

# Boyer Valley Bulldogs

## Coaching Handbook

### FORWARD

This handbook is designed as a reference guide for the administration of the athletic program in the Boyer Valley Community School District. It includes many policies, regulations, and general information for the development and maintenance of the athletic program.

It is not possible to cover all the details of an athletic program in this handbook. In many cases, a coach must use discretion and common sense in resolving everyday problems that develop. Answers to problems of concern that are not found in this handbook should be sought in discussion with the activity director, principal, or both.

It is the desire of the administration that a Student Athletic Handbook be developed by each coach for the sports under his or her supervision. The handbook should incorporate the areas in the coaches' handbook that pertain to the student-athlete and the requirements of the coach for the student-athlete in each sport under the jurisdiction of the coach.

It is our objective to have as many students as possible participate and benefit educationally from the athletic program. The continuing improvement of the program is a tribute to the members of the coaching staff who contribute so much to its operation and success. Our program will continue to improve as long as we strive to serve the best interests of the boys and girls in our school system.

### EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status.

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

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

For information regarding civil procedures contact Mike Weber, Elementary School Principal at (712) 674-3248. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste, 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294. See grievance procedures in addendum 1.

## PHILOSOPHY

The athletic program has been established in the Boyer Valley Community School District for the purpose of providing experiences that are not normally gained in the traditional classroom. It is an integral part of the entire educational process. It creates an opportunity for those students who volunteer to become members of the various teams to develop good physical, mental, psychological and social attributes.

All the sports are considered to be of the same magnitude, meaning there is no distinction between sports, such as a major or a minor sport. In this way, it is the prerogative of each athlete to feel that his/her sport is the most interesting and challenging activity of the season.

Each athlete is given the choice to volunteer to participate in the sport of his/her choice. An athlete who is undecided about the choice of a sport can consult with any coach or the activity director for guidance in making a choice.

The coach and/or activity director should do his or her best in directing the athlete into the activity most suited for the individual. It is not the intention to place an undue influence or pressure on a prospective athlete to participate in a particular sport.

As each athlete participates in the program, he or she will have a chance to demonstrate such qualities as leadership, sportsmanship, fair play, school spirit, and loyalty- loyalty not only to his or her teammates and coach, but to the school, community and himself or herself as an individual.

When a need for a change in the athletic program seems apparent, the question comes to mind: Will the change improve the welfare of the participant and/or participants? If it does, it can truly be said, "The athletic program is for the student."

## **Parent/Coach expectations at Boyer Valley CSD**

Coaching and parenting have two very glaring similarities – both are very rewarding, yet both can be very difficult. When parents and coaches understand each other, an athlete's chance of succeeding will increase dramatically. We believe the following policies will increase positive relationships between the coaching staff, parents and players.

Parents and spectators are encouraged to cheer their teams with enthusiasm while exhibiting good sportsmanship. The school will not tolerate being on the floor/field before, during, or after the game, or berating the players, coaches and/or officials.

### **Parent Concerns**

1. If a concern exists, the first step is to discuss the issue with the athlete.
2. If a concern still exists, the next step is to call the coach and set up an appointment to discuss the issue.
3. Any conversation between parent and coach will then be discussed between player and coach.
4. Do not attempt to confront a coach prior to or after a game or practice.
5. Do not address the issue by blurting out comments or concerns in an audience or game situation.
6. If the issue is not resolved after meeting with the coach, contact the Head Coach or Athletic Director for further discussion.

### **Parent/Coach Meetings**

1. **No contact will take place with a coach before or after an event or game. All involved need to have time to sleep on it and think about what will be said rather than in the heat of the moment before, during, or after a contest.**
2. All meetings need to be arranged with the coach at least 24 hours in advance.
3. During the meeting, only your son or daughter's name can be used.
4. If after the meeting, you still have issues or concerns, set up a meeting with the Athletic Director.

**If these procedures are not followed, the parent will face the following consequences:**

**1<sup>st</sup> Offense- will not be allowed to attend the next competition at that level and meeting with the administrative staff.**

**2<sup>nd</sup> Offense – meeting with the administrative staff and will not be allowed to attend any other games for that season.**

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following year.

### Expectation of Coaches

1. Communicate philosophy and expectations to players and parents
2. Communicate clearly all important locations and times of practices and games.
3. Communicate clearly with parents in case of injury.
4. Communicate clearly all other team requirements.

### Expectations of Parents

1. Express concerns directly to the coach in the proper manner.
2. Notify coaches of any issues outside of the activity that may be affecting the player's performance.
3. Notify coaches of any issues outside of the activity in which the coach may be able to assist the player or parent.

### Appropriate Parent Concerns

1. Ways to help a player improve.
2. Concerns about the player's behavior.
3. The treatment of the player mentally and/or physically.

