weekend. An athlete will not compete in a baseball contest on the day of the state meet until all competition has been completed.**

**\*\*An athlete will not compete in a baseball game on the day of a substate or state soccer game until all competition has been completed. The sport in season has priority if contests are scheduled on the same day -- the athlete will attend the contest for the in-season sport.**

**Overlapping Seasons - Practices:** Athletes may attend practices of both sports. Priority is given to the sport in season. The regular practice and workout schedule must be completed for the sport in season before attending the practice for the overlapping or out of season sport. The athlete will not attend an out of season practice on the day of a contest for the in-season sport. The coach of the in-season sport may set reasonable limitations on the amount or nature of physical activity that the athlete may take part in for the out of season sport practice.

### **Dress and Appearance**

The head coach/director in charge of each sport is responsible for the appearance of his/her participants including dress and neatness. Students should be informed by the coach before the contest to dress in a manner to bring credit to themselves, their group, their home, and the school.

### **Non-School Participation**

An athlete can play on a non-school team during the regular school season if they request permission from the coach and athletic director, and this participation does not result in the athlete missing a game or practice for the school. The penalty for violation of this policy is as follows:

FIRST OFFENSE: 1 game suspension, which can be carried over to the next sport in which the athlete participates.

SECOND OFFENSE: Removal from the squad for the remainder of that season, with a minimum suspension to equal the number of contests listed under Roman Numeral III of the Student Code of Conduct, which can be carried over to the next sport in which the athlete participates.

THIRD OFFENSE: 1 calendar year ineligibility in athletics

FOURTH OFFENSE: Permanent loss of athletic eligibility

### **Transportation**

At the beginning of the sport season or activity, the head coach or director will fill out transportation request forms. Completed forms should be turned in to the Activities Department. Transportation forms should be completed two weeks prior to the event. The

participants should be informed of the estimated time of return so they may in turn inform their parents in advance of the departure.

### **Extracurricular Activities Student Conduct Code**

The Activities Student Conduct Code is available to students in the Student Handbook and is at the end of this handbook. Coaches and directors should emphasize this to participants and may want to review some of it during a pre-season meeting. All students of the Southeast Polk Jr. and Sr. High Schools are covered by this conduct policy. See Appendix A.

### **Athletic: Award Policy**

Varsity letter	Only one major Southeast Polk letter will be awarded to an individual. After receiving a major letter award, the athlete will then receive certificates for each earned letter. Upon receiving their first varsity letter in a sport an athlete shall receive the appropriate sports emblem pin.
Junior Varsity	Will receive certificates
Sophomores	Will receive certificates and numerals
Freshmen	Will receive certificates

### **Co-Curricular - Award Policy**

Vocal music, speech, band, or any other co-curricular activity that awards certificates, letters, numerals, medals, or pins should have on file, in the Activities Office, a policy regarding distribution of such awards. This policy should be consistent with the activities program.

### **Athletic: Parents Meeting**

It is **required** for each head coach to conduct a parents meeting prior to the start of their competitive season. Remember communication is one of the best ways to avert trouble and gain support.

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### **Items to Discuss With Parents of the Students in Your Program**

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1. The Student Conduct Cod Policy and Training Rules.
2. The coach's or directors philosophy and how the coach or director will conduct things and why. Discuss the program's goals and objectives.
3. Review with parents the tensions they may experience with the student participating, not participating, and reactions from other parents (they will always be told good things about their child from other parents). All of us feel our children are the best and want them to be happy. If they aren't - the coach/director is usually blamed. The coach/director will decide who, in their best estimate, deserves to fill a specific role and has the talent to do so.
4. Students have frustrations; they voice them and then usually go on to improve if parents or others don't interfere. Encourage parents to support the program.
5. Equipment or materials that the students will need to buy or rent. An explanation should also be given that students will be expected to reimburse the school for any equipment not returned at the end of a season or event.
6. Policies regarding food, transportation, practice, vacations (spring and winter) and cell phones.
7. How conflicts can be resolved if they occur between two school programs.
8. Let the parents know you are open to questions and discussion during the season.
9. Encourage parents to be positive - don't tear the group or staff down - talk to the coach or director if they have concerns.
10. Our program is an educational one - not a merely a recreational one - students will grow from both positive and adverse situations.
11. Clearly define your lettering requirements.
12. Schedule - Practice and Event.
13. Athletics: Proper training techniques and diet.
14. Athletics: The treatment of injuries.

## Procedure for Resolving Concerns With A Program

From time to time, in working with the many individuals who are involved in an activities program in a school such as ours, issues come up that may cause concern for parents. It is difficult for these concerns to be addressed when the parties involved have different views, backgrounds, and opinions. The following procedure is suggested to student athletes and parents to follow in order to get the issues on the table and address them.

Should concerns with a program surface, the following levels should be followed in prescribed order:

Level 1 - Student and coach or director

Level 2 - Student, parent and coach or director

Level 3 - Student, parent, coach or director and Activities Director

Level 4 - Student, parent, coach or director, A.D. and principal

Level 5 - Student, parent, coach or director, A.D, principal, and superintendent

Once again, we are suggesting that concerns are best resolved at the level closest to the problem. As with any appeal procedure, should satisfaction not be achieved at a level, then appeal can be made to the next level. Administrators, coaches, directors and parents are in the business to best serve our students and participants. This process will help us to make the activities program at Southeast Polk one of which we can all be proud.

## Coach/ Director Evaluation Cycle

### 2013-14

Belger, S.

Christenson

Logan

Meunier

Mayo

Muller

Schwemm

Rinehart

Tica

Werling

Willeford (Cross Country)

### 2014-15

Aalderks

Belger, G.

Hart

Owens

Schulte (Boys Swim)

Stiles

Willeford (GirlsTrack)

Young

### 2015-16

Beattie

Dailey

Dowling

Gerth

Hantelmann

Nolting

Parker

Roberts

Schulte (Girls Swim)

## **PREFACE** **STUDENT CONDUCT CODE**

### STUDENT CONDUCT CODE

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

Students in grade 9-12 who participate in extracurricular activities serve, and should be acknowledged, as standout student ambassadors of the school district throughout the 365 days of the calendar year. The Student Conduct Code is in effect at all times and in all locations, even out of the country. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal or his/her designee shall keep records of violations of the Student Conduct Code.

The Southeast Polk Board of Education has approved this Student Conduct Code.

