July 28, 2020

To: All School Board Members

From: Russell Reiter, Superintendent

Re: Working agenda for the special meeting on Wednesday, July 29, 2020 beginning at 6:00 p.m. at the School Administration Office, 1207 1st Street West, Independence, IA

The public may also view the meeting via a live stream on the Independence Community School’s Facebook page. This Facebook link is on our website’s home page at www.independence.k12.ia.us

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. CONSIDERATION OF ACTION ON CONSENT ITEMS
   A. Approval of Transfers/Reassignments

<table>
<thead>
<tr>
<th>NAME</th>
<th>PREVIOUS ASSIGNMENT</th>
<th>NEW ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Goedken</td>
<td>East Elem 2nd Grade Teacher</td>
<td>East Elem Title I Teacher</td>
<td>$70,495</td>
<td>08/18/2020</td>
</tr>
<tr>
<td>Kerry Pasker</td>
<td>East Elem Title I Teacher and District Wide Interventionist/Title I Curriculum Leader</td>
<td>ECC/East and West Elem Grades PK-6 Instructional Coach</td>
<td>$65,629 + $8,500</td>
<td>08/2020</td>
</tr>
</tbody>
</table>

Salary is based on 2019-2020 Combined Salary Spreadsheet and will be updated according to the 2020-2021 contract settlement.

B. Approval of New Hires (pending acceptable background checks)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT</th>
<th>SALARY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Carey</td>
<td>JSH Mentor Teacher – Social Studies</td>
<td>$2,000</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>Sonya Elzey</td>
<td>JSH Capturing Kids Hearts Initiative Leader</td>
<td>$1,500</td>
<td>08/2020</td>
</tr>
<tr>
<td>Matt Miller</td>
<td>JSH Social Studies Curriculum Leader</td>
<td>$4,500</td>
<td>08/2020</td>
</tr>
</tbody>
</table>

"Educating people to be life-long learners and respectful, responsible citizens"
4. OLD BUSINESS
   A. Consider Approval of the 2020-2021 Coach-Sponsor Activities Handbook

5. NEW BUSINESS
   A. Consider Approval of the Point of Beginning Survey Services Contract to Survey the West Elementary Site
   B. Consider Approval of the Revision of the Independence Teachers’ Association (ITA) Contract for Fiscal Year 2020-2021
   C. Consider Approval of the Resolution Recognizing the ITA and the ICSD Desire for Increased Supplemental State Aid.

Roll Call Vote

6. ADJOURNMENT

UPCOMING MEETINGS –
Monday, August 17th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, September 21st Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, October 19th Regular Meeting 6:00 p.m. - Central Office Board Room, Independence
Monday, November 16th Regular/Annual and Organizational Meeting 6:00 p.m. - Central Office Board Room, Independence
Independence CSD
Activity Handbook Modifications

BUILDING -Jr/Sr High School

Title / Item - Update Title Page
Page # - 1
Current Handbook: Change year to 2020-2021

Title / Item - Table of Contents
Page # - 2
Current Handbook: Update title for page 6 (change to 2020-2021)

Title / Item - Coach/Sponsor Letter
Page # - 5
Current Handbook: Update date to July 2020

Title / Item - Calendar
Page # -6
Current Handbook: Update title to 2020-2021, insert current calendar
2020-2021 Coach-Sponsor Activities Handbook

Independence Jr/Sr High School
700 20th Avenue SW
Independence, IA 50644
Phone: (319) 334-7405 * FAX: (319) 332-1296
Independence Website: www.independence.k12.ia.us

Start Here...Succeed Anywhere!
Table of Contents

Cover Letter 5

2020-2021 School Calendar 6

District Vision, Mission, Values and Beliefs 7
  Vision 7
  Mission 7
  Values 7
  Beliefs 7

Independence Learner Performance Goals 8
  Responsible Citizen 8
  Problem Solver 9
  Productive Person 9
  Effective Communicator 10

District Policies (Board policies are referenced for convenience) 10
  Bullying and Harassment (Board Policy 106.R1) 10
    Definitions 11
    Filing a Complaint 11
    Investigation 11
    Decision 12
    Level 1 Investigator: 12
    Alternate Investigator: 12
  Description of a Homeless Child/Youth (Board Policy 501.17) 12
  Dissemination of Student Information (Board Policy 506.2R1) 13
  Equal Educational Opportunity (Board Policy 103) 13
    Level 1 Investigator: 13
  Equal Employment Opportunity (Board Policy 401.2) 14
  Freedom of Expression (Board Policy 502.5) 15
  Interviews of Students by Outside Agencies (Board Policy 502.11) 15
  Non-Resident Student/Open Enrollment (Board Policy 501.2) 15
  Search and Seizure (Board Policy 502.10) 16
  Section 504 of the Rehabilitation Acts of 1973 (Board Policy 103.E3) 16
  Statement of Non-Discrimination (Board Policy 103.E1) 16
    Level 1 Investigator: 17
    Student Records -- Confidentiality and Access (Board Policy 506.1) 17