### Inappropriate Concerns

1. Other players
2. Playing time
3. Game strategy
4. Practice strategy
5. Pressure to increase playing time
6. Team strategy
7. Play calling
8. Other student-athletes/participation

## **ORGANIZATION AND ADMINISTRATION** **IHSAA AND IGHSAA**

The Boyer Valley Community School District is a member of the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. The purpose of these organizations is to promote, develop, direct, and regulate amateur interscholastic competition and relationships between member schools and, to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. The State Board of Public Instruction has entered into an agreement pursuant to Chapter 23E, Code of Iowa, with the IHSAA and IGHSAA for the administration of the rules for athletic competition in the State of Iowa.

## **ROLLING VALLEY CONFERENCE**

Boyer Valley High School is a member of the Rolling Valley Conference. Including Boyer Valley, the membership consists of the high schools of Ar-We-Va, [Charter Oak- Ute (MS)], Woodbine, West Harrison, Paton Churdan, CAM, Glidden-Ralston, Exira/Elk Horn-Kimballton, Coon Rapids, [Whiting for Baseball/Softball].

As stated in the constitution of the Rolling Valley Conference, the primary purpose of this conference shall be to stimulate and promote the activities between member schools within the guidelines of the state activities policy groups. A secondary purpose of this conference shall be to discuss common educational, administrative and extra-curricular problems and policies, and to act, where necessary, for the mutual benefit of the member schools.

The executive council shall consist of the superintendent of each member school or his/her designated representative. The executive council shall transact all official business of the conference.

## BOARD OF EDUCATION

The Board of Education of the Boyer Valley Community School District is directly responsible to the people of the school district and is the supreme agency of the school system. The duties of the Board of Education in athletic matters are the same as for education generally. They are:

1. Interpreting the educational needs of the community.
2. Develop policies in accordance with the law and in accordance with the educational needs and concerns of the district patrons.
3. Approve means by which professional agents and agencies may make these policies effective.
4. Furnish financial means within the law which will provide physical and educational conditions under which the athletic program can be organized and administrated.
5. Keep the people intelligently informed of the purpose, value, conditions, and needs of public education within the community.

## SUPERINTENDENT OF SCHOOLS

The executive function is delegated to the Superintendent of Schools, who has the responsibility of devising ways and means for the efficient execution of the policies adopted by the Board of Education.

The Superintendent of Schools recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics.

All recommendations for new policies and procedures in the athletic department are subject to his/her approval and must be approved in accordance with school policy before being implemented.

## PRINCIPAL

The principal is the administration head of the interscholastic athletic program in his/her building.

He or she is directly responsible to the Superintendent of Schools and to the State Athletic Association, as well.

Supervision of the athletic program is cooperative matter between the principal and athletic director.

**The athletic director supervises and evaluates the coaching staff in their performance responsibilities and recommends to the superintendent the dismissal of coaches from their duties when the conditions warrant such a recommendation.**

## ACTIVITIES DIRECTOR

The activities director has the responsibility of organizing and administering the athletic program in accordance with the policies established by the DPI, IHSAA, IGHS AU, Rolling Valley Conference, and the Board of Education. And to foster an athletic program that is in the best interests of the student body, the school district and the community.

He or she is responsible to the Superintendent and Principal for the direction of personnel, policies and activities of the athletic department.

1. Consults with and informs the Superintendent, and Principal of the activities, problems and progress in the department.
2. Recommends to the administration the assignment of personnel in the department.
3. Formulates and enforces department policies.
4. Interprets and enforces all state and conference policies.
5. Is responsible for all schedule making, hiring of officials and the making of contracts for games and meets.
6. Is responsible for the purchasing of equipment and supplies and coordinates the financing of the athletic program.
7. Maintain an accurate inventory of all athletic equipment and supervises the cleaning, care and storage of all athletic equipment.
8. Works with the custodial staff in the maintenance and preparation of the physical facilities in the department for all practices and public performances.
9. Along with the principals, supervises all home athletic events and is responsible for the following at such events:
  - a. Ticket sales
  - b. Ticket sellers and takers
  - c. Faculty supervisors of crowd
  - d. Police
  - e. Parking
  - f. Visiting team arrangements
  - g. Radio and newspaper needs
  - h. Complimentary tickets
  - i. Officials parking, dressing rooms, and payment
  - j. Medical coverage
10. Conduct coaches' meetings as needed with all head coaches mandatory and asst. coaches welcome.
11. Along with the High School Principal supervises the coaching staff in their performance responsibilities and frequently communicates with the high school principal concerning the performance of coaches.
12. Coordinates the athletic program with the instructional program and the other activities in the school.
13. Arranges for all transportation within the department for participants and coaches.
14. Makes provisions for meals and lodging for athletes and coaches when necessary.

