

WOODBINE TIGERS

Extra-Curricular Activities HANDBOOK



The Woodbine Community School District does not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or otherwise prohibited by statute or regulation

MISSION STATEMENT

Woodbine provides an environment where all are welcome and given access to personalized, unparalleled experiences that will positively shape futures.

VISION STATEMENT

Forging innovative alliances and pathways.

Table of Contents

[FORWARD](#)

[CHAIN OF COMMAND](#)

[PHILOSOPHY](#)

[WOODBINE COACHES VALUES](#)

[PARENT/COACH EXPECTATIONS AT WCSD](#)

[PARENT CONCERNS](#)

[PARENT/COACH MEETINGS](#)

[EXPECTATION OF COACHES](#)

[EXPECTATIONS OF PARENTS](#)

[APPROPRIATE PARENT CONCERNS](#)

[INAPPROPRIATE CONCERNS](#)

[ORGANIZATION AND ADMINISTRATION](#)

[IHSAA AND IGSAU](#)

[ROLLING VALLEY CONFERENCE](#)

[BOARD OF EDUCATION](#)

[SUPERINTENDENT OF SCHOOLS](#)

[PRINCIPAL](#)

[ACTIVITIES DIRECTOR](#)

[CODE OF ETHICS FOR COACHES](#)

[THE COACH AND THE PLAYERS](#)

[THE COACH AS A LEADER](#)

[THE COACH AND THE SCHOOL](#)

[THE COACH AND THEIR PROFESSIONAL CONTACTS](#)

[DUTIES AND RESPONSIBILITY OF ATHLETIC COACHES](#)

[General:](#)

[Head Coach](#)

[Assistant Coaches- Middle School Coaches](#)

[CHURCH NIGHT](#)

[CLINICS AND TOURNAMENTS](#)

[COACHES EVALUATION/GROWTH PLANS](#)

[DRESS AND GROOMING](#)

[ELIGIBILITY OF ATHLETES](#)
[EMERGENCY PHONE NUMBERS](#)
[EQUIPMENT CARE OF EQUIPMENT AND SUPPLIES](#)
[COACHING EQUIPMENT](#)
[CUSTODIAL EQUIPMENT](#)
[DISCARDED EQUIPMENT](#)
[PURCHASING](#)
[PURCHASING OF EQUIPMENT](#)
[FACILITIES](#)
[GYMNASIUM](#)
[LOCKER ROOM](#)
[PRACTICE & GAME FIELDS](#)
[FIRST AID KIT](#)
[FIRST AID SUPPLIES](#)
[INJURIES](#)
[LIABILITY IN TODAY'S COACHING](#)
[LOCKER ROOM ASSIGNMENTS](#)
[SCHOOL ACTIVITY PRACTICE SCHEDULE](#)
[LOCKER ROOMS FOR VISITING TEAMS](#)
[MEALS](#)
[OFFICIALS](#)
[PARKING FOR ATHLETES](#)
[PHYSICIAN](#)
[PRACTICES](#)
[PRACTICE STARTING DATES](#)
[SUNDAY PRACTICES](#)
[ACTIVITY PROGRAMS](#)
[SQUAD CUTTING](#)
[PROCEDURE FOR ATHLETES DROPPING FROM SQUAD](#)
[SUPERVISION](#)
[TRAINING ROOM](#)
[TRANSPORTATION](#)
[TITLE 9 STATEMENT](#)

[TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS](#)

[EXTRA CURRICULAR ACTIVITIES BUS SERVICE](#)

[THREATS OF VIOLENCE](#)

[TRUANCY](#)

[TRUANCY-UNEXCUSED ABSENCES-](#)

[WEATHER BULLETINS](#)

[WEIGHT ROOM RULES & REGULATIONS](#)

[STUDENT GOOD CONDUCT POLICY](#)

[Eligibility for Extra Curricular Activities](#)

[Academic Eligibility](#)

[Attendance Eligibility](#)

[Morning after competition](#)

[Behavior Eligibility](#)

[Training Rules & Suspension from Activities](#)

[First offense](#)

[Second offense](#)

[Third offense](#)

[Suspensions - School Related Behavior](#)

[Probation](#)

[In-School Suspension](#)

[Out-of-School Suspension](#)

[Suspensions and Students Identified as Receiving Special Education Services](#)

[Student Suspension Guidelines](#)

[In-School Suspension Rules](#)

[STUDENT EXPULSION \(Code No. 503.2\)](#)

[NUMBER OF COACHES FOR EACH SPORT](#)

[PRACTICE MEMORANDUM](#)

[Woodbine Activity Handbook - Parent Understanding](#)

FORWARD

This handbook is designed as a reference guide for the administration of the athletic program in the Woodbine 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.