#### Statement of Philosophy

Southeast Polk Community Schools offer a wide variety of extra-curricular and co-curricular activities to enrolled students. Participation in any activity is a choice made by the student and the participation shall be considered a privilege. This privilege is granted to students displaying the interest and dedication that the activity requires. The Southeast Polk School District has set forth a set of expectations for all participants. These expectations shall be defined as follows:

Participants will...

- Demonstrate principles of justice and compassion.
- Respect rules and authority.
- Respect the rights of other persons.
- Respect everyone's physical and emotional well-being, to include their own.
- Respect and demonstrate good sportsmanship.
- Demonstrate a sense of school pride.
- Demonstrate understanding and application of the concepts of teamwork and leadership.
- Demonstrate a sense of commitment and dedication to achievement of excellence.

These expectations are designed to exemplify and encourage responsible citizenship among all students. Participating students serve as representatives of the district to their peers and to the public in and out of the district. Because of the responsibility inherent in representing the Southeast Polk Community School District, a high level of conduct is expected of all students.

The district has set forth the Student Conduct Code that governs the actions of all participating students. These guidelines outline the expectations for acceptable conduct in the area of academics, attendance, and behavior.

#### Statement of Compliance

The Southeast Polk Community School District will enforce the Student Conduct Code for all co-curricular (extended requirement beyond the regular school day associated with a credited class which meets during the regular school day) and all extra-curricular (an activity which meets outside of the regular school day and receives no credit) activities.

**I. Academic, Attendance, and other Requirements:**

- A. Students must be in school at least 5 periods of the day of a performance (music, theater, and speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate. Students with a shortened class schedule (i.e. seniors who leave after 6th period), must be in school at least 4 periods of the day of performance (music; theater, speech), a scheduled contest, a program or trip, or a practice for any of the above if the student expects to participate. Any exception must be cleared through the building administrator or designee. Guidelines for such an exception include, but are not limited to, doctor appointments, dental appointments, family emergencies as determined by the administration or school related absences. Early release time from school to attend a school sponsored event counts as part of the attendance requirements.
- B. Any Southeast Polk student serving an in-school suspension for violation of school rules will be eligible to practice for a co-curricular or extra-curricular activity, but will be ineligible to participate in a performance or event until the in-school suspension time has been served. Any student serving an out-of-school suspension will be ineligible to practice or perform in an event until reinstated, and is not allowed on school property or allowed to attend school events, home or away.
- C. To be eligible to represent Southeast Polk in co-curricular and extra-curricular activities, a student must pass all full-time academic courses (including P.E.). This is according to State of Iowa Code, "Scholarship Rules", 281-36.15.
- D. During the semester of eligibility, classes taken off campus must be for Southeast Polk graduation credit. A minimum of two classes must be taken at Southeast Polk High School.
- E. A student may be eligible to participate for a maximum of eight (8) consecutive semesters upon entering 9th grade for the first time. (Twenty days of attendance or playing in one contest equals a semester).
- F. Students are not eligible if they were out of school last semester, or if they enrolled in school this semester later than the second week of school unless given special permission by the State Athletic Board.
- G. School equipment shall be returned upon the completion of a season or activity. Indefinite suspension from activities and a financial obligation shall result until the equipment is returned in acceptable condition or restitution is made. Equipment may be assigned during the summer months with the approval of the Activities Director.
- H. Student transferring to Southeast Polk from other school districts must transfer in good standing with previous Student Conduct Code to be eligible at Southeast Polk. Students will be ineligible until the length of the suspension assigned by the previous school is completed.
- I. Students are subject to the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union rules regarding eligibility requirements.
- J. Students are not eligible once they have reached of age of 20.
- K. Students must be enrolled and in good standing in a member or associate member school.
- L. Students must be enrolled upon completion of the 8<sup>th</sup> grade through the summer after high school graduation.
- M. Male and female athletes must complete an annual physical examination with certification from the examining physician or approved personnel that student can safely engage in athletics.
- N. Southeast Polk students, actively participating or planning to participate in athletic activities must have their parent/guardians complete the Parent/Guardian's permission and release form (bottom portion of physical form).
- O. Copies of the Student Conduct Code will be made available at registration, player meetings, the first day of an activity, and/or at parent meetings. Copies are available online and in the Activities Office (967-2944). Students will be subject to the Student Conduct Code irrespective of whether they have signed verification that they are in receipt of the document.

## **II. Violation:**

If it is determined that a student has violated the Student Conduct Code, the student shall be penalized as specified in Section III below. The following constitute a violation of the Student Conduct Code.

- A. Possession, use, or purchase of alcoholic beverages, including liquor, beer and wine, except as may otherwise be permitted by Iowa law. Evidence of "Use" includes having the odor of alcohol on one's breath. Evidence of possession includes having alcohol in one's system.
- B. Attending a function where alcohol or a controlled substance, as defined by Iowa Law, is being consumed or used and not immediately leaving said function. Being in a motor vehicle, as a passenger or driver, that contains alcohol or a controlled substance, as defined by Iowa Law, and not immediately leaving said motor vehicle. It is understood that a student is not prohibited from being in attendance of such functions, wherein alcohol is present, that are sponsored, controlled or supervised by the student's parent(s) or guardian(s) or being a driver or passenger of a motor vehicle where the student's parent(s) or guardian(s) accompany said student and alcohol is present.
- C. Possession and/or use of controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, and control thereof.
- D. Possession, use, or purchase of tobacco products, regardless of student's age.
- E. Engaged in any act that would be in violation of local or state law, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s), as to make the student unworthy to represent the ideals of his/her school.
- F. Been involved in inappropriate or offensive conduct, as to make the student unworthy to represent the ideals of his/her school. (Regarding Fighting, Reference Board Policy 503.1R2-Maintenance of Orderly Conduct, Item 7. Regarding bullying and harassment, Reference Board Policy 502.13 Anti-Bullying/Harassment).
- G. Been involved in inappropriate sexual behavior. (Reference Board Policy 503.1R2-Maintenance of Orderly Conduct, Item 11).

A student may seek help from school officials with alcohol/drug/tobacco problems unrelated to a reported incident which involves a code violation. School officials shall notify parents and seek appropriate help for the student without penalty.



### III. **Consequences:**

A student who has been found to have violated the Student Conduct Code Shall be penalized as follows:

#### A. First Offense

1. Suspended up to the number of contests/performances listed below, to be served consecutively including tournament or state-sponsored activities, plus interview with the Activities Director and/or behavioral contract to be arranged with Activities Director.