15. Coordinates the practice schedules for coaches and athletes on the fields and in the gym and wrestling room.
16. Maintains an accurate and current file of athletic injuries, insurance claims and physical examinations. Supervises the insurance coverage.
17. Administers all eligibility rules as set for by the IHSAA, IGHSAU, Board of Education and the Rolling Valley Conference.
18. Arranges for the publication and distribution of athletic schedules to the students, faculty, public, host schools and news media.
19. Maintains a master schedule of all athletic events.
20. Arranges for the distribution of athletic rosters to faculty and host schools.
21. Attends seminars, conventions and professional meetings for the purpose of professional growth and to keep abreast with current knowledge and trends in athletics.
22. Attends meetings of the activity directors in the Rolling Valley Conference.
23. Submits all annual reports required by the IHSAA, IGHSAU, and the administration.
24. Works cooperatively with community groups that have a sincere interest in the athletic program.
25. Counsels athletes that are having academic and behavioral problems.
26. Supervises the issuance of athletic awards and maintains an accurate and current record of all awards issued.
27. Maintains an accurate and current record of all students enrolled in the athletic program.
28. Coordinates the public relations program of the athletic department.
29. Works cooperatively with parents and coaches in the hosting of athletic banquets.
30. Coordinates the athletic program at the senior high school with the program at the middle school.
31. Such other responsibilities as deemed necessary by the Principal, Superintendent, and the Board of Education.

### **CODE OF ETHICS FOR COACHES**

A coach should:

- Be loyal to his/her superiors and support the policies of his/her administration.
- Have lofty ideals and firm principles of right and truth.
- Always strive for more education and culture.

- Be a good-will ambassador between your school and the public.
- Teach and practice true sportsmanship.
- Neither knowingly nor unethically strive for another person's job.
- Respect and support officials at all times.
- Never publicly criticize other coaches or officials.
- Offer congratulations in public- win or lose.
- Dress in a manner suitable to the profession.
- Not engage in conduct detrimental to players, officials, or spectators.
- Be loyal to his/her profession.

### **THE COACH AND THE PLAYERS**

In his/her relationship with players under his/her care, the coach should always be aware of the tremendous influence he/she yields, for good or bad. Parents entrust their dearest possessions to the coach's charge, and coach, through his/her own example, must always be sure that the athletes who have played under the coach are finer and more decent men/women for having done so.

The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

The safety and welfare of the players should always be uppermost in his/her mind, and they must never be sacrificed for any personal prestige or selfish glory.

Every coach must remember that he/she is a living example of all of the young men/women in the community in which he/she coaches. It is vitally important to the coach and to the profession which he/she represents, that his/her actions and behavior is a credit to the school and athletic program at all times.

### **THE COACH AS A LEADER**

The function of the coach is to educate students through participation in sports. This primary and basic function must never be disregarded. In teaching a sport, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in athletics, nor can a coach guilty of such teaching have any right to be called a coach.

The coach should set the example for winning without boasting, and for losing without bitterness. A coach whose conduct is in accordance with these principles need have no fear of failure, for in the final analysis the success of a coach can be measured in terms of the respect he/she has earned from his/her speech, conduct and devotion to the program and athletes under his/her supervision and recognizes that character, not age, makes for good leadership.

### **THE COACH AND THE SCHOOL**

In his/her relationship with the institution for which he/she works, the coach should remember that he/she is on public display as a representative of the institution. It is important therefore that you conduct yourself as to maintain the principles, the integrity, and the dignity of his/her school.

School policy regarding athletics should be adhered to, both in letter and in spirit. The coach should remember that other members of the faculty also have an interest in the institution and its students, and your conduct must be such that there arises no criticism of the efforts to develop the common interests and purposes of the school.



## **THE COACH AND THEIR PROFESSIONAL CONTACTS**

In your relationship with other coaches, it should be assumed that all members of the coaching profession are men/women of integrity and are making an honest effort to follow the precepts of the Code. Therefore, opposing coaches should be treated courteously and as a guest of the school. Moreover, the winning coach should do all in his power to assure that the losing team be allowed to lose with dignity and leave the contest with its self respect intact.

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

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

## **DUTIES AND RESPONSIBILITY OF ATHLETIC COACHES**

### **General:**

1. Coaches must always be teachers first; coaches second.
2. All coaches should be willing to help supervise or officiate at other school activities.
3. Coaches are to demand that their squad members conduct themselves as ladies and/or gentlemen at all times wherever athletes are under school supervision.
4. Coaches are not to smoke or chew in the presence of athletes or managers at any time.
5. Coaches are held responsible for the conduct of the squad members during practice, at games, and on trips.
6. No school keys are to be issued to students under any circumstances.
7. All coaches shall help to promote team morale and spirit.
8. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with the athletic director and/or principal as well as the other coaches in his sport.
9. No matter what the sport, coaches should cooperate with the coaches of other sports in the school. Coaches should support each other in an ethical manner, never second-guessing or otherwise criticizing coaching ability.
10. Coaches are to report promptly for all practice sessions and contests and to dress according to the standards established for that sport.
11. All coaching activities are to be organized and supervised by the coaches so as to insure student safety. No "horseplay" is to be tolerated at any time in the gymnasium, on the athletic field, or in the locker or shower rooms.
12. ATTEND COACHES' MEETINGS THAT ARE SCHEDULED DURING THE SCHOOL YEAR.