CHAIN OF COMMAND

If you have an issue please follow the chain of command as listed below.

Elementary (PK-4)

Teacher or Coach
Mrs. Ridder
Mr. Wagner

Secondary (5-12)

Teacher or Coach
Activities Director/Principal Mr. Breyfogle
Mr. Wagner

PHILOSOPHY

The athletic program has been established in the Woodbine Community School 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 his or her self 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."

WOODBINE COACHES VALUES

The Woodbine Coaches held a retreat in the spring of 2021 to define their core values while focusing on growth of their activity programs. The following values were decided on:

Communication & Collaboration at all levels
Pride in Self, Team, & Community
Integrity

PARENT/COACH EXPECTATIONS AT WCSD

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 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. If you wish to discuss other players their parents must be in attendance.
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:

1st Offense- will not be allowed to attend the next competition at that level and meet with the administrative staff.

2nd 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. Express concerns only to the coach, not to the player(s) or other parents.
3. Notify coaches of any issues outside of the activity that may be affecting the player's performance.
4. Notify coaches of any issues outside of the activity in which the coach may be able to assist the player or parent.
5. Parents are not to direct comments towards coaches or the team at any time, especially during games. It's embarrassing to our students, athletes, and fans.

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 IGHSAU

The Woodbine 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 IGHSAU for the administration of the rules for athletic competition in the State of Iowa.

ROLLING VALLEY CONFERENCE

The Woodbine High School is a member of the Rolling Valley Conference. Including Woodbine, the membership consists of the high schools of Ar-We-Va, Coon Rapids-Bayard, Cumberland-Anita-Massena, Boyer Valley, Ex/ElkHorn Kimballton, Glidden Ralston, Paton Churdan, West Harrison,

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 Woodbine 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 administered.
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 a cooperative matter between the principal and athletic director.

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, IGHSAU, 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 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 are welcome.

11. Supervises and evaluates the coaching staff in their performance responsibilities and recommends to the administration the dismissal of coaches from their duties when the conditions warrant such a recommendation.
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. Maintain 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 RollingValley 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. Arrange for the distribution of athletic rosters to faculty and host schools.
21. Attend 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 RollingValley 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. Counsel 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. Maintain an accurate and current record of all students enrolled in the athletic program.
28. Coordinate the public relations program of the athletic department.
29. Work cooperatively with parents and coaches in the hosting of athletic banquets.
30. Coordinate 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.
- Be humble in victory and courageous in defeat.
- Neither knowingly nor unethically strives for another person's job.
- Respect and support officials at all times.
- Never publicly criticize other coaches or officials.
- Offer congratulations in public- win or lose.
- Never "run up the score."
- Dress in a manner suitable to the profession.
- Conduct yourself so as to earn the respect and confidence of all.
- Not engage in conduct detrimental to players, officials, or spectators.
- Conduct themselves to be a worthy member of the coaching profession.
- Be loyal to his/her profession.
- Be more concerned about obtaining the respect from your players than in running a "personality contest".

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 the 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 will 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. All Head Coaches should ride the team bus to and from contests unless approved by administration.
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/and or coach.
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. Established 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. All stats must be kept up to date according to state guidelines.
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 the activity director informed of lost equipment.
32. Rate officials, when required by the IHSAA and IGHSAU.
33. Compete and return any required forms and statistics to the principal or activity director.
34. Due to illegal liability involved, only students enrolled in the Woodbine Community School District should be allowed to participate in practices and scrimmage.

35. Set up-notify parents and hold a postseason gathering to issue letters in reasonable time frame.
36. Hold a parents meeting at the beginning of the season to relate rules and expectations.
37. If applicable all coaches will hold a camp for younger athletes for an activity fundraiser.

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.

CHURCH NIGHT

Wednesday has been designated as Church Night in Woodbine. 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. Attendance at one clinic will be allowed per sport.
- 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.