Football	2	B&G Soccer	*.25
B&G Swimming	3	Volleyball	*.25
B&G Basketball	5	Wrestling	*.25
B&G Bowling	3	B&G Cross Country	2
B&G Golf	3	Softball	*.25
Baseball	*.25	B&G Track	3
B&G Tennis	3		

\*.25 = the number of games or matches in a season, not dates. A doubleheader in baseball or softball, a soccer tournament, or a wrestling double dual counts as 2 or more in the penalty phase. Baseball and softball have 40 game schedules, a wrestler may have approximately 40 matches, and soccer may have approximately 17 matches in a season.

All remaining activities in which students represent Southeast Polk in non-graded events, contests, meetings, or performances shall include a two event, contest, etc. suspension period. These include, but are not limited to Vocal and Instrumental Music, FFA, Speech, National Honor Society, All honorary and elected offices such as homecoming king/queen, class officer, student council officer or representative, mock trial, DECA, Debate, Drama, TLC, RhythAmettes, and Cheerleading. Student Council, TLC, and National Honor Society have constitutions/by laws that address behavior that is in violation of the Student Conduct Code. Pep assemblies do not satisfy the two event suspension requirement. A student will not be permitted to participate in a pep assembly if the suspension period is not completed.

2. Suspended for up to 12 weeks in activities, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.

#### 3. Administrative Procedures

The Activities Director will conduct an interview with the alleged code violator and notify them verbally if there is a violation and consequences. Also, all options will be administered through a written contract outlining the specific duties to be completed. If a behavioral contract is agreed upon, then it must be completed within a reasonable period of time. All requirements of student assistance and the school will be met by the student. Failure to fulfill the obligations of the school and/or agency will result in immediate ineligibility. The student will pay all costs or fees. Financial assistance may be available to those who qualify. A participant enrolling in a substance abuse program must sign a release of information form so that school authorities may determine if the program was satisfactorily completed.

#### 4. Completion of Suspension Period – 1<sup>st</sup> & 2<sup>nd</sup> Offense

If a student is unable to complete the full amount of his/her suspension during the activity currently in season, the percentage of contests/performances remaining to be served shall be carried over to the next activity. While in the process of completing a suspension period, students shall be expected to attend all practices and contests/performances, complete the activity in good faith, and follow the guidelines set forth by the head coach for all participants of the activity.

### B. Second Offense

A student may choose option 1 or option 2 below:

1. Suspended for up to 24 weeks in activities, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.
2. Up to double the events suspension of the first offense, plus interview with Activities Director and/or behavioral contract to be arranged with Activities Director.
3. Administrative Procedures and Completion of Suspension Period  
Administration and Completion of the consequences of a second offense will follow the same procedure applied to a first violation. These procedures are explained above under the heading of "First Offense."

### C. Third Offense

The student will have a permanent loss of eligibility.

## **IV. Code Violation Process**

When it is learned that a participant in extracurricular activities may have become involved in conduct which could lead to disciplinary action, the following procedure will be followed;

Step 1: The Director of Student Activities will conduct a preliminary investigation and meet with the student to provide the opportunity for the student to explain, admit, or deny the allegation. If after discussion and investigation the director is satisfied that a violation has taken place, he/she will initiate the appropriate action. The student and their parents will be notified verbally and/or in writing by the Director of Student Activities who will specify the period of the suspension. The student will remain ineligible until the suspension time is completed or until an appeal reverses the decision. A file will be maintained in the activities office. A copy will be sent to activities sponsor(s) if applicable.

Step 2: If a student is dissatisfied with action taken in Step 1, he or she may appeal the decision to the superintendent of schools. The superintendent's review shall take place within two school days of the receipt of the request or, if that time frame is not feasible under the circumstances, then as soon as is reasonably practicable.

Step 3: If a student is dissatisfied with the result of the previous two steps, he or she may appeal the decision to the board of education within 5 days of the receipt of the superintendent's decision. The meeting between the student and the board of education will be arranged by the superintendent's office.

Please note that an appeal by a student will not stay the operation of the discipline imposed while the appeal is pending.

## **VOLUNTEERS/ CHAPERONES**

### Citizen Assistance to School Personnel

The Board of Directors encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program.

The use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

### Community Resource Persons and Volunteers

The Board of Directors recognizes the valuable resource it has in the members of the school district community. When possible, and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization and the maintenance of records for the purpose of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

### Transporting Students in Private Vehicles

Generally, transporting students for school purposes shall be done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It shall be within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the principal. Private vehicles will be used only when proof of insurance has been supplied to the principal and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the principal and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference:

Cross-Reference:

Approved 2/16/06

Reviewed 4/29/04

Revised

## **STUDENT FIELD TRIPS AND EXCURSIONS REGULATION**

A student's parent or guardian shall be made aware in advance of any field trip which is sponsored by the school or any field trip or extracurricular activity which is authorized as an exception to the general board policy.

The board neither encourages nor discourages students from participating in such things as diving camp, drill team camp, "Y" camp, basketball camps, football camps, etc. However, the school district shall not sponsor, subsidize or assume any liability or responsibility for any individual or group participating in such activity unless it has been authorized, approved and sponsored by the district by the approval of the superintendent, his designee or the board in accordance with this policy.

## VOLUNTEER/ CHAPERONE APPLICATION FORM

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

—

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex (circle one) Male \_\_\_\_\_ or Female \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Related children attending Southeast Polk Community School District and relationship:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

CURRENT EMPLOYMENT:

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Describe other volunteer experience:

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Do you have a current valid driver's license:

Yes \_\_\_\_\_ No \_\_\_\_\_

Auto insurance:

Yes \_\_\_\_\_ No \_\_\_\_\_

CPR/First Aid Training

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of or plead guilty to a criminal offense against a person:  
Yes\_\_\_\_\_ No\_\_\_\_\_ If so, please explain:

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Have you ever been named in a founded case of child abuse: Yes\_\_\_\_\_ No\_\_\_\_\_  
If so, please explain:

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I promise that the information I have provided in this application is current and true to the best of my knowledge. I authorize the District to investigate my background, and I agree to cooperate in any such investigation. I authorize and release from liability any third person who provides the District with any information, including their opinions, regarding my character and fitness for school volunteer activities.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature:

---



## END OF SEASON SUMMARY

SCHOOL YEAR \_\_\_\_\_ SPORT \_\_\_\_\_

COACH \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ DATE DUE \_\_\_\_\_

Forms are provided for Parts A, F, G, H and I. Please feel free to use your own format but include all the information given on the activities department forms.

