

*Cedar Falls Community School District*  
**Coaches' Handbook**



(Handbook revised 7/7/23)

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## **Cedar Falls High School Athletics Program Philosophy**

The athletic program of the Cedar Falls Community Schools shall be a program that provides competitive sports that teach and support educational values such as leadership, discipline, pride, unity, self-esteem, dedication, teamwork, sportsmanship, and coping skills. The program is designed to enhance athletic performance while providing for the varying ability levels of student-athletes. The athletic program is an integral part of the educational philosophy at Cedar Falls Community Schools.

Our program places a high value on the power of participation. Within our setting, every effort will be made to provide athletic experiences for as many students as possible. We will strive to offer as many athletic teams as can be adequately coached, managed, and supported. Our competitive teams will be selected on the basis of need, interest, and ability. We will place student-athletes on teams appropriate to their physical and emotional abilities. At the varsity level, our coaches will select players and decide playing time based on their judgment of combinations that will make the team as competitive as possible. At the sub-varsity levels, there will be more of a focus on player development, although playing time may still not be equal for all participants.

Our coaches will strive to be positive role models who display in-depth knowledge of their activity, an ability to teach, strong leadership, ethical behavior, and interest in the holistic development of their athletes. The head coach of each varsity sport will facilitate the development and oversee a comprehensive 7-12 program that will help improve the skills of participants at each level and lead to a successful and competitive varsity program. The fundamentals of each sport and the competitive opportunities provided will be age-appropriate and developed in conjunction with the coaches at each grade level. Lower-level coaches will be expected to follow the sport-specific curriculum outlined and agreed upon by the head coach of each sport.

- The seventh-grade program introduces students to the basics of each sport. Emphasis is placed on participation and the exploration of new sports. Expectations for students include learning new sport-specific skills, developing teamwork, and having fun. Competition is limited at this level.
- The eighth-grade program trains the athletes in the skills of the sport. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.
- Some ninth-grade athletes are more talented skill-wise and more aware of the cognitive aspects of interscholastic athletic competition. Therefore, while an effort is made to allow as many students as possible to compete as possible, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule that demands lesser skill development.

- The Junior Varsity/Sophomore programs will help develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.
- Varsity competition is the culmination of each sport program. The Varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often necessary at this level and athletes may be used in specific roles for the benefit of the entire team.

## **Cedar Falls High School Sportsmanship Philosophy and Policy**

### **Mission Statement**

Cedar Falls High School is committed to establishing sportsmanship and developing healthy environments for competition. We believe that part of the role of education through sports is to teach our youth and our communities to conduct themselves with sportsmanship and respect for opponents. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Therefore, Cedar Falls High School will promote the ideals of sportsmanship through public awareness, encouragement of and consistency in behavior standards, and cultivation of positive attitudes in athletics and life in general.

In an effort to achieve this goal, the following statements have been developed which outline the expectations of the various groups and individuals associated with the Cedar Falls High School athletic programs.

### **Responsibilities and Expectations of Coaches**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior. Lead by example!
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the highest priority.
- Know the rules, abide by, and respect officials' decisions. This can be accomplished by accepting the coach's role as a teacher, understanding the rules, and by utilizing appropriate avenues for questioning officials' calls.
- Win with character and lose with dignity. Openly congratulate coaches and players of opposing teams following the game and acknowledge good performances.
- Exercise self-control and reflect positively upon yourself, your team, and your school. The same kinds of behavior expected in games should also be enforced in practice environments.
- Create a positive influence on the behavior of fans. Take every opportunity when addressing the media, booster groups, or other public forums to express the desire for fans to support their team at home contests, but not to abuse the visiting team. Be a proper role model on the sidelines.
- Treat opposing coaches, participants, and fans with respect. Shake hands with officials, opposing coaches in public
- Develop and enforce penalties for participants who do not abide by sportsmanship standards
- Confront student-athletes when inappropriate behavior occurs, whether it is practice or competition. (Examples include but are not limited to profanity, trash-talking, and demonstrative behavior)
- Communicate your expectations for the proper behavior of participants in your sport to parents and athletes

- Establish guidelines for proper attire of the team at athletic contests and special events in order to develop team unity and project a positive image when representing CFHS
- Accept the responsibility of being the leader and controlling the athletes

### Responsibilities and Expectations of Athletes

- Accept visibility and understand the seriousness of your responsibility and the privilege of representing the school and the community
- Dress according to guidelines established by the head coach
- Treat opponents with respect; shake hands prior to and after contests
- Respect judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite fans or indicate disagreement
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest
- Live up to the high standard of sportsmanship established by the coach
- Be aware of expectations for behavior as outlined by coaches, accepting consequences for behavior determined not appropriate
- Demonstrate self-control at all times
- Accept role as a model for the student body as it relates to conduct in the classroom and activity  
You are a school leader due to your participation on the team
- Try your utmost to WIN - within the rules

It is stressed that staff members and participants are teachers and students, respectively, and there is no reason why behavior and antics that would generally be recognized as unacceptable in regular teacher/student learning situations be tolerated in the athletic arena.