COACHES EVALUATION/GROWTH PLANS

Each head coach will be evaluated formally by the activity director during the school year and will create growth plans for the upcoming year in the sports they are head coaches for. Assistant coaches will be informally evaluated by the head coach and this will be given to the Activity Director for further evaluation when necessary. 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 activity director will place a copy on file.

- [Woodbine Head Coaches Evaluation Form](#)
- [Woodbine Assistant Coaches Evaluation Form](#)
- [Growth Plan Document](#)

DRESS AND GROOMING

While representing the Woodbine 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 WCSD Parent/Student Handbook and also can be found: [STUDENT GOOD CONDUCT POLICY](#)

EMERGENCY PHONE NUMBERS

Police.....911
 Sheriff.....911
 Hospital.....642-2784
 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 Board and Education approval.

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 activity director.

Use of the school credit card will be limited. P.O.'s must be approved prior to using the credit card. Administration must approve any use prior to the P.O. being approved. The credit card must be signed in and out. Any school purchases made on personal credit cards must be pre-approved also.

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 and superintendent. 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 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 raising and lowering the baskets and moving the bleachers in and out.
5. Scoreboard panel should be kept under lock and key when not in use.
6. The use of facilities 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. Policing by the last coach to leave after practice or game.
 - 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.
4. Make sure they are clean.

PRACTICE & GAME FIELDS

1. Put all equipment away.
2. Close and lock all doors and gates.
3. Secure covers on the high jump pit.
4. Inspect fields periodically for safety hazards and report needs to the 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.

EMERGENCY

MOST IMPORTANT- The injured student takes priority over everything.

REMEMBER

1. Keep students 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 the administrator to contact the parent of the injured child.

PHONE NUMBERS

SCHOOL: 647-2440 or 647-2227

LOCAL HOSPITAL: 642-2784- Mo. Valley

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

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 they report.
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 they can be filled.
7. Treat any injury with first aid then send the athlete to a doctor, if it is serious and 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 their own injury. The coach, who uses good judgement and has their squad and program under control, rarely has difficulty with court cases and should have no fears if they should occur.

There is no substitute for good judgement. The coach, who uses good judgement and has their 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. Locker rooms are to be locked when not in use or practice in session. 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.

SCHOOL ACTIVITY PRACTICE SCHEDULE

No student activities mandatory or optional will start before 6:00 a.m. year round.

LOCKER ROOMS FOR VISITING TEAMS

The visiting football team will use the Jr. High Boys' locker room. Boys' basketball teams will be in the boys' PE locker rooms. Visiting wrestlers will use the girls' PE locker room. Girls' basketball teams will use the girls' PE locker room.

MEALS

Meals will be provided for tournaments where reimbursement is received from the IHSAA and IGHSAU. (\$8.00- Breakfast, \$12.00 – Lunch, and \$15.00 – Supper) 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. **Students will get \$35 per day to go towards their meals.**

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.

PHYSICIAN

An ambulance will be in attendance at the varsity football game. 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 canceled. 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 IGHSAA 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 IGHSAA tournament on Monday. Special exceptions to this policy should be discussed with the athletic director and/or principal and superintendent.

ACTIVITY PROGRAMS

The following activities are offered in the program:

1. Football: Varsity, Jr. Varsity, 7th and 8th grade
2. Volleyball: Varsity, Jr. Varsity, 7th and 8th grade
3. Cross Country: Varsity boys and girls, 7th and 8th grade
4. Wrestling: Varsity, Jr. Varsity, 7th and 8th grade
5. Boys' Basketball: Varsity, Jr. Varsity, 7th and 8th grade
6. Girls' Basketball: Varsity, Jr. Varsity, 7th and 8th grade
7. Boys' track: Varsity, 7th and 8th grade
8. Girls' track: Varsity, 7th and 8th grade
9. Golf: Varsity and Jr. Varsity
10. Baseball: Varsity and Jr. Varsity
11. Softball: Varsity and Jr. Varsity
12. Speech/Drama: High School
13. Football Cheer: Varsity and 7th & 8th grade
14. Basketball Cheer: Varsity and 7th & 8th grade
15. Wrestling Cheer: Varsity
16. Show Choir: High School and 8th Grade
17. Jazz Band: High School and 7th & 8th Grade
18. Dance: Varsity and 7th & 8th grade
19. Quiz Bowl - HS
20. Student Council : HS & JH

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 the coach.
2. Coach should pick up all equipment and supplies that have been issued.
3. Report to the activity director the name of the athlete who drops 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 in 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. If you are splitting your squad ie. weight room and your practice area please make sure all students are supervised.