*Please include the following information on your final report:*

Attachments:

- A. \_\_\_\_\_ Final Roster (use attached form)
- B. \_\_\_\_\_ Final Season Statistics - including won/loss record and scores of all games.
- C. \_\_\_\_\_ Copy of the All-Conference Team
- D. \_\_\_\_\_ Team Awards
- E. \_\_\_\_\_ All-Academic Recognition
- F. \_\_\_\_\_ Final Inventory (Form Provided)
- G. \_\_\_\_\_ Facility/Equipment Needs for Next Season (Form Provided)
- H. \_\_\_\_\_ Parents Attending Parents Meeting (Form Provided)
- I. \_\_\_\_\_ List of Students Involved in Sharing Agreements (Grandview Park Baptist, Bondurant Farrar, PCM) (Form Provided)
- J. \_\_\_\_\_ Recommendations for Next Year

### A. Final Roster

SPORT \_\_\_\_\_ HEAD COACH \_\_\_\_\_

ASSISTANT COACHES: \_\_\_\_\_

A. NAME OF PLAYERS THAT STARTED AND FINISHED THE SEASON

[illegible]

B. NAME OF PLAYERS THAT DID NOT FINISH THE SEASON

NAME	REASON



**F. ATHLETIC DEPARTMENT**  
**INVENTORY SHEET**

---

**SPORT**

---

**SCHOOL YEAR**

ITEM	QUANTITY	CONDITION (EXCELLENT, GOOD, POOR)

## G. FACILITY/EQUIPMENT NEEDS FOR NEXT SEASON

SPORT\_\_\_\_\_

**YEAR**

**FACILITY NEEDS:**[illegible]

### EQUIPMENT NEEDS:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**I. STUDENTS INVOLVED IN SHARING AGREEMENT**

**SPORT** \_\_\_\_\_

**YEAR** \_\_\_\_\_

<b><u>GRADE</u></b>	<b><u>STUDENT'S NAME</u></b>	<b><u>SCHOOL STUDENT ATTENDS</u></b>
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## REQUEST FOR PERMISSION TO ATTEND COACHES' CLINIC

SOUTHEAST POLK HIGH SCHOOL ATHLETIC DEPARTMENT

I'm making request to attend the \_\_\_\_\_

Coaches' Clinic at \_\_\_\_\_

on the following dates: \_\_\_\_\_.

\_\_\_\_ Head Coach

\_\_\_\_ Assistant \_\_\_\_\_

Signature of Coach making request:

\_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Signature of Athletic Director

-----

The following estimated expenses will be reimbursed from the athletic fund to attend clinic, provided they are budgeted:

- |  |          |
|--|----------|
| 1. Registration (show receipt or canceled check)               | \$ _____ |
| 2. Lunch, if not included in registration<br>(Limit of \$5.00) | \$ _____ |
| 3. Dinner (Limit of \$7.50)                                    | \$ _____ |
| 4. Transportation (\$.51 per mile)                             | \$ _____ |
| 5. Hotel rooms (minimum of 2 per room)                         | \$ _____ |
| Total estimated expenses                                       | \$ _____ |

If it is necessary to be absent from school, the requesting coach must also file a leave request for permission to attend a professional meeting through his/her respective principal.

NOTE: Request should be submitted to Activities Director at least two weeks in advance.
---

Copy to:      Activities Director  
                 Building Principal  
                 Requesting Coach

Dear :

has failed to return the equipment that was issued at the beginning of the sport season.

Please have the following returned to their coach as soon as possible:

- 1.
- 2.
- 3.

If the equipment has been lost or destroyed, the replacement cost for these items is \$ . For your student to better learn responsibility and to comply with district requirements, it will be necessary to make restitution. If a check is to be used, please make it payable to the Southeast Polk Athletic Department and mail to Kent Horstmann, Director of Student Activities, Southeast Polk High School.

The interscholastic eligibility rules state that if a student fails to return equipment that he/she will be ineligible to participate in any other athletic activity until the equipment has been returned or reimbursed.

Thank you for your cooperation and assistance.

Sincerely,

Kent Horstmann  
Director of Student Activities

**SOUTHEAST POLK JR./SR. HIGH SCHOOL  
INTERSCHOLASTIC DISCIPLINE REFERRAL**

NAME \_\_\_\_\_ LEVEL \_\_\_\_\_

ACTIVITY \_\_\_\_\_ SEASON & YEAR \_\_\_\_\_

DATE OF VIOLATION \_\_\_\_\_ REFERRAL FOR VIOLATION OF

\_\_\_\_\_ Possession or use of Tobacco in any form

\_\_\_\_\_ Possession or use of Alcoholic Beverages

\_\_\_\_\_ Possession or use of a Controlled Substance

\_\_\_\_\_ Insubordination

\_\_\_\_\_ Truancy from School/Class

\_\_\_\_\_ Unsportsmanlike Conduct

\_\_\_\_\_ Skipping Practice

\_\_\_\_\_ Theft or other Illegal Acts

\_\_\_\_\_ Non-participation Phys. Ed.

\_\_\_\_\_

Comments:

Parents Notified \_\_\_\_\_ Date & How \_\_\_\_\_

Disposition:

Athlete Recourse (if any):

\_\_\_\_\_  
Administrator

## RETURN TO ELIGIBILITY

NAME: \_\_\_\_\_

TYPE OF OFFENSE OR SUSPENSION: ☐ In School Suspension  
(check those that apply) ☐ Out of School Suspension

- ☐ Conduct Code Violation
- ☐ Attendance Violation
- ☐ Violation of Squad Rules
- ☐ Game Ejection
- ☐ Violation of School Policy
- ☐ Other

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

DATE SUSPENSION WILL BEGIN: \_\_\_\_\_

STUDENT WILL RETURN TO ELIGIBILITY ON \_\_\_\_\_

OTHER CONDITIONS OF RESTORING ELIGIBILITY: \_\_\_\_\_

\_\_\_\_\_  
(community service, student assistance program etc.)

\*The student is eligible to practice except in the cases of Out of School Suspension and Attendance Violations (4 period rule).