Activities Specific Information 18

Preface 18

Academic Eligibility Rules 18
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Expenses</td>
<td>19</td>
</tr>
<tr>
<td>Activities Department Objectives</td>
<td>19</td>
</tr>
<tr>
<td>Athletic Trainer Services</td>
<td>20</td>
</tr>
<tr>
<td>Athletic Unions</td>
<td>20</td>
</tr>
<tr>
<td>Bus Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>Characteristics of an Effective Coach/Sponsor</td>
<td>21</td>
</tr>
<tr>
<td>Check Lists</td>
<td>22</td>
</tr>
<tr>
<td>Pre-Season Checklist</td>
<td>22</td>
</tr>
<tr>
<td>In-Season Checklist</td>
<td>22</td>
</tr>
<tr>
<td>Post-Season Checklist</td>
<td>23</td>
</tr>
<tr>
<td>Common Causes of Liability</td>
<td>23</td>
</tr>
<tr>
<td>Communication</td>
<td>23</td>
</tr>
<tr>
<td>Fundraising</td>
<td>25</td>
</tr>
<tr>
<td>Guidelines for Volunteer Coaches</td>
<td>25</td>
</tr>
<tr>
<td>Job Description - Head Coach</td>
<td>25</td>
</tr>
<tr>
<td>Job Description - Assistant Coach</td>
<td>27</td>
</tr>
<tr>
<td>Liability Reminder</td>
<td>27</td>
</tr>
<tr>
<td>Media Contact Numbers</td>
<td>28</td>
</tr>
<tr>
<td>Medical Information</td>
<td>28</td>
</tr>
<tr>
<td>Local Hospitals</td>
<td>29</td>
</tr>
<tr>
<td>Prevention and Care of Athletic Injury Guidelines</td>
<td>29</td>
</tr>
<tr>
<td>Open Night (Board Policy 508.2)</td>
<td>29</td>
</tr>
<tr>
<td>Overnight Trip – Policy Suggestions</td>
<td>29</td>
</tr>
<tr>
<td>Parent/Guardian Meetings</td>
<td>30</td>
</tr>
<tr>
<td>Security</td>
<td>30</td>
</tr>
<tr>
<td>Staff Development/Clinic Policy</td>
<td>30</td>
</tr>
<tr>
<td>Student Schedule Conflict Resolution Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>Weather Cancellations - Contests and Practices</td>
<td>31</td>
</tr>
<tr>
<td>Weight Lifting</td>
<td>32</td>
</tr>
</tbody>
</table>

**Appendix A** | 33   |
<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Evaluation - Head Coaches</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Evaluation - Assistant and Junior High Coaches</td>
<td>38</td>
</tr>
<tr>
<td>C</td>
<td>Emergency Action Plans</td>
<td>39</td>
</tr>
<tr>
<td>D</td>
<td>Fundraising Form</td>
<td>40</td>
</tr>
<tr>
<td>E</td>
<td>Activities Department Purchase Order Procedure</td>
<td>41</td>
</tr>
<tr>
<td>F</td>
<td>Good Conduct Code</td>
<td>42</td>
</tr>
</tbody>
</table>
July 2020

Dear Coach/Sponsor,

You have chosen to be a member of a profession that demands a great deal of your time, your dedication, your energy, and quite often your patience; yet in spite of this, coaching is a tremendously rewarding profession. We all dream of developing and coaching the super athlete or participant, yet relatively few of our athletes or participants will have the opportunity to participate beyond high school. You as a teacher/coach/sponsor are in the position to influence numerous young people who will become productive members of our society, the leaders of tomorrow.

The way you treat a participant should be the way you would want your child treated. You are working with impressionable young adults and you are charged with assisting in their development. Each individual is important and each must be understood and worked with to the best of your ability. Your patience and understanding may be critical to the future of an individual who looks to you for guidance or just a friendly ear.

Competition is an integral part of educationally-based activities. It is an experience whose reward is measured differently by each individual. This reward may range from simply making the team and getting a uniform, to making the first team, first chair, or getting the lead; from simply having a winning season, to winning a championship. While winning has been and always will be emphasized as the only measuring stick by many in our society, the true measure of our success extends far beyond the final score or result of any contest. We cannot forget that long after the dust of competition has settled, what lives on and lasts are the lessons learned by our participants. These lessons must be positive and should include character, hard work and determination, and teamwork.