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 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. The activity director will prepare an early dismissal schedule for all trips that request the loss of school time. Each coach, who is a faculty member, will have a copy of this schedule and it will be posted for the athlete. Faculty members will have rosters for all athletes in a particular season.

It is the policy of the Woodbine School District that all athletes, managers, and cheerleaders ride 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 schools' 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 advanced purchase orders or credit cards for meals, it is his 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 directly 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

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 athletic director and transportation specialist. All coaches will receive a copy of the schedule.

Requests for transportation that are not on the schedule must be approved by the activity director and the transportation director.

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

TITLE 9 STATEMENT

(Public Notice)

Woodbine 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 need 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 7-12 Principal, 504 Officer, phone numbers: (712) 647-2227.

TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

(Policy Title: Extra Curricular Activities, Bus Service No. 701.1)

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 Woodbine 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.

Parents can request to have students potentially picked up or dropped at a location between points A & B.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- The background of the student, including any history of violence or prior threatening behavior;
- The student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student;
- The mental and emotional maturity of the student;
- Cooperation of the student and his or her parent(s) or guardian(s) in the investigation;
- The existence of the student's juvenile or criminal history;
- The degree of legitimate alarm or concern in the school community created by the threat;
- And any other relevant information from any credible source

TRUANCY

The faculty and administration of your school have a responsibility for knowing your whereabouts during the hours school is in session. We also know your parents are interested in knowing where you are. Any student absent from school, who returns without a telephone call from the parents, may be classified as truant and is subject to suspension or expulsion.

TRUANCY-UNEXCUSED ABSENCES-

Code 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. The board will not tolerate truancy. Any student, who is absent more than seven (7) days a semester/two consecutive terms, may be referred to the assistant county attorney for truancy. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a referral for truancy will be made.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

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

You may also register for Snow Cap to be notified by text message or email of no school days, late starts, and early outs. You can sign up by logging on to the school website <https://www.woodbine.k12.ia.us/> and clicking on the Snow Cap link. Please make sure you follow the validation instructions at the end of your registration.

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 5:30 a.m. and 6 a.m.

WEIGHT ROOM RULES & REGULATIONS

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 always.
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 the lifting schedule before and after school, and in the summer.
6. A coach or teacher will always be in attendance at each session.

Rules and Regulations of the Woodbine Tiger Weight Room

Athletic **clothing** and **shoes** must be worn at all times in the weight room
Shoes must be **dry** and **clean**

Shirts must have sleeves
No jewelry
No cell phones
No headphones of any kind allowed
No inappropriate language or cussing
Keep your hands to yourself unless you are helping spot a partner
No bags allowed in the weight room
No sitting during your workout unless it is required to perform the exercise

The weight room is to be clean and in order

The weight lifting rack will be set back to its original spot after every lift/rotation.

- *The bar holders at the top will be put on the **14th** notch
 - *The long safety arms will be placed in the **5th** notch
 - *Dumbbells will be placed in numerical order
 - *One bar will be placed in the top rack supports
 - *When not using the bench it will be placed to the right of the rack you are using
 - ***Do not** put plates or dumbbells on the benches
 - ***Spray and wipe** down bench/bar/dumbbells after each use.
- All weights and equipment must be put back in the proper place
- *There will be a group penalty for things not being put back in proper place
- Must be able to control the weight
- * No slamming (rack) or dropping (floor) the weights
- You will have a spotter for all lifts necessary
Using any equipment in a manor not intended will result in a consequence
Do not stand on the bars or dumbbells

If these rules and regulations are not followed there will be a group penalty

- 1st offense will be to wipe down **all** equipment after the session has
- 2nd offense will be to pick up trash around the outside of the entire school
- 3rd offense will be the **1st** offense and **2nd** offense combined
- 4th offense the person or group will be asked to leave the class for the day

If you choose to use the weight room outside of a session a coach needs to be present

STUDENT GOOD CONDUCT POLICY

Eligibility for Extra Curricular Activities

Participation in school activities is a privilege. A student must be in good standing in the areas of Academics, Attendance, and Behaviors to participate in an extra-curricular activity. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime.

Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who wish to have the privilege of participating in the extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy.