## Head Coach

1. Cooperate with the activity director and/or principal on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
3. See to it that facilities and equipment are ready for use and that equipment is issued. Keep accurate records of equipment issued.
4. See to it that all coaches assigned to the sport know their duties and responsibilities.
5. Inventory all new equipment before using. All equipment should be marked and labeled.
6. Recruit student managers for the season and instruct and guide them.
7. Administer an effective system of lock and locker distribution.
8. Be responsible to the principal and/or activity director for the total conduct of the sport.
9. Begin practices on the earliest date allowed by the regulation of the IGHSAU and IHSAA or of the school district.
10. Organize, oversee, and conduct all practice sessions.
11. See to it that all squad members have a physical examination and liability releases are complete in detail and signed by the examining physician.
12. See to it that all squad members are covered by school insurance or have a signed insurance waiver.
13. Accompany squads to all home and away competitions.
14. See that all squad members have a copy of the sports rules-guidelines and understand the training rules set up by the state, district, and school.
15. See that all high school participants have on file a signed Parent Permission Release Acknowledgement Form.
16. See that training rule violations are reported to the principal and/or activity director.
17. Instruct squad members on proper use and care of equipment, and the safety measures required in the use of such equipment.
18. See to it that equipment is cleaned and/or repaired whenever necessary.
19. See that the locker and equipment rooms are maintained in a neat and proper manner and outside doors are locked and secured.
20. See to it that there is always adequate locker room supervision.

21. See to it that all athletic injuries are cared for in a professional manner.
22. Work out details of out-of-town transportation for tournaments with principal and/or activity director.
23. To go through the principal's office for early dismissal permission involving long trips.
24. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests- win or lose.
25. Establish the fundamental philosophy, skills, and techniques to be taught by the staff under his/her supervision in grades 7-12.
26. Keep daily attendance records.
27. Keep such statistics as are necessary for school records and Rolling Valley Conference.
28. Award letters in accordance with awards requirements.
29. To see that all equipment is checked in, repaired, cleaned, and stored.
30. Inventory all equipment and recommend to the activity director those new items to be purchased for the following season.
31. Keep activity director informed of lost equipment.
32. Rate officials, when required by the IHSAA and IGHS AU.
33. Complete and return any required forms and statistics to the principal or activity director.
34. Due to the liability involved, only students enrolled in the Boyer Valley Community School District should be allowed to participate in practices and scrimmage.
35. Set up-notify parents and hold a post season gathering to issue letters in reasonable time frame.
36. Relate rules and expectations to athletes and parents.

#### Assistant Coaches- Middle School Coaches

1. Help in getting facilities and equipment ready to be used and issued.
2. Help issue equipment.
3. Help in seeing that training rules are enforced and violations reported.
4. Carry out all duties assigned by the head coach.
5. Help in seeing that injury and insurance reports are made and are on file.

6. Help in seeing that the locker and equipment rooms are maintained in a proper manner.
7. Be at all practice sessions and all games, or be available for a scouting assignment.
8. To help with the checking in of equipment and in taking inventory.
9. Suggest to the head coach any new equipment needed.
10. Make constructive suggestions to the head coach and help in the organization and supervision of the program. Always be ethical in your support of the head coach and never criticize his or her decisions in private or public.
11. Attend clinics and in-service sessions conducted by the head coach.
12. Attend preseason workshops as determined by the varsity coach in the program in which you coach.
13. Develop defensive and offensive strategies which are coordinated with the high school program.
14. Encourage a great deal of participation.
15. Spend an abundant amount of time on fundamentals.
16. In accordance with ability, give players a chance to play several positions.
17. Strive to play every athlete in every contest.
18. Assist varsity programs with scouting.
19. Report results to the press.

### **Early Release Wednesday**

Wednesday has been designated as an early release night at Boyer Valley. All athletes should be out of the building by 6:00 p.m.

### **CLINICS AND TOURNAMENTS**

Coaches are encouraged to attend clinics and schools to keep abreast of new developments and techniques in the sports they coach. Requests for absence to attend coaching clinics and state meets and/or tournaments should be submitted to your principal via the activity director at least five (5) days prior to the projected absence. The request should be made on the district form for professional leave. If approved the following guidelines will prevail:

- a. No more than \$150.00 will be allowed per sport for attendance at clinics and/or meets or tournaments.
- b. School transportation may be used when available.
- c. When necessary a maximum of one day of school may be missed for attendance at state meets or tournaments.

- d. A coach who coaches more than one sport may choose one tournament to attend, but not attend more than one in accordance with this policy.

### **COACH'S EVALUATION**

All coaches will be evaluated formally by the Athletic Director during the school year. A conference may be held to discuss the evaluation and recommendations for employment and recommendations for employment for the next school year. Other recommendations concerning the overall program in which the coach is involved may be discussed at this time. Informal conferences may be held periodically during the season. Once the conference is completed, the coach and activity director will sign copies of the evaluation. The coach will receive a copy of the signed evaluation. The principal will place a copy on file.

### **DRESS AND GROOMING**

While representing the Boyer Valley Community Schools, the athlete is expected to maintain a well groomed appearance. Individual coaches may require specific attire for out of town trips.