COPIES TO: ☐ Activities Office  
☐ Front Office  
☐ Parent/Guardian  
☐ Coach/Director

Signature of Activities Director

\_\_\_\_\_



**SOUTHEAST POLK COMMUNITY SCHOOL  
ACTIVITY SPONSOR PROGRAM GOALS**

**NAME \_\_\_\_\_ ACTIVITY**

**YEAR**

**GOAL: A**

**ACTION PLAN**

**1.**

**2.**

**3.**

**GOAL: B**

**ACTION PLAN**

**1.**

**2.**

**3.**

**GOAL: C**

**ACTION PLAN**

**1.**

**2.**

**3.**

**THIS FORM IS SUBMITTED TO ACTIVITY DIRECTOR PRIOR TO BEGINNING OF ACTIVITY**

**SOUTHEAST POLK COMMUNITY SCHOOL  
ASSISTANT ACTIVITY SPONSOR PERSONAL PERFORMANCE  
ASSESSMENT**

**NAME** \_\_\_\_\_ **ACTIVITY** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ASSESSMENT SCALE: (CIRCLED NUMBER INDICATES ASSESSOR'S ESTIMATE OF PERFORMANCE).**

1. MEETS ROLE EXPECTATIONS
2. NEEDS IMPROVEMENT (ACTION PLAN NEEDED)
3. NOT MEETING ROLE EXPECTATIONS (ACTION PLAN NEEDED)
4. NOT APPLICABLE

**PERFORMANCE RESPONSIBILITIES**

- |   |         |
|---|---------|
| 1. Keeps abreast of new ideas and techniques in assigned area   | 1 2 3 4 |
| 2. Is knowledgeable of current rules and regulations  | 1 2 3 4 |
| 3. Instructs individual participants in the skill areas necessary for achievement in the activity as assigned by the head sponsor   | 1 2 3 4 |
| 4. Carries out duties as assigned by the head sponsor in the activity as they would pertain to clerical work, strategy meetings, equipment issued, facility preparations and supervision. | 1 2 3 4 |
| 5. Supports the head sponsor abiding by his/her policies and rules which are set forth to help maintain growth of the program at all levels.  | 1 2 3 4 |
| 6. Demonstrates loyalty and professionalism.  | 1 2 3 4 |
| 7. Properly supervises participants during contests and practices when assigned or in the absence of the head coach.  | 1 2 3 4 |
| 8. Provides input to the head coach on the sub-varsity and varsity level.   | 1 2 3 4 |
| 9. Supports the head coach in out-of-season activities which are beneficial to the program.   | 1 2 3 4 |
| 10. Carries out the policies of the Activities Department as set forth in the Activities Handbook   | 1 2 3 4 |

**COMMENTS:**

**ASSESSOR'S SIGNATURE:**

**DATE:**

**SPONSOR'S SIGNATURE:**

**DATE:**

# SOUTHEAST POLK COMMUNITY SCHOOL

## PERSONAL PERFORMANCE ASSESSMENT

### ATHLETIC COACHES

**NAME** \_\_\_\_\_

**ASSIGNMENT** \_\_\_\_\_ **YEAR** \_\_\_\_\_

#### **MISSION STATEMENT:**

To be an innovative, educational organization committed to providing learning experiences of superior quality, which enable ALL students to successfully meet challenges now and in the future.

(circled number indicates evaluator's estimate of performance)

1. Meets district mission expectations
2. Needs improvement (Action Plan needed)
3. Does not meet district mission expectations

#### **ASSESSMENT SCALE FOR REMAINING PERFORMANCE AREAS: (CIRCLED NUMBER INDICATES ASSESSOR'S ESTIMATE OF PERFORMANCE).**

1. MEETS ROLE EXPECTATIONS
2. NEEDS IMPROVEMENT (ACTION PLAN NEEDED)
3. DOES NOT MEET ROLE EXPECTATIONS (ACTION PLAN NEEDED)
4. NOT APPLICABLE

#### **PERFORMANCE RESPONSIBILITIES:**

##### **A. YEAR ROUND RESPONSIBILITIES**

- |   |         |
|---|---------|
| 1. Formulates objectives for the coming sport season as it would pertain to player personnel and assistant coaching responsibilities.         | 1 2 3 4 |
| 2. Keeps abreast of new ideas and techniques by attending clinics and workshops   | 1 2 3 4 |
| 3. Keeps knowledgeable of rules and regulations concerning his/her sport plus changes which occur.  | 1 2 3 4 |
| 4. Keeps active in professional organizations such as the state coaches association.  | 1 2 3 4 |
| 5. Abides by school, conference and state associations rules/regulations.   | 1 2 3 4 |
| 6. Keeps a copy of the Southeast Polk Activities handbook on file and abides by its regulations.  | 1 2 3 4 |
| 7. Works cooperatively with entire staff in developing a coordinated program, providing leadership to sub-varsity and junior high program.    | 1 2 3 4 |
| 8. Promotes entire activity program attempting to foster school spirit.   | 1 2 3 4 |
| 9. Communicates with parents throughout the year.   | 1 2 3 4 |
| 10. Works cooperatively with Activity Director and all coaches and sponsors in resolving conflicts.   | 1 2 3 4 |
| 11. Interested in participant's total school achievement.   | 1 2 3 4 |
| 12. Develops rapport with other teachers, coaches, and administrators.  | 1 2 3 4 |
| 13. Treats colleagues in a professional manner.   | 1 2 3 4 |
| 14. Encourages off-season activities to improve performance, while respecting the rights of coaches and participants whose sport is in-season | 1 2 3 4 |
| 15. Operates within an established budget and follows activities department guidelines regarding ordering and purchasing of supplies.         | 1 2 3 4 |
| 16. Sets a good example for young people and is a positive role model   | 1 2 3 4 |
| 17. Is aware of School Board Policy relative to their activity.   | 1 2 3 4 |

**B. PRE-SEASON RESPONSIBILITIES**

- |  |         |
|--|---------|
| 1. Submits participants lists, bus times, parental consent, physical forms, health & injury cards, program/roster and other pertinent information to Activities Director | 1 2 3 4 |
| 2. Explains district participation policies.   | 1 2 3 4 |
| 3. Explains individual activity policies.  | 1 2 3 4 |
| 4. Conducts meeting of assistant sponsors of activity.   | 1 2 3 4 |
| 5. Selects and instructs managers on proper care of equipment, facilities, and other assigned duties.  | 1 2 3 4 |
| 6. Keeps accurate records of issued equipment and inventory  | 1 2 3 4 |
| 7. Communicates staff expectations to participants.  | 1 2 3 4 |
| 8. Checks academic eligibility of participants.  | 1 2 3 4 |
| 9. Conducts a parent meeting to explain school & team policies.  | 1 2 3 4 |
| 10. Attends rules meetings sponsored by state associations.  | 1 2 3 4 |