### Duties and Responsibilities of Athletic Coaches

Persons employed to coach in the interscholastic athletic programs of the Cedar Falls Community School District shall report to the building principal via the athletic director/activities coordinator of the building.

Specific duties:

1. To possess and utilize a sound base of knowledge of the sport(s) to which the coach is assigned.
2. To motivate students and to maintain an atmosphere conducive to enhancing school spirit, morale, and the individual's enjoyment of the activity.
3. To function in accordance with the established statements of philosophy while maintaining high standards of personal conduct as a coach.
4. To properly supervise the safety and conduct of participants while engaged in practices, events, and activity trips.
5. To instill a high degree of sportsmanship within the ranks of the participating students.
6. To observe all student code-of-conduct provisions and assist in their consistent enforcement.
7. To ensure that discipline is maintained in all phases of practices and events.
8. To properly prepare and implement a plan (including annual goals) for the conduct of practices and events.
9. To thoroughly communicate with building administration, students, and parents regarding practices and events.

10. To keep the administration and the athletic director/activities coordinator of the building well-informed regarding progress and of any problems for which assistance may be required.
11. To maintain all necessary forms, reports, inventories, and other records.
12. To safeguard the property of the school district.
13. To work cooperatively and harmoniously with other coaches, activities council personnel, and other staff members at all times.
14. To carry out such evaluation-related functions as may be assigned.
15. To perform such other related duties as may be appropriately assigned by administrative personnel.
16. To hold valid coaching authorization issued by the Iowa Department of Education.
17. To hold a valid coaching contract approved by the Board of Education.
18. To provide, in instances of assignment as a non-teaching coach, a certificate of physical examination.

## Preseason

### Preseason Checklist

It is essential that each coach have a well-structured plan for his/her season of responsibilities if each athletic season is to be conducted smoothly. In preparing for the year, consider the following:

- Athletic Eligibility (see Eligibility section)
- [Athletes' Physicals](#) (must be turned in online)
- Assess equipment condition and needs- order new equipment if necessary
- Booster Club Kickoff
- Permanent records & inventory
- Student-athlete contact info (turn in to AD's secretary)
- Contact Booster Club Representative - Fill out participation sheet for Rep

### Keys

Prior to your season, the athletic director will assist you in checking out needed keys. The keys checked out to you are meant to meet only your official needs. Misuse of these keys can jeopardize the security and liability of the school. Therefore, do not loan or make your keys accessible to others. Loss of any keys will result in a charge for the cost of rekeying the affected locks.

### Preseason Meetings

Things to cover with athletes:

- ◆ School rules (including code of conduct.)
- ◆ Sport Rules
- ◆ Care of equipment
- ◆ Expectations for the year (behavior, attendance, etc.)
- ◆ Rules on lettering and other awards

### Transportation Schedule

Transportation schedules will be shared with coaches at the beginning of each season. The athletic director will determine the time leaving and mode of transportation to each destination. Coaches are responsible for checking times and making any necessary suggestions and/or adjustments.

## Equipment/Budget

### Allotted Finances

Budgets are developed in early spring for the next school year. Budgets are developed for equipment needs, officials, entry fees, etc. On the basis of need and total dollars available, the athletic director will decide the budget allocated.

The Athletic Director will meet with each coach and provide a form that they may use to submit requests. The athletic director will do the ordering on all major requests. Obtaining a purchase order from the athletic director can fill requests for athletic tape and other small orders. **Note:** The high school cannot and will not accept responsibility to meet payments if this procedure is not followed.

### Charges for Damaged Equipment/Uniforms

A season can be quickly ruined by the loss of essential equipment. Since equipment left about the campus and not securely stored can be stolen or vandalized, team equipment must be monitored closely by the coach. At the end of the season, coaches need to notify the athletic office of missing equipment. The athletic secretary will also provide each coach an inventory sheet to complete,

When lost or damaged, the equipment issued to a student becomes subject to a charge. Please turn in a listing of each student who owes money to the athletic department to the athletic director's secretary. Make sure that the athlete understands the items that he/she is responsible for. Until a student has paid all charges, he/she will not be able to register for the next year--in the case of a senior, the charges must be paid before graduation.