### **ELIGIBILITY OF ATHLETES**

This policy is covered in the Student Handbook Code. See the Table of Contents of the handbook.

### **HAZING**

The hazing of athletes by the coach or other athletes is not appropriate at any time. Coaches should not allow any type of initiation process (not part of regular practice) by athletes that may lead to physical injury or possible bullying and harassment situations. Any hazing should be reported to the coach or if not appropriate then reported to the athletic director and principal.

## **Harassment and Bullying Policy**

### **Harassment – Code No. 104.1**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school

volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in

violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Guidance Counselor or Principal will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

The board will annually publish this policy. The policy will be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at 1102 Iowa Ave., Dunlap, IA.

**Student Complaints**

Students may file the complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- A. If an employee is involved, discuss the complaint with the employee within two (2) calendar days of the incident;
- B. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within five (5) calendar days of the employee's response or the incident;
- C. If unsatisfied with the principal's response, talk to the superintendent within two (2) calendar days of the principal's response;
- D. If unsatisfied with the superintendent's response, students may request to speak to the board at its next regularly scheduled meeting. The complaint must be submitted in writing to the Superintendent at least twenty-four (24) hours prior to the board meeting. The board determines whether it will address the complaint. The Board, if it addresses the complaint, will communicate its decision in writing to the complainant within thirty-five (35) days following the Board meeting.

**Appeal** -- Any person that filed a complaint with the Board of Education may appeal the school district's final resolution to the Iowa Department of Education. A request for appeal must be made in writing, to the Iowa Department of Education, within thirty (30) calendar days of the issuance of the school district's final resolution with which the appellant disagrees. The appellant must also specify any allegations in the complaint that the school district's final resolution failed to address.

**EMERGENCY PHONE NUMBERS**

Police.....911  
Sheriff.....911  
Ambulance.....911  
Fire Department.....911

**EQUIPMENT**  
**CARE OF EQUIPMENT AND SUPPLIES**

1. It is the responsibility of the head coach to properly care for and store all supplies and equipment during the season and after the season. An assistant coach can be delegated to help with some of these responsibilities.
2. School equipment is to be used only at practices and scheduled athletic events. Uniforms and practice gear are not to be worn by the athlete for personal use.
3. All equipment and supplies checked out to the athlete should be recorded on a record form by item and number. The athlete will be held accountable for its return at the end of the season. The athlete will not be permitted to participate in another sport until all items have been returned or the school has been reimbursed.
4. Only coaches and student managers should be permitted in the equipment room.
5. Keys are not to be loaned to athletes or student managers. A manager may require the use of a key but it must be returned immediately to the coach after use.
6. Storage areas are to be kept locked at all times.
7. All equipment is to be inventoried at the end of each season. The inventory of the previous year will be made available. A complete inventory of all equipment should be in the hands of the activity director within two weeks after the end of the season.

**COACHING EQUIPMENT**

1. Any school furnished equipment shall be used for the intended purpose, and not for personal use.
2. Individual athletic clothing shall be furnished by the individual coach.

**CUSTODIAL EQUIPMENT**

1. Always return custodial equipment to the proper storage area.
2. Notify the head custodian and activity director of equipment that is in need of repair.

**DISCARDED EQUIPMENT**

Equipment that is no longer safe and serviceable should be discarded in such a manner that it cannot be reclaimed by an athlete. All such equipment should be discarded with the approval of the activity director and superintendent.

Clothing items that are no longer usable for competition may be sold to the athletes. The head coach and activity director will set a nominal price. The money will be placed in the athletic fund.



## **PURCHASING**

When purchasing items, coaches/sponsors are encouraged to use local vendors. When appropriate, bids should be obtained and the low bid should be taken. All requisitions, including t-shirts, must be approved by the principal and activity director.

### **PURCHASING OF EQUIPMENT**

1. The equipment needs should be determined at the end of the season for the next school year.
2. All purchases are to go through the athletic director and be placed on a district purchase order. All purchases will need the approval of the principal. Competitive prices should always be explored before deciding on the supplies. Make sure you include your extra shipping charges.
3. Purchase requests must be complete as to size, color, quantity, price, etc. and the Activity Director and High School Principal must okay all uniforms to be ordered.
4. Incidental items that are needed periodically during the season should be approved by the activity director.
5. Always purchase good quality equipment. This doesn't necessarily mean the most expensive, but it does mean to avoid buying poor or inferior quality. All uniform purchases must be approved by the Athletic Director.
6. Uniforms will be ordered on a rotation basis.

### **FACILITIES**

Because more than one squad may use the same facility everything must be picked up and in order- this includes the coach's office and training room. Equipment is to be kept in the areas provided for storage and not in the coach's office.

If you use something, put it back where it was originally stored and if you borrow something from another program or the custodial staff, return it as soon as you are finished. If any facility is not in working order, report it to the custodial department and the athletic director and/or principal as soon as possible. When using the facilities, the following guidelines should prevail:

#### **Gymnasium**

1. No street shoes, stocking, or bare feet on the gym floor.
2. All balls and equipment should be put away after every practice.
3. Secure all doors and lights after each practice.
4. Custodians are responsible for moving the bleachers in and out.
5. Scoreboard panel should be secure when not in use.
6. The use of facility by the public must be in accordance with school policy and approved by the administration.