**C. DURING SEASON**

- |  |         |
|--|---------|
| 1. Assumes responsibility for constant care of equipment and facilities being used.  | 1 2 3 4 |
| 2. Assumes supervisory control over all phases of participants in the program.   | 1 2 3 4 |
| 3. Organizes and schedules practice sessions on a regular basis with the idea of developing the participant's greatest potential.  | 1 2 3 4 |
| 4. Applies discipline in a firm and positive manner.   | 1 2 3 4 |
| 5. Regularly attends Activity Department and faculty meetings as requested.  | 1 2 3 4 |
| 6. Emphasizes safety precautions and uses accepted training and injury procedures.   | 1 2 3 4 |
| 7. Conducts oneself and teams in an ethical manner during practice and contests  | 1 2 3 4 |
| 8. Reports outcome of contest to media.  | 1 2 3 4 |
| 9. Follows Activities Department guidelines regarding scheduling of facilities and practices.  | 1 2 3 4 |
| 10. Keeps an accurate statistical record of the season and submits these records to appropriate conference officials and organizations.  | 1 2 3 4 |
| 11. Directly supervises or designates a supervisor of all dressing rooms, weight room, practice or game area and secures all facilities at the close of each practice or contest if necessary. | 1 2 3 4 |
| 12. Utilizes assistants appropriately.   | 1 2 3 4 |
| 13. Uses available technology to improve quality of program.   | 1 2 3 4 |
| 14. Communicates with the Activities Director regarding concerns, questions, and details regarding the Activity.   | 1 2 3 4 |

**D. POST SEASON**

- |   |         |
|---|---------|
| 1. Arranges for the systematic return of all school equipment and holds participant responsible for all equipment not returned. | 1 2 3 4 |
| 2. Arranges for cleaning, storing, and conducting an inventory of all equipment.  | 1 2 3 4 |
| 3. Recommends participants who have fulfilled requirements for letters, certificates, or special awards.                        | 1 2 3 4 |
| 4. Completes a year-end report and submits a copy to the Activities Director.   | 1 2 3 4 |
| 5. Recommends additions and/or improvements for the care and maintenance of facilities.   | 1 2 3 4 |
| 6. Recommends to the Activity Director personnel changes  | 1 2 3 4 |
| 7. Submits recommendations for scheduling   | 1 2 3 4 |
| 8. Makes recommendations for equipment purchases.   | 1 2 3 4 |
| 9. Maintains records of team and individual accomplishments and submits copy to Activity Director.                              | 1 2 3 4 |
| 10. Submits evaluations and recommendations for officials when requested by the state associations or Activities Department     | 1 2 3 4 |

**COMMENTS:**

**SPONSOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ASSESSOR'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# SOUTHEAST POLK COMMUNITY SCHOOL

## PERSONAL PERFORMANCE ASSESSMENT

### FINE ARTS, CLUBS, ORGANIZATIONS

**NAME** \_\_\_\_\_

**ASSIGNMENT** \_\_\_\_\_ **YEAR** \_\_\_\_\_

#### **MISSION STATEMENT:**

To be an innovative, educational organization committed to providing learning experiences of superior quality, which enable ALL students to successfully meet challenges now and in the future.

(circled number indicates evaluator's estimate of performance)

1. Meets district mission expectations
2. Needs improvement (Action Plan needed)
3. Does not meet district mission expectations

#### **ASSESSMENT SCALE FOR REMAINING PERFORMANCE AREAS: (CIRCLED NUMBER INDICATES ASSESSOR'S ESTIMATE OF PERFORMANCE).**

1. MEETS ROLE EXPECTATIONS
2. NEEDS IMPROVEMENT (ACTION PLAN NEEDED)
3. DOES NOT MEET ROLE EXPECTATIONS (ACTION PLAN NEEDED)
4. NOT APPLICABLE

#### **PERFORMANCE RESPONSIBILITIES:**

##### **A. YEAR ROUND RESPONSIBILITIES**

- |   |         |
|---|---------|
| 1. Formulates objectives for their activity as it applies to student and assistant sponsor responsibilities.  | 1 2 3 4 |
| 2. Keeps abreast of new ideas and developments, and changes that occur in their field.  | 1 2 3 4 |
| 3. Is knowledgeable of rules and regulations regarding their activity.  | 1 2 3 4 |
| 4. Abides by school, conference and state associations rules/regulations.   | 1 2 3 4 |
| 5. Keeps a copy of the Southeast Polk Activities handbook on file and abides by its regulations.  | 1 2 3 4 |
| 6. Works cooperatively with entire activities program staff in fostering school spirit.   | 1 2 3 4 |
| 7. Works cooperatively with the activities director and all activity coaches/sponsors in resolving conflicts.   | 1 2 3 4 |
| 8. Provides leadership to younger participants in their activity and promotes involvement.  | 1 2 3 4 |
| 9. Communicates with parents throughout the year.   | 1 2 3 4 |
| 10. Interested in participant's total school involvement.   | 1 2 3 4 |
| 11. Develops rapport with other teachers, coaches, sponsors, and administrators.  | 1 2 3 4 |
| 12. Treats colleagues professionally.   | 1 2 3 4 |
| 13. Operates within the extracurricular budget for their activity and follows activities department guidelines regarding ordering and purchasing of supplies. | 1 2 3 4 |
| 14. Sets a good example for young people and is a positive role model   | 1 2 3 4 |
| 15. Promotes their activity by getting involved in community-based activities.  | 1 2 3 4 |
| 16. Submits dates of events to the activities director for the development of a district wide calendar  | 1 2 3 4 |
| 17. Is aware of School Board Policy relative to their activity.   | 1 2 3 4 |

#### B. PRE-ACTIVITY RESPONSIBILITIES

- |  |   |   |   |   |
|--|---|---|---|---|
| 1. Submits participant lists, bus times, room/building reservations, and other pertinent information the activities director.                            | 1 | 2 | 3 | 4 |
| 2. Explains district rules regarding participation policies.   | 1 | 2 | 3 | 4 |
| 3. Explains rules and regulations regarding their individual activity to participants.   | 1 | 2 | 3 | 4 |
| 4. Plans overnight and out-of-state trips in advance, and receives board approval for such events.   | 1 | 2 | 3 | 4 |
| 5. Communicates director expectations to participants.   | 1 | 2 | 3 | 4 |
| 6. Checks academic eligibility of participants.  | 1 | 2 | 3 | 4 |
| 7. Provides participants with a schedule of events they will be involved in outside their respective activity (community or athletic events, assemblies) | 1 | 2 | 3 | 4 |