Remember, our programs are an extension and an integral part of the educational process, and it is imperative we keep this in mind when we work with our participants. As a coach/sponsor, you are a highly visible representative of the Independence School District; you must assume the responsibility that comes with the respect for that position. It is imperative you be an ambassador for all activities of the ICSD. You must communicate effectively so you can promote and sell your activity, your campus, even the entire school district each and every time you have an opportunity.

The level at which you work has little to do with the degree of respect you receive from participants and parents/guardians. How you respond to them with honesty, patience, and understanding will determine your success over the years. My challenge to you is twofold but simple; be a positive role model and make a difference in the lives of your participants forever.

Respectfully,
Justin Putz
Activities Director
### 2020-2021 School Calendar

**Independence Community School District**

**2020-2021 School Calendar**

<table>
<thead>
<tr>
<th>August</th>
<th>Student Days/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>31</td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

**Note:** In-service Days may be classified as Career Development, Collaboration and/or Professional Development depending on the content of the activities being performed.

**Note:** Any full days of school missed will be made up at the discretion of the superintendent.

This calendar was adopted by the Board of Education on 09/30/2020 and is part of each employee's contract for the 2020-2021 school year.
District Vision, Mission, Values and Beliefs

Vision
What do we want to create?
Creating a climate in which individuals of the Independence Community School District will strive to become effective communicators, problem solvers, responsible citizens, and productive people.

Mission
Why do we exist?
Educating people to be life-long learners and respectful, responsible citizens.

Values
What are the personal attributes we promote?
• Compassion
• Honesty
• Integrity
• Perseverance
• Respect
• Responsibility
• Pursuit of Knowledge

Beliefs
What are our basic operating principles?
• All people want to succeed and are capable of learning.
• By providing a safe environment, we promote success.
• Diversity is an asset that must be dignified and respected.
• High expectations for all according to their potential.
• Our resources should promote student achievement.
• Problems are opportunities for improvement.

While at the Independence Community School District, students will be working on a total education developing not only academic skills, but character traits as well. It is recommended in a report by the Advisory Committee on Character Education that students develop the following character traits:

• Compassion: Students should express care, concern, and empathy for the needs of other persons without regard to race, religion, gender, age, economic status, and/or physical and mental condition.

• Courage: Students should develop inner strength and stability to draw upon in times of adversity.

•Courtesy: Students should display good manners and politeness, showing the same respect for others, as they would wish for themselves.

• Diligence: Students should pursue worthwhile endeavors, showing persistence, care, and effort.

• Honesty: Students should be truthful and trustworthy in their relationships with others.
Integrity: Students should acquire sound values, and making them their own, seek to live up to them in a consistent manner.

Responsibility: Students should exercise sound thinking and good judgment, as they are personally and ethically accountable for their actions. Students should work with others to strengthen and improve their family, community, state, nation, and world for the common good.

Self-Discipline: Students should realize the motivations for their actions and give priority to duties and responsibilities rather than to conflicting impulses and desires, being willing to sacrifice present satisfaction in order to receive long-term benefits.

Self-Respect: Students should consider the person within themselves, realize their worth and dignity as human beings, and account for their strengths as well as their weaknesses.

Tolerance: Students should strive to discover and learn about people who are different from themselves and about cultures different from their own.

Independence Learner Performance Goals

Responsible Citizen

Respect for self and others
- Treats others with respect.
- Expresses a positive attitude towards self.
- Does not use violence, coercion, or intimidation.

Group Interaction
- Demonstrates the ability to work as a team player.
- Demonstrates positive leadership skills, contributes to the overall effort of the group.
- Uses conflict resolution skills.

Responsible Action
- Practices self-restraint.
- Considers choices and is accountable for consequences of decisions.
- Maintains a healthy self-concept.
- Obey the law.

Active Community Involvement
- Protects the environment.
- Participates in civic functions.
- Appreciates the value of volunteering.

Appreciates Diversity
- Is aware of and examines stereotypes.
- Is aware of, understands, and works well with all individuals in any situation.
- Appreciates cultural differences.
Problem Solver

Gathering, Examining and Evaluating Data
- Collects, analyzes, organizes, and presents information from a variety of resources in an ethical manner.
- Demonstrates an understanding of and applies basic principles of hypothesis testing and scientific inquiry.
- Chooses an appropriate problem-solving strategy.
- Differentiates among fact, fiction, and opinion.

Applying Data
- Develops and presents an original product or performance for a specific audience.
- Generalizes ideas and communicates them effectively.

Technology
- Critically analyzes and interprets media.
- Uses information media and technology to access, evaluate, use, and share information.
- Understands and applies a systematic approach to information problem solving.
- Understands basic computer hardware, software, and operating systems.

Productive Person

Work Ethic
- Sets and manages goals.
- Displays reliability and demonstrates responsibility.
- Perseveres.

Pride in Workmanship
- Uses tools and resources specific to a job including an understanding of the basic operations and concepts of technological systems.
- Completes quality work.
- Evaluates work according to high standards and demonstrates a willingness to improve.
- Acts in an appropriate and ethical manner.