### **Locker Room**

1. Balls are not to be thrown in this area.
2. During football and track muddy shoes should be removed.
3. The last coach to leave after practice or game should
  - a. Pick up all towels and other gear.
  - b. Check showers.
  - c. Check and flush sanitary facilities.
  - d. Close and lock all doors.
  - e. Turn off all lights.

### **Practice and Game Fields**

1. Put all equipment away.
2. Close and lock all doors and gates.
3. Secure covers on high jump pit.
4. Inspect fields periodically for safety hazards and report needs to activity director and custodial staff.
5. When necessary, assist custodial staff in assuring that the proper field markings are in place for a particular sport.
6. The public use of these facilities must be in accordance with school policy and approved by the administration.

### **FIRST AID KIT**

Coaches are responsible for seeing that an adequately stocked first aid kit at the site of every practice and contest. Do not depend on the manager to audit the kit. This could be delegated to an assistant coach. Carry Medical Release Forms for each student including managers.

### **FIRST AID SUPPLIES**

All first aid supplies are ordered during the summer for the following school year. Coaches should advise the activity director of specific items that are unique to his/her sport. The activity director will compile a list of total supplies in the office of the activity director. These supplies are stored in the Training Room.

### **INJURIES**

Sound teaching techniques and proper supervision can do much for the prevention of athletic injuries. When injuries do occur, proper judgement must be exercised. When in doubt, call for a doctor or ambulance. The coach in charge is to file an "injury report" in the office of the activity director within 48 hours of the injury.

No athlete with a serious injury is to participate in practice or a contest until approval has been granted by a doctor.

All athletes are to be instructed to report all injuries to the coach immediately and an “injury report” is to be completed.

Make sure the parents are informed of the injury and the proper action is taken.

Coaches are to maintain an accurate and up to date file on all the injuries requiring a report. Each coach should have available to them the medical release form when at both home and away competitions.

Head injuries should always receive the attention of a physician. In sports where protective headgear is required, a new headgear should be issued and the old headgear taken out of circulation, labeled with the date and nature of the injury and placed on file with the administration.

### **LIABILITY IN TODAY’S COACHING**

There is an increased tendency for people to seek answers to problems occurring in athletics through hiring an attorney and taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and the courts will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. If you follow the guidelines listed below you will rarely have difficulty.

1. Never miss match participants. i.e. Put a 140 lb. athlete in a wrestling match against a 200 lb. athlete or a beginner with a second year athlete.
2. Always have an adequate instruction period. Do not put an athlete in a game the first day he/she reports.
3. Have an adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. (The competency of a coach can be challenged.)
5. Do not allow athletes to use faulty equipment. i.e. Check all athletic equipment, etc.
6. Do not allow athletes to use faulty facilities. i.e. If your practice field has gopher holes in it, alert the activity office so the holes can be filled.
7. Treat any injury with first aid then send the athlete to a doctor if it is serious and if the athlete needs immediate attention, call the emergency vehicle.
8. Make certain the facility is adequate for the activity. i.e. Don’t put too many basketball players on the same court or sprint players too short a distance and run them into the wall.
9. Keep good squad discipline. Rowdiness on a bus, in a gym, or any athletic area is a potential problem.
10. Supervise athletes in a gym, on the field, or in the locker room.
11. Do not allow an athlete to treat his/her own injury.

There is no substitute for good judgement. The coach, who uses good judgement and has his/her squad and program under control rarely has difficulty with court cases and should have no fears if they should occur.

### **LOCKER ROOM ASSIGNMENTS**

Each athletic team has been assigned a specific locker room. Team members are not authorized to be in locker rooms for which they are not assigned. After a practice session, or game, coaches are not to leave the building or stadium until the locker rooms are clear of athletes and secured.

### **MEALS**

Meals will be provided for tournaments where reimbursement is received from the IHSAA and IGHS AU. Exceptions may be made where there is a definite need, but must be approved by the administration. Athletes should be encouraged to pack a lunch for long trips.

### **OFFICIALS**

The activity director will hire all officials for home contests. Coaches may make recommendations for officials to be hired.

### **PARKING FOR ATHLETES**

All athletes are to use the student parking lot. They are not to drive down to the stadium or practice field. Baseball and softball players may report directly to the field.

### **PHYSICIAN**

An ambulance will be in attendance at varsity football games. Phone numbers for emergency personnel should be posted by the phone in all coaches' offices.

### **PRACTICES**

Bad weather: practices and other activities:

As a general rule, whenever the weather is too adverse to hold school, practices, and other student activities will be postponed or cancelled. Special permission may be granted to hold a practice or activity after the existing and projected weather and road conditions have been evaluated by the administration and authorization has been granted. The same procedure would apply on the days' school is not in session and a traveler's advisory has been issued.