## Postseason

### Lettering Procedures

Coaches should determine how an athlete can letter in their sport and make sure to share that with the athletic office, parents, and students. Awards can be ordered with the athletic secretary.

### Equipment Check-in

Take inventory of equipment/uniforms and assess any damage done to said equipment. Collect the appropriate fine money from the athlete and turn it into the CFHS bookkeeper.

### Season Review

At the conclusion of each sport season, the athletic director will meet with each head coach to review the season. At this time all permanent records, inventories, and evaluations of assistant coaches should be turned in. A review and evaluation of the coach's performance with respect to the job description will take place periodically at this conference.

### Evaluation of Coaching Effectiveness



Each head coach will be formally evaluated on a three-year rotation. In addition, any first and second-year head coaches will receive a formal evaluation. The purpose behind evaluation is to help coaches to improve overall coaching performance and to recognize them for their areas of effectiveness. Additional evaluation sessions may be scheduled as needed. First-year head coaches will also be evaluated that year in addition to the following rotation:

## Eligibility

### Coaches

- License/Authorization

Do not start coaching in any capacity, for payment or as a volunteer, until the Athletic Director gives you approval. Before the District will issue a contract of employment, all of the following must be completed:

- All-State, Federal, and District pre-employment documents must be completed and on file in the Human Resources Department
- Evidence of a current State of Iowa coaching license or coaching authorization must be provided

It is against state and Federal law for you to begin work prior to completion of ALL the required pre-employment documentation. In addition, you are legally prohibited by Iowa law from any involvement with students as a coach, including in a volunteer unpaid capacity, prior to issuance of a coaching authorization or license by the Iowa Board of Educational Examiners. It is similarly illegal to continue to coach once your license or authorization has expired.

**Anyone who violates these stringent requirements exposes themselves and potentially the District to legal liability. Anyone who is found to have started work prior to fulfilling all the necessary requirements will not receive payment for any period of non-compliance and may be subject to disciplinary action by the Board of Educational Examiners and the District.**

For more information regarding coaching licensure/authorization, [click here](#).

### Student-Athletes

Because an ineligible student playing can ruin a successful season, the coach must closely monitor the eligibility of team members.

- Eligibility requirements originate from three sources

- ◆ [IHSAA-IGHSAU requirements](#)
- ◆ [C.F.H.S. Code of Conduct included with concussion information](#)
- ◆ The head coach of each sport

For information concerning the Cedar Falls High School eligibility, consult the student activity rules and regulation handbook. For information concerning IHSAA & IHSAA, consult the sports guides or rulebooks provided by the respective association.

➤ In general terms, the coach should keep in mind that:

- ◆ Before a student can participate, he/she must have a physical, record of health insurance, and a parent/guardian signed Code of Conduct on file in the associate principal's office.
- ◆ The student must be living with the parent/guardian within the boundaries of the school attendance area. Please consult with the athletic director on any transfer situations.
- ◆ Any athlete who participates in non-school competition during a sports season without permission of the coach and athletic director is ineligible.
- ◆ Athletes must abide by any additional regulations that are made in writing and passed out by the coach before the beginning of each sport's season. Please make sure the Athletic Director has a copy of any additional rules. Enforce rules consistently and fairly.
- ◆ Athletes must be present for three consecutive periods of any school day to play or practice that night. Please check with the attendance office if you have any concerns.
- ◆ Any student who possesses, procures, or uses alcohol or controlled substance shall be suspended from 20% of the contests/events in which that student participates. The same penalties pertain to vandalism and stealing. A second offense in a school year means the loss of privilege to participate

Transfer Student Eligibility

- [Code of Conduct for Transfer Students \(Policy 503.6\)](#)

## Travel

[Transporting Students \(Policy 403.13\)](#)

School Bus Regulations

- When the bus is in motion, the driver of the bus is in the final position of authority and must make final decisions on all matters
- When a coach is present, his/her specific assignment is to enforce all rules and regulations set forth by the school and particular driver on the bus. The coach is directly responsible for the control of the students.
- Drivers will enforce the following student behavior rules.
  - ◆ Two people per seat
  - ◆ Remain seated at all times
  - ◆ Keep arms and head inside the bus at all times
  - ◆ No pop bottles
  - ◆ Do not throw anything from the bus when the bus is in motion
  - ◆ NO SMOKING or profane language