#### C. DURING THE ACTIVITY

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Assumes responsibility for care of facilities being used including equipment relevant to their activity.                             | 1 | 2 | 3 | 4 |
| 2. Schedules field trips and plans for early dismissals according to activities department guidelines.                                  | 1 | 2 | 3 | 4 |
| 3. Develops an itinerary, behavior rules, and expectations for parents and students when traveling to out-of-state or overnight events. | 1 | 2 | 3 | 4 |
| 4. Assumes supervisory control over all phases of participants in the program.  | 1 | 2 | 3 | 4 |
| 5. Applies discipline in a firm and fair manner when needed.  | 1 | 2 | 3 | 4 |
| 6. Regularly attends activity department and faculty meetings as requested.   | 1 | 2 | 3 | 4 |
| 7. Conducts oneself in an ethical manner during practices and performances.   | 1 | 2 | 3 | 4 |
| 8. Publicizes activities and results of events, contests, and performances.   | 1 | 2 | 3 | 4 |
| 9. Follows Activities Department guidelines regarding scheduling of facilities and practices.   | 1 | 2 | 3 | 4 |
| 10. Keeps accurate records of student involvements regarding participation, awards, and honors.   | 1 | 2 | 3 | 4 |
| 11. Utilizes assistants appropriately.  | 1 | 2 | 3 | 4 |
| 12. Uses available technology to improve quality of program.  | 1 | 2 | 3 | 4 |
| 13. Communicates with the Activities Director regarding concerns, questions, and details regarding the Activity.                        | 1 | 2 | 3 | 4 |

#### D. POST ACTIVITY RESPONSIBILITIES

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Arranges for return of school equipment used by director and students alike, and stores any equipment in proper place. | 1 | 2 | 3 | 4 |
| 2. Recommends participants for awards, honors and recognition.  | 1 | 2 | 3 | 4 |
| 3. Recommends additions and/or improvements for the care and maintenance of facilities.                                   | 1 | 2 | 3 | 4 |
| 4. Completes our year-end report and submits a copy to the activities director.   | 1 | 2 | 3 | 4 |
| 5. Makes suggestions for improvements in program regarding scheduling purchasing, procedures, and personnel.              | 1 | 2 | 3 | 4 |

COMMENTS:

SPONSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ASSESSOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### **Out of State Information Form**

**Code No. 606.7R1** – In general, the board will not sponsor, subsidize or approve any trip or excursion (or extracurricular trip) outside of the state of Iowa. Exceptions to this out-of-state policy may be granted only (1) by application to the board, or (2) if the approved activity related to those programs which are at least partially reimbursed by the state or federal funds, with the approval of the superintendent or his designee.

Classes and extracurricular organization desiring approval of a field trip or extracurricular trip, which is not generally authorized under the terms of this policy, may request that the board approve and authorize such a trip. A request for exceptional approval must be made to the board, in writing, by the sponsor of such activity. Such request shall be delivered to the superintendent in ample time prior to the board meeting at which the request will be considered for the board to fully review the request prior to acting thereon.

Date(s) of trip: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Location: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Location: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Est Arrival Time: \_\_\_\_\_ Location: \_\_\_\_\_

Head Sponsor: \_\_\_\_\_ Contact #s: \_\_\_\_\_

\_\_\_\_\_

The educational reason(s) of the trip, including those reason which are of such an overriding nature as to receive special consideration: \_\_\_\_\_

\_\_\_\_\_

The qualifications, if any, which any student must meet in order to participate in the proposed activity and trip: \_\_\_\_\_

\_\_\_\_\_

The estimated cost of the trip, itemized in detail including est cost of food, travel, lodging, special equipment, etc). \_\_\_\_\_

\_\_\_\_\_

Please describe how the trip will be funded (generally without expense to the school district): \_\_\_\_\_

\_\_\_\_\_

How will the group assure that all qualifying students who desire to participate in the trip be financially able to participate: \_\_\_\_\_

\_\_\_\_\_

Lodging information which includes name, complete address, phone number: \_\_\_\_\_



The name(s) of chaperone(s) who will accompany student on the proposed trip and compensation, if any, which each chaperone will receive:

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**Attachments:** A complete itinerary of the proposed trip, additional information as the group or sponsor deems beneficial to assist the board in its decision and such other information the superintendent may request from the requesting group or organization. If trip is approved, each student will be required to complete the Trip Behavior Expectations Contract, Travel Release and Medical/Health Information Forms. All forms must be signed by the parent/guardian prior to departure date.

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## OVERNIGHT TRIP BEHAVIOR EXPECTATIONS CONTRACT

Participation in this activity is a privilege granted to the student, and each student is expected to display the proper interest, dedication, citizenship, and high level of conduct. Because of the responsibility inherent in representing the Southeast Polk School District, the Southeast Polk Code of Conduct and all Board Policies will be in effect for this activity. In addition, rules will be included on but not limited to group/ individual safety, appropriate dress, room and transportation assignments, curfew, travel responsibilities, Federal, State, and local laws and ordinances, and hotel and guest accommodation policies. Failure to abide by the rules and regulations of this activity will result in termination of participation, with any subsequent travel costs to be the sole responsibility of the persons whose names appear below.

Signed: \_\_\_\_\_  
Parent/ Guardian Date

Signed: \_\_\_\_\_  
Student Date

In case of emergency please contact:

1. \_\_\_\_\_  
Name Phone

2. \_\_\_\_\_  
Name Phone

3. \_\_\_\_\_  
Doctor's Name Phone

The following medical and health information is important to know regarding our son/ daughter:

Allergies: \_\_\_\_\_

Medication needed: \_\_\_\_\_

Reactions to medicines, food or insects \_\_\_\_\_

Other medical conditions: \_\_\_\_\_

## SOUTHEAST POLK JR./SR. HIGH SCHOOL PERFORMANCE/CONTEST TRAVEL RELEASE

School Board Policy Code No. 712.3

"Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless arrangements have been made with the activity supervisor prior to the event. If prior approval is granted, with written parental permission, students may drive to and from events. A student's parent may personally appear and request to transport the student home from a school sponsored event in which the student traveled to the event on a school district transportation vehicle. The student will only be released to parental transportation."

Date: \_\_\_\_\_.

This is to certify that \_\_\_\_\_ has my permission to ride  
(Student's Name)

(to from both) the \_\_\_\_\_ contest/ performance on  
(circle one) (Type of Activity)

\_\_\_\_\_ 20 \_\_\_\_\_  
Date Location of Contest

I certify that I am personally transporting the above-named student, or am granting permission to the following person to arrange transportation.