First practice session:

It is important that all squad members understand the rules and conditions under which they can participate. All head coaches at all levels are requested to discuss the following with their squads at the first official practice session or team meeting.

### **PRACTICE STARTING DATES**

It is important that all coaches understand when practice may start for various sports. The IHSAA and IGHS AU have set dates that are fair and equitable. The starting dates for all sports are included at the front of this handbook.

### **SUNDAY PRACTICES**

In general, Sunday practices are prohibited unless required by special circumstances such as an IHSAA and IGHS AU tournament on Monday. Special exceptions to this policy should be

discussed with the athletic director and/or principal and superintendent. Open gyms may be allowed with the approval of the administration.

### **SPORTS PROGRAMS**

The following activities are offered in the program:

1. Football: Varsity, Jr. Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
2. Volleyball: Varsity, Jr. Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
3. Cross Country: Varsity boys and girls, 7<sup>th</sup> and 8<sup>th</sup> grade
4. Wrestling: Varsity, Jr. Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade (With Woodbine)
5. Boys' Basketball: Varsity, Jr. Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
6. Girls' Basketball: Varsity, Jr. Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
7. Boys' track: Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
8. Girls' track: Varsity, 7<sup>th</sup> and 8<sup>th</sup> grade
9. Golf: Varsity and Jr. Varsity
10. Baseball: Varsity and Jr. Varsity
11. Softball: Varsity and Jr. Varsity

### **SQUAD CUTTING**

It has never been felt that cutting a squad down to a certain number of members is consistent with the philosophy of the athletic program. Naturally, only a limited number of athletes are suited up for competition on the day of a game or meet.

It seems that the athletes usually cut themselves from interscholastic competition as they progress in school from year to year, realizing their own lack of skill. A coach in good faith should counsel any prospective athlete as to his or her potential ability in a particular sport. If it becomes necessary to cut a squad because of numbers, facilities, and equipment, or because of the nature of the sport, the coach should discuss the conditions that exist with the activity director and/or principal before final decision is made.

### **PROCEDURE FOR ATHLETES DROPPING FROM SQUAD**

1. Athlete should notify coach.
2. Coach should pickup all equipment and supplies that have been issued.
3. Report to the activity director the name of the athlete who dropped and the reason.
4. If necessary, communicate with the parent by phone or in writing.
5. Athlete will not be allowed to change sports during a season, unless the change is agreed to by each coach.

### **SUPERVISION**

Coaches' Responsibilities: The head coach of each squad is directly charged with the responsibility for the supervision of the squad. This responsibility can and should be shared with the assistant coaches. The primary concern with squad should be constantly aware of the individual and group actions of team members since these actions indicate the amount and quality of supervision that they receive. However, all coaches are reminded of some policies and regulations that require positive direction on the part of the coach.

Locker Room: Do not allow your team members to enter the building unless you are there to supervise their actions. The team room shall remain locked at all times unless it is attended by a coach. After a practice or after a contest is concluded, the coach should see that all team members are out of the gymnasium and locker rooms; then should secure the area (showers turned off, towels and equipment picked up, windows closed, lights turned off, and doors locked.)

No personnel other than the coaching staff, players, or managers will be allowed to enter the dressing rooms for at least ten minutes after the conclusion of an athletic contest. This will give the coaching staff an opportunity to discuss events intelligently and if necessary settle ruffled emotions. If there is a lesson associated with winning or losing, the lesson can best be learned when details of the contest are far most in the minds of everyone concerned.

Coaches' Office: With the hope of maintaining a private meeting and dressing room for members of the coaching staff, it is suggested that no athlete, student, or manager be allowed in the coaches' room at any time unless requested and accompanied by a coach. Coaches are to inform members of the squads to knock three times on the coaches' room door and be recognized before they enter the room.

Trips: In making arrangements for athletic trips, absences from classes will be avoided whenever possible. When it is necessary to miss classes, the amount of time missed will be held to a minimum. The coaches should inform their team members to arrange with their teachers to make up classes and/or assignments missed before the date of the game or meet.

It is the policy of Boyer Valley School District that all athletes, managers, and cheerleaders ride to and return from away athletic contests in authorized school transportation (bus, car.) When obtaining private cars for the transportation of athletic teams, students are not to be used for drivers.

The coach and team managers should check the condition of the host school's locker room upon arriving. The locker room should be in as good a condition after using it, as it was upon arrival. Any losses or damages occurred while using the locker room should be reported to the host school authorities.

Whenever a coach has been advanced purchase orders or a credit card for meals, it is his/her duty to supervise the ordering of food, paying of all bills, and collecting a receipt (to be turned into the office) for all money spent. Lodging for tournament trips must be approved by the activity director. The school is to be direct billed by the motel.

### **TRAINING ROOM**

1. Should be kept locked when not in use.
2. Athletes using the whirlpool should be under constant supervision.
3. Always empty water from the whirlpool.
4. Whirlpool should be sanitized frequently.
5. Keep first aid supplies under lock.

### **TRANSPORTATION**

A master transportation schedule will be prepared for all sports by the activity director. Coaches will fill out bus requests. They will include the date of the trip, destination, time of the event, departure time, and bus. It will be submitted to the bus manager.