- ◆ Students must ride the bus both ways on activity trips. The ONLY exception is written approval from the principal prior to bus departure from Cedar Falls.
- The driver's responsibility is for the safety and welfare of the students and personnel on the bus. Although in a final position of authority, the driver does not have the specific responsibility of enforcing the rules and regulations regarding student control. This is the specific responsibility of the coach

### Early Dismissal for Athletic Events

Occasionally, it will be necessary to have team members released from classes for an athletic contest or tournament before the end of the school day. In such instances, it will be necessary to follow these steps:

- Send an email to the AD's secretary which includes the names of the athletes that need to be dismissed, the time of dismissal, and event sport/location

## Facility Availability/Management

### Security

It is the responsibility of each coach to closely monitor the security of school facilities. Traditionally, the locker rooms, classrooms, equipment storage rooms, swimming pools, gymnasium, and other physical education facilities have been the object of vandalism and theft. Therefore, it is incumbent upon the coach to ensure that all lockable facilities are secured after use, all equipment is returned to its proper storage facility, and the storage facility is locked.

Team members should be encouraged to use padlocks in the locker room and not store valuable items in their lockers. The school district cannot accept the liability of stolen or vandalized property.

### Practice Times

Most squads will practice immediately after school, with the exception of winter sports, for which a rotating schedule will be established. Practices on Saturdays are allowed; please check with the athletic director on the use of facilities. Wednesday night is church night, and all practices should be completed by 6:30 p.m. Also, there will be no interscholastic competition on Wednesday night, unless scheduled by state association tournaments. Practice on Sundays is discouraged and should be scheduled only in the event of a Monday night varsity competition.

### Weight Room

Coaches who use the weight room facility with their team MUST supervise their athletes at all times. Do not leave the weight room at any time while supervising. Please have your athletes observe the rules established for the weight room facility.

### Locker Room Supervision

It is the duty of all coaches to see that locker rooms are properly supervised before and after practice sessions and games.

## Media/Score Reporting

Postgame Score Reporting Protocol - Follow MVC protocol for each sport. Coaches, make sure you are communicating to the local media!

## Policies and Procedures

### Medical/First Aid

#### - Accident Reporting

All injuries occurring in or around the school building during school hours or supervised school activity, whether involving students, staff, or visitors, must be reported to the school nurse and the building principal, and an accident report must be completed. Any student injury requiring parent notification should also be recorded on an accident report.

#### - Medication Policy

- Only school personnel who have received instruction to give prescribed medication should do so
- Absolutely no medications, including aspirin and any over-the-counter medication, are to be given by school personnel without the written permission of both the parent and the physician

*This is from the Code of Iowa, Chapter 152, Section I, which states, "Only a physician can legally prescribe medication such as aspirin and vitamins. Absolutely no medication should be dispensed by school personnel, including the school nurse unless written permission has been granted by the parents and the physician."*

#### - First Aid Procedures

IF AN EMERGENCY SITUATION DEVELOPS AND APPEARS TO BE A LIFE-THREATENING SITUATION, CALL THE CITY EMERGENCY NUMBER 911 FIRST, THEN ADMINISTRATION. EVERY SECOND COUNTS!! ANY DELAY COULD COST A LIFE!!!

First aid, as defined in these emergency procedures, will mean immediate but temporary care given to a person who has sustained an injury or who has become suddenly ill.

- All injuries occurring at school are to receive first aid and first aid only
- First aid should be considered a joint responsibility of the various members of the school staff. Since the school nurse will be in each building part-time, it is essential that the staff be able to give first aid when necessary.
- When the injured or ill student is placed in the care of the family and/or physician, the school's responsibility is fulfilled.
- The name of each student's family physician, as well as other pertinent emergency information, is recorded on the enrollment card

#### - Emergency Procedures for Serious Accidents

- Examine and administer first aid as needed. Check quickly for the stoppage of breathing and serious bleeding. Call an ambulance - 911 - if necessary.

- Keep the injured person warm.
- Keep calm. Do not move the injured person unless it is absolutely necessary.
- Never give an unconscious person anything to drink.
- Keep the crowd away.
- Make the person comfortable. Give reassurance.
- Instruct someone to notify parents and the building principal. If unable to locate parents, refer the alternate person listed on the enrollment card. If unable to reach either, call the physician or hospital emergency room for instruction.