Students will be under the jurisdiction of these rules starting the first school day of their 7th grade year and will remain under them during the school year and summer months until they have completed the 8th grade eligibility and the 9th grade eligibility begins. On the first school day of their 9th grade year, the eligibility will start over and continue through their high school career. All previous violations must be completed in full before starting under the new time frame.

Academic Eligibility

- 1) After the first 4 weeks of school, weekly checks will be done by teachers ensuring students are on pace. Any student not on pace will be expected to work on their class from 3:05-3:30 with their Home Room teacher completing accountability checks. Students failing to meet expectations will

be ineligible for extra-curricular activities, clubs, or Tiger Pride. They can become eligible by completing five consecutive accountability checks.

Tiger Learning - Off Pace Accountability Sheet

- 2) Students have until the end of the school year to show at least a beginning level (1) of understanding for each Essential Standard to earn credit for the course.
- 3) If students have completed #1 above by the last day of school, that student will receive a final grade on their transcript.
- 4) Students who have not completed #1 above will receive an incomplete (I) on their transcript, which means they have not yet earned the credit for the course.
- 5) Students with an Incomplete in a course will remain eligible given they **earned a minimum of four credits** that semester, and **a plan has been established between teacher and student to complete the course.**
- 6) Students that have less than 4 completed credits for the semester will be ineligible for the 30 days of the next activity they compete in.
- 7) A student with an IEP will remain eligible as long as they are making adequate progress per their IEP goals.
- 8) Meet all other requirements within the [Guidance on Scholarship Rule](#)

Attendance Eligibility

A pre-approved absence is required for any student who is absent on the day of an extra-curricular activity for any part or all of the school day to be eligible to compete in activities. Pre-authorization for absences must be obtained from the principal or designee in advance of the absence. Any student who does not have a pre-approved absence from the principal will not be eligible to participate in extra-curricular activities that day.

The provision of the above regulation shall apply to student participation in all extra-curricular activities of the school (for example: band and vocal groups, dramatics, athletic contest, and others). A student will be ruled ineligible if the student reports for 1st period after 8:10 or upon the start time after their first class he/she is required to be here, unless previous notification was given to the office. All Pre-authorizations must be made before 8:10 the day of, for prior approval. Pass/no pass policy will not affect the local eligibility, unless the student fails, he/she will receive an F and the state ineligibility will take effect.

Morning after competition

Missing the day after past 8:10 or upon the start time after their first class morning after a competition/performance without pre-authorization will be ruled an unexcused absence and will be subject to applicable consequences as per the student conduct code.

Behavior Eligibility

Training Rules & Suspension from Activities

Students will follow the suspension guidelines that follow whenever they are cited for a good conduct violation. Self-admitting and reporting violations are only allowed on first and second offense. Offenses include behavior, drugs, alcohol, and any other law violations minus driving violations.

Student conduct constituting a violation of the above rules during a students' Jr. High or High School career will result in the suspension of playing any game or other public appearance for a period of time and/or a number of competitions/appearances as specified. Students violating the above rules in this section in school, at a school event, or on a school trip will not be eligible for self-reporting and the reduction that goes with it. All suspensions begin immediately upon a decision being rendered by administration.

First offense

In grades 7-8 or 9-12 will result in suspension for the next 3 extra-curricular events on the school calendar. If the student self-reports it will be reduced to the next 2 events if the student involved self-admits and reports the infraction to an administrator (Activities Director, Principal, Superintendent) by 3:30 p.m. the end of the first business day after the incident. Students and Parents will meet with a coaching panel and administration if first offense is reached to develop an assistance plan to decrease there being future violations.

Second offense

In grades 7-8 or 9-12 will result in the next 6 extra-curricular events on the school calendar. If the student self-reports it will be reduced to the next 4 events if the student chooses to self-admit and report violation. The student and Parents will meet with the coaching panel and administration if a second offense is reached to develop an assistance plan to decrease future violations.

Third offense

In grades 7-8 and 9-12 will result in suspension of a minimum of 9 extra-curricular events. The suspension will require a full volunteered season/activity completing all practices, rules, expectations, etc. that the coach/sponsor has for their activity. Third offense has no self-admit or report. Students and parents will meet with a coaching panel and administration if a third offense is reached to develop an assistance plan to decrease there being future violations. The student will be encouraged to seek therapy to address the issues of substance abuse. If further violations occur it will result in repeating third offense suspension and protocol.