Requests for transportation must be approved by the activity director and the transportation director.

The transportation policy in the Student Handbook Code will prevail for trips.

### **WEIGHT ROOM**

1. Should be kept locked when not in use.
2. Athletes must be properly instructed in the use of the weights and under direct supervision at all times.
3. The athlete should know his or her limits, and use a spotter in the lifts that require one.
4. Free weights should be under lock when not being used.
5. Administration should be informed of lifting schedule before and after school, and in the summer.
6. A coach or teacher will always be in attendance at each school sponsored session.

### **EMERGENCY**

MOST IMPORTANT- The injured student takes priority over everything.

#### **REMEMBER**

1. Keep student still, comfortable, and reassured.
2. When in doubt, do not move an injured athlete.
3. Send someone for the athletic trainer. (If available.)
4. Send someone to call for an ambulance.
5. Contact the school's athletic director or school administrator.
6. Contact or ask administrator to contact parent of injured child.

### **PHONE NUMBERS**

SCHOOL: 643-2258 or 643-2251

LOCAL POLICE, SHERIFF, AND AMBULANCE: 911

### **WHEN MAKING AN EMERGENCY CALL**

1. State name
2. Give exact location
3. Give present phone number
4. State nature of injury

### **TITLE 9 STATEMENT**

(Public Notice)

Boyer Valley Community School in accordance with Section 504 prohibits discrimination against students and staff members.

All individuals who are disabled under the individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected, under Section 504. However, all individuals who have been determined to be handicapped under Section 504 may not be disabled under IDEA. These children require a response for the regular education staff and curriculum.

If our district has reason to believe that, because of a handicap as defined under Section 504, a student needs either special accommodations or related service in the regular setting in order to participate in the school program, the district must evaluate the student; if the student is determined to be handicapped under Section 504, the district must develop and implement a plan for the delivery of all needed services. Again, these steps must be taken even though the student

is not covered by the IDEA special education provisions and procedures. See the 6-12 Principal, 504 Officer, phone numbers: (712) 643-2258.

### **EXTRA CURRICULAR ACTIVITIES BUS SERVICE**

The use of school buses shall be restricted to transporting pupils to and from school and to and from extra- curricular activities sponsored by the school when such extra- curricular activities are under the direction of a qualified member of the faculty.

All pupils must return to Boyer Valley under the direct supervision of the sponsor and in the vehicle prescribed by the administration to the activity.

**EXCEPTION: Parents may request that pupils participating in an extra- curricular activity return with them (parents) or another adult (21 years or older) and permission may be granted. Coaches will have a form to be signed at the contest for those approved. The parents must make such a request in writing and prior to the activity.**

No Boyer Valley School bus shall stop on the highway to pick up or discharge pupils when traveling to and from extra-curricular activities.

### **ABSENCES-**

Students must attend **FULL** day of school in order to participate in athletic events that night (**unless prior approval by administration**). Students need to be in school in the afternoon to participate in practice.

### **WEATHER BULLETINS**

When weather or emergency conditions make it necessary to cancel school for a day or to delay the starting time, notice will be given over the following stations:

- KMTV- Channel 3
- WOW – Channel 6
- KETV – Channel 7
- KMA- 960 on AM dial
- KDSN- 1530
- KFAB- 1120
- KNOD – FM 105.3

The Boyer Valley School will be using the JMC Parent Message Center this year to call, text, or email parents of emergency/weather related announcements or general school information.

Please refrain from calling the superintendent or principal in reference to the possibility of school closings. Every effort will be made to have such announcements on the above-mentioned TV/radio stations between 6:30 a.m. and 7:00 a.m.

### **NUMBER OF COACHES FOR EACH SPORT (If numbers dictate)**

Football:	3 Varsity/JV and 2 Jr. High
Cross Country:	2 Varsity/JV (Girls and Boys)
Volleyball:	2 Varsity/JV and 1 Jr. High
Girls Basketball	2 Varsity/JV and 2 Jr. High
Boys Basketball	2 Varsity/JV and 2 Jr. High
Boys Track	2 Varsity/ JV and 1 Jr. High
Girls Track	2 Varsity/JV and 1 Jr. High
Golf	2 Varsity/JV (Girls and Boys)
Baseball	2 Varsity/JV
Softball	2 Varsity/JV
Cheerleading	1 Head
Drill Team	1 Varsity



## **GRIEVANCE PROCEDURE**

It is the policy of the Boyer Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mike Weber 1102 Iowa Ave., Dunlap, IA (712-643-2251 or 712-674-3248) email [weberm@boyer-valley.k12.ia.us](mailto:weberm@boyer-valley.k12.ia.us)

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *[state number of days - 180]* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

**Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

The Compliance Officer is:

Name   Keri Roberts, 6-12 Counselor  

Office Address   1102 Iowa Avenue, Dunlap, IA 51529  

Phone Number   712-643-2251  

Office Hours   7:50 AM – 3:50 PM