## Board Policies for Cedar Falls Community Schools

### Student Policies

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- [Political Activity \(Policy 403.9.1\)](#)
- [Employee Expression \(Policy 403.9.2\)](#)
- [Reporting Child and Dependent Adult Abuse \(Policy 403.12\)](#)

- [Drug and Alcohol Policy and Testing Program for Individuals Not Required to Possess a Commercial Driver's License](#)
- [Multicultural and Gender Fair Equity Education Opportunity \(Policy #602.3\)](#)

It is the policy of the Cedar Falls Community School District not to illegally discriminate in either: its educational programs on the basis of race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability; or its employment practices on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

There are grievance procedures for processing complaints of discrimination. Any student who believes the district's Equal Educational Opportunities for Student's Policy, Title IX, Title VI, The Americans with Disabilities Act (ADA), and Individuals with Disabilities in Education Act (IDEA) Section 504 has been violated shall notify the building principal, supervisor, or the Director of Secondary Education or the Director of Elementary Education. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Dept. of Education, Kansas City MO or the Iowa Dept. of Education Des Moines IA. Inquiries by applicants and employees regarding compliance with Equal Employment Opportunity and Affirmative Action, including but not limited to complaints of discrimination, should contact the District's Equity Coordinator, Dr. Adrian Talbot, Director of Human Resources, James L. Robinson Administrative Center - 1002 West First St. Cedar Falls, Iowa, 50613 - (319) 553-2428. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the U.S. Dept. of Education.

- [Tobacco-Free Environment \(Policy 902.4\)](#)

#### Teacher/Coach Employment/Conduct Policies

- [Physical and Sexual Abuse of Students by Employees \(Policy 504.4\)](#)

It is the policy of the Cedar Falls Community School District that all forms of physical abuse and sexual abuse, as defined by law, of students by school employees are prohibited. Each employee, regular or temporary, is covered by this policy.

Each report or complaint alleging or indicating the possibility of abuse of a student or students by an employee or employees will be investigated immediately, in accordance with legal requirements. The primary investigators (level one investigators) will be the director of elementary education (in the case of elementary students) or the director of secondary education (in the case of secondary students) and the director of human resources. An official or officials of the Cedar Falls Police Department or other trained, experienced professional(s) shall be utilized as the alternate (level two) investigator(s).

All results of an investigation of reported physical or sexual abuse will be forwarded to the superintendent or designee as soon as is possible. It is the responsibility of the superintendent of schools to cause such actions as may be appropriate to remedy any founded report of abuse.

Date of Adoption:  
July 10, 1989

Date of Revision:

June 11, 1990  
January 13, 2003  
October 27, 2008  
April 8, 2013  
June 12, 2017  
July 7, 2023

- [Equal Employment Opportunity/Affirmative Action \(Policy 401.2\)](#)
- [Harassment \(Policy 401.3\)](#)
- [Employee Use of Social Media \(Policy 403.7.2\)](#)
- [Electronic Communication Systems Policy \(Policy 403.7.1\)](#)
- [Notification of Arrest, Criminal Charges, Child or Dependent Adult Abuse Complaints \(Policy 401.18\)](#)
- [Drug and Alcohol-Free Workplace Policy \(Policy 402.12.1\)](#)

## Forms

[Heads Up Concussion/Parent Permission/Physical/Code of Conduct](#)

## Miscellaneous

### Parent/Coach Communication

See the AD secretary in the CFHS office if you would like more information on parent/coach communication.

### Booster Club

The Tiger Booster Club meets monthly on the second Monday or Wednesday at 7:00 p.m. Coaches are invited to attend. Each sport has a sports representative, who is responsible for communicating with each head coach. Requests for booster club funding are reviewed at the April coaches' meeting.

### Important Phone Numbers

High School Office	553-2501
Principal (Office)	553-2523
Jason Wedgbury (Cell)	404-5028
Assoc. Principal (Office)	553-2624
Police, Fire, Paramedics	911
Troy Becker (Cell)	404-5029
Troy Becker (Office)	553-2573
AD Secretary (Office)	553-2503

## **Characteristics of a Tiger**

Takes great pride in being a Tiger

Practices to improve

Makes a valuable contribution to the team

Accepts coaching, and studies their sport

Conducts personal, academic, social, and athletic life with class

Always plays with enthusiasm for the team

Has the mental toughness and physical ability to bounce back from adversity and win

Plays for and makes their own breaks

Never underestimates the opponent or quits working to improve because of success

Willingness to make sacrifices for the team

Accepts their role on the team

Shows leadership, sportsmanship, discipline, commitment, determination, and pride for the team, school, and community