\_\_\_\_\_  
Name of Person Transporting Student

The reason for not riding the bus is: \_\_\_\_\_  
\_\_\_\_\_

\*\*(Reason must be sufficiently urgent to family needs to justify not riding the bus)

I agree to release the Southeast School District and its employees and officers from all liability with reference to the above-stated transportation.

This form must be in possession of the coach/ sponsor/ director, prior to departure from Southeast Polk Jr./ Sr. High School on the day of the contest/ performance.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Head Coach/ Director

\_\_\_\_\_  
Signature of Activities Director

SOUTHEAST POLK COMMUNITY SCHOOL DISTRICT  
REQUEST FOR FUND DRIVE

School Board Policy 504.6 does allow for the raising of “funds in order to carry out significant educational opportunities for students.”

All requests will be in writing and submitted to the board through the following application. This must include the specific timelines for the proposed advertisement/fund raising activity. It must detail the final agreements between the two parties.

Any fund raising/corporate support activity that will result in financial impact upon the total district at any time in its implementation or continuance and/or commit the district to equipment upkeep and repair will require the board’s approval prior to its implementation.

Teacher/Sponsor\_\_\_\_\_. Club/Organization

Proposed Activity \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Need for Activity \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total funds required\_\_\_\_\_ Item to be Sold

Cost of Item \_\_\_\_\_ Sale Price

Describe other benefits (i.e. premiums, etc.)\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date sale is to begin \_\_\_\_\_ Date sale is to end

Who are the prospective purchasers?\_\_\_\_\_

_____ Approved	_____
_____ Disapproved	Principal/Supervisor

**SOUTHEAST POLK COMMUNITY DISTRICT**  
**REQUEST FOR FIELD TRIP**

Date of Request \_\_\_\_\_ Date of Trip \_\_\_\_\_

Building \_\_\_\_\_ Teacher \_\_\_\_\_

Class/Club \_\_\_\_\_

Destination: \_\_\_\_\_

Lunch Arrangements (if needed): Where: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

No. of Adults (including teachers/parents, etc.) \_\_\_\_\_

No. of Students \_\_\_\_\_ Total No. Riding Bus \_\_\_\_\_

Purpose of Trip :

If private automobile will be used, complete the following:

\_\_\_\_\_ miles @ \_\_\_\_\_ \$.51 per mile = \$ \_\_\_\_\_

Will a substitute teacher be needed? \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ # of periods

Additional Details (if needed):

Please provide the Principal, Activities Office and Staff with a Field Trip Student List at least two weeks prior to date of trip.

Please complete a transportation request in the Activities Office at least two weeks prior to date of trip. Verify transportation details with the Activities Office. A copy of the transportation request will be returned to you with the name of your assigned driver.

Complete a leave of absence form and have it signed by the principal.

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Teacher



## Identity Quick Guide

The logos adopted in the summer of 2008 by SEP's Identity Committee are the primary graphic elements of the Southeast Polk Community School District branding program. Consistent application and precise production of the logos will identify and reinforce public awareness of Southeast Polk, its schools, activities and other areas. When the logos are used properly with the other elements of the identification program, a unique and effective visual style can be established.

Reproduction for quality copies and digital images of the logo may be obtained through the Community Relations Department at the District Office by **contacting Marti Kline (klinem@se-polk.k12.ia.us or 957-3418) or Lauri Pyatt (pyattl@se-polk.k12.ia.us or 957-3430)**. You may also visit the logo library on the district website at [www.se-polk.k12.ia.us](http://www.se-polk.k12.ia.us) (link is located under the "District" drop list), where the primary marks of each logo are available.

We ask that you please view the entire Identity Guide (located in .pdf online at the Logo Library) and follow the guidelines listed. Here are a few key guidelines to remember when using SEP's logos:

- No other ram images should be used when referring to Southeast Polk and its mascot.
- The logos are all customizable to each sport/activity and the coloring may be customized as well - keeping with SEP's official colors of black and gold. Please contact the Community Relations office if you need any logo customization done for your activity.
- The color version of the logo should only be used for color printing. **If you are sending out a letter/flier that will be printed in black and white, please use the black and white version of the logo.** The yellow on the color logo can easily be lost into a very light grey when attempting to print the color logo on a black and white printer, losing the integrity of the logo.
- The logo should always retain its outside border. The color of the page or apparel should contrast the outermost border of the logo. No extra borders may be added.
- The logo should never be distorted (stretched) in any way. If resizing is needed, hold down the shift key when dragging the corner. This will prevent the logo from being distorted.
- The logo should never be rotated or flipped.
- When used by itself, the ram head should not be made smaller than one inch in length. Other size specifications are listed in the full version of the Identity Guide on the District website (located in the logo library).

When referring to the Southeast Polk Community School District, its schools and activities programs the following are acceptable:

- Southeast Polk
- SEP
- SE Polk

Please note there is NO punctuation when using SEP and SE Polk. Please do NOT use S.E.P., S.E. Polk, S.E.-Polk or SE-Polk.

If you have any questions, need customized logos or need help with brochures/fliers, please don't hesitate to contact the Community Relations office. We are here to help! GO RAMS!

### **Protocol for Purchase Orders:**

1. Make me aware of what you want to purchase.
2. Get Karole Turner the “Request for Purchase” paper work.
3. Karole will assign a PO #, type of the “Request for Purchase” and return it to you.
4. Please communicate to Karole as to who will be ordering the item(s).
5. I actually approve these purchases electronically through what is called E-School Mall.
6. When the item(s) is received, check the packing slip for accuracy and get the packing slip to Karole with “OK to pay” and your signature.
7. We get most of the invoices but if you should get the invoice, then get it to Karole so we can pay in a timely fashion.

### **Protocol for Using School Credit Card:**

1. Make me aware of your need for the credit card.
2. Amy Dawson will prepare the “Request for Check” paper work. She will need to have an estimate as to how much will be spent.
3. Take the “Request for Check” paper work to the Central Education Campus and check out the credit card from Denise Hiller in the basement.
4. When done using the credit card, return it and the receipts to Denise.

## New Club Proposal Form

Name of Potential Club:\_\_\_\_\_ Faculty Sponsor:\_\_\_\_\_

Date:\_\_\_\_\_ Student Rep:\_\_\_\_\_

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What We're All About

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This is What We Value

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What We'll Be Doing

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These Are Our Goals