**Note: Students are expected to attend all practices and are still allowed to attend extra-curricular games or events with their team. Any events that are missed will not count towards the allotted number of events that the student must sit out. Any events that are missed due to an emergency will be up to the discretion of the High School Principal and activity sponsor or coach if it is to count as one of the events missed.*

Suspensions - School Related Behavior

Tier 2 and above violations can result in a student being suspended from school. In most situations the school will make an effort to have the student serve their suspension at school. Severe violations may call for out-of-school suspension. It is the learners responsibility to make up work or assessments that they may have missed during their removal from the classroom setting.

Administration Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In-school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal shall conduct an investigation of the allegations against the student prior to the imposition of an in-school suspension. The investigation will include but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.

2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student and
 - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort shall be made to personally notify the student's parents, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents shall include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Students Identified as Receiving Special Education Services

In general, students with IEPs are subject to the same code of conduct provisions as students without IEPs. Discipline for students with IEPs may be different than for other students when:

1. An IEP or BIP has provisions for responding to a student's behavior that are different than the code of conduct.
2. A disciplinary action constitutes a change in placement.

The issues surrounding the suspension of students are frequently complex and multiple factors must be considered. More information can be found in the Special Education Procedural Handbook per your request.

Student Discipline: The administrative team may choose to extend the suspension or expel if the situation warrants. The student will be allowed due process.

Student Suspension Guidelines

The building principal or his/her designee may temporarily suspend a student for a period not to exceed ten days by following the procedures outlined:

- Be given oral and/or written notice of the charges
- Be given the opportunity to admit or deny such charges
- Be given an explanation of the evidence against the student if he/she denies the charge
- Be given an opportunity to explain the situation.

Suspension may be either in-school or out-of-school: An in-school suspension is the temporary isolation of a student from one or more classes while under suspension. Out-of-school suspension is the removal of a student from the school environment for short periods of time.

*****NOTE-DURING ANY IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION, A STUDENT MAY NOT TAKE PART IN OR ATTEND ANY SCHOOL SPONSORED ACTIVITY.**

In-School Suspension Rules

- Students will be assigned to a room and will be supervised at all times.
- Chromebooks are only allowed if the ISS monitor has access to the students screen to make sure the student is on task with academic work.

- If a student does not follow the expectations of chromebook use, they will lose the privilege and be provided with paper copies of academic work.
- Cell phones are not allowed while in ISS.
- Students are not allowed to sleep or lay their heads on the desk.
- Students must bring academic work or reading materials to ISS.
- Students are not allowed to leave during passing times of other students.
- The ISS monitor will allow one 5-minute break in the morning and afternoon and will go with the student to get their lunch, which will be eaten in the ISS room.

If a student does not adhere to the above guidelines they will be sent to the principal or designee and appropriate action will be taken, not limited to sending the student home.

STUDENT EXPULSION (Code No. 503.2)

Only the Board of Directors may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstance surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board’s records.

When a student is recommended for expulsion by the Board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose name may be released at the discretion of the superintendent.
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student’s behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the Board in writing open to the student’s inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student’s behavior is caused by the student’s disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student’s conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district’s expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept of Public Instruction,
 285 N. W2d 173 (Iowa 1979).
 Iowa Code 21.5; 282.3, .4, .5 (1997).
 281 I.A.C. 12.3 (8).

The administration of Woodbine Community School District reserves the right to use their discretion in the application of consequences for inappropriate actions and/or behavior.

NUMBER OF COACHES FOR EACH SPORT

Football:	3 Varsity/JV and 2 Jr. High
Cross Country:	2 Varsity/JV (Girls and Boys)
Volleyball:	2 Varsity/JV and 2 Jr. High
Wrestling:	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
Baseball	2 Varsity/JV
Softball	2 Varsity/JV
Cheerleading	1 Head Football, 1 Head Wrestling, 1 Head Basketball
Dance	1 Varsity

**If numbers justify a need for an extra paid coach, it will be up to the discretion of the Athletic Director and Superintendent. The goal is to keep the coaches to student ratio under 1 to 15. (aka. 1 paid coach per 15 athletes)*

PRACTICE MEMORANDUM

Coaches,

As the school year and athletic practices are upon us, I would like to share with you my expectations regarding coaching.

- 1) All coaches and sponsors are expected to read and understand the Woodbine Coaches' Handbook. Coaches are also expected to stay abreast of any revisions to the handbook.
- 2) Properly supervised weight training will be an expectation of all 7-12 programs. Programs need to work together to schedule weight rooms workouts. During the school year weights can be conducted from 6:00 am to 7:30 am.
- 3) Morning practices need to be approved by the AD and must be done by 7:30 am and starting no earlier than 6:00 am.
- 4) Swearing and cursing by coaches / sponsors and athletes/participants will not be tolerated
 - a) Coaches / sponsors are to set a positive example for students. Swearing in front of or at students sets a negative example.
 - b) Nothing is gained by swearing at or in front of students.
 - c) Coaches/ sponsors must instill in the students in their charge that swearing at school events and functions is not appropriate and will not be tolerated.
 - d) Coaches / sponsors shall implement consequences they deem to be appropriate for students who swear at practices / events.
 - e) All coaches are responsible for curtailing swearing during practices / events. The head coach bears ultimate responsibility.
- 5) Coaches / Sponsors should in no way belittle participants either publicly or privately.
 - a) There is no reason or excuse for belittling a student or calling a student names.
 - b) Participants can be coached without belittling.
 - c) You may think you are saying something in a joking manner, but bear in mind the student has a different perspective and may perceive you are belittling them.

- d) You are the adult. Maintain your composure and behave in a professional manner.
- 6) Coaches / Sponsors and students should dress appropriately for practices and events.
 - a) I have received reports of and have personally observed coaches dressed in an inappropriate fashion for practice.
 - b) Clothing referencing alcoholic beverages, illegal or illicit drugs, partaking of alcoholic beverages and/or illegal or illicit drugs, sexual innuendo or references and swear / curse words are not appropriate for coaches / sponsors or students and will not be worn at practices and events.
- 7) Requiring athletes to “check-in” with the coach before the school day is unnecessary and should not be done.
- 8) All communication to team members will be done through the BAND app. The Activities Director will be included in your activities BAND. Parents should also be offered inclusion to the app if requested.
 - a) Electronic communication must be completed before 9 PM.
 - b) Electronic communication in the morning should be avoided before 9AM with the exception of emergency situations such as inclement weather.
- 9) If the start of the school day is delayed due to inclement weather:
 - a) There will be no morning practices.
 - b) There will be no morning weightlifting or conditioning.
- 10) If school is dismissed early due to inclement weather practices will be canceled.
- 11) If school is canceled:
 - a) Coaches should contact the Activities Director regarding the feasibility of holding practice.
 - b) Activities Director will confer with the appropriate administrator(s) to determine whether or not practices may be held.
 - c) If practice is allowed, under no circumstances will this practice be considered mandatory and there will be no punishment or repercussions for anyone who does not attend the practice.
 - d) If practice is allowed it will be for the varsity team. JV and 9th grade team members may attend if they are able. There will be no organized team practice on the Middle School, 9th grade or JV level.
 - e) If practice is allowed, the practice must be concluded at such a time as to allow all participants to shower and dress and be able to drive home before dark.
- 12) There must be a paid school employee with a coaching endorsement or coaching authorization present at all times when athletic practices for school sponsored events are occurring (including weight training and conditioning).
- 13) Allowing or encouraging “captain’s practice” or practices overseen by “volunteer coaches” before school, after school, when school is postponed or canceled, or on non-school days as a method of circumventing district policy, procedure, or mandate will not be permitted. Furthermore, “captain’s practices” shall be discouraged by coaches.
- 14) School employees and board approved volunteers should not give or loan their school keys / fob to students or others (i.e. club team coaches, parents, community members) at any time under any circumstances. Furthermore, school employees and board approved volunteers are not to open any District building for use by any individual or organization that has not been approved by administration or the school board.

Failure on the part of a district employed coach or board approved volunteer to comply with any of the above may result in disciplinary action up to and including termination from employment as a coach or discharge as a board approved volunteer.

A copy of this letter will be placed in all coaches personnel files. As such this letter may be considered a public record.

Woodbine Activity Handbook - Parent Agreement

I, _____, have read, reviewed, and understand the contents of the Woodbine Activity Handbook. I will adhere to the practices and values that have been communicated in an effort to create a program that our student-athletes will grow and thrive in.

I am committed to supporting all student athletes of the Woodbine CSD and understand the expectations explained in this document. Please return a signed copy of this page the AD or AD secretary or complete the agreement on the Varsity Bound Activity Registration.

Parent Signature

Date