Preparation for the Workplace
- Sets career goals and develop strategies to achieve them.
- Understands one’s role in the workplace including that of a team member.
- Leads or follows in appropriate situations.

Healthy Lifestyle
- Takes responsibility for career and life choices.
- Avoids substance abuse.
- Maintains personal hygiene.

Managing Daily Life
- Functions as an effective member of a family.
- Is aware of and applies strengths for managing money effectively.
- Displays effective interpersonal communication skills.
Decision Making
- Makes ethical decisions.
- Understands and applies basic problem-solving strategies.
- Draws conclusions based on data collected, organized, and analyzed.

Effective Communicator

Reading
- Applies the necessary reading skills to a variety of material.
- Understands material read.
- Reads with confidence.
- Reads for personal satisfaction and understands the value of reading.

Technology
- Accesses, evaluates, and uses information media and technology.
- Uses appropriate technologies.

Vision Literacy
- Uses various visual media to accomplish tasks.
- Appreciates creative self-expression.

Listening
- Listens thoughtfully to the ideas of others and shows the ability to ask appropriately for clarification and respond to opinions.
- Gains information from listening.
- Follows oral directions.

Speaking
- Expresses ideas clearly and confidently.

Writing
- Applies the general skills and strategies of writing, including grammar and mechanics.
- Uses different types of writing.

District Policies (Board policies are referenced for convenience)

Bullying and Harassment (Board Policy 106.R1)
The Independence Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.
Definitions
For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student, staff or volunteer based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student, staff or volunteer in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s, staff’s or volunteer’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with a staff member or volunteer’s work performance.
  5. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student, staff or volunteer" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint
A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the building principal or principal's designee. An alternate will be designated in the event it is claimed that the building principal or principal's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event, giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation
The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or principal's designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment in their respective building. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The building principal shall also be responsible for working with the superintendent in developing procedures regarding this policy.
**Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**Level 1 Investigator:**
Erin Burmeister, Director of School Improvement  
Contact Address: 1207 1st Street West, Independence, Iowa 50644  
Contact Telephone Number: (319) 334-7400  
Contact Email Address: eburmeister@independence.k12.ia.us

**Alternate Investigator:**
Dewey Hopke, Assistant Principal, Independence Junior-Senior High School  
Contact Address: 700 20th Ave SW, Independence, Iowa 50644  
Contact Telephone Number: (319) 334-7405  
Contact Email Address: dhupke@independence.k12.ia.us

**Description of a Homeless Child/Youth (Board Policy 501.17)**
The Independence Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
  - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - Living in emergency or transitional shelters; or
  - Abandoned in hospitals.
• Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
• Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
• Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:
• Designate the Director of School Improvement as the local homeless children and youth liaison;
• Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
• Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
• Ensure collaboration and coordination with other service providers;
• Ensure transportation is provided in accordance with legal requirements;
• Provide school stability in school assignment according to the child’s best interests;
• Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
• Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
• Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

Dissemination of Student Information (Board Policy 506.2R1)
The student handbook or similar publication given to each student, which contains general information about the school, will contain the following statement, which is published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. This would include, but not limited to: Name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, photograph and likeness and other similar information.

Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing to the principal. The parent shall be given a reasonable period of time, at least (16) days, after such notice to inform the district that any or all of the information with regard to his/her child should not be released without his/her prior consent. The objection needs to be renewed annually.

Equal Educational Opportunity (Board Policy 103)
It is the policy of the Independence Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Level 1 Investigator:
Erin Burmeister, Director of School Improvement
Contact Address: 1207 1st Street West, Independence, Iowa 50644
Contact Telephone Number: (319) 334-7400
Contact Email Address: eburmeister@independence.k12.ia.us
The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

**Equal Employment Opportunity (Board Policy 401.2)**

The Independence Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and the Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Independence Community School District is an equal employment opportunity/affirmative action (EEO/AA) employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the affirmative action coordinator, Erin Burmeister, Independence Community School District, 1207 – 1st Street West, Independence, Iowa 50644; or by (319) 334-7400.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. [http://www.eeoc.gov/field/Milwaukee/index.cfm or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004, Phone: 515-281-4121, Toll Free: 1-800-457-4416 [http://www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the district administrative office and the administrative office in each attendance center.
Freedom of Expression (Board Policy 502.5)
Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district, or as part of a school-sponsored activity that may be attributed to the school district must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, defame persons, be obscene or indecent, or cause a material and substantial disruption of the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the student’s speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that are not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for insuring students’ expression is in keeping with this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Interviews of Students by Outside Agencies (Board Policy 502.11)
Generally, students may not be interviewed during the school day by persons, other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal’s office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator’s judgment as to whether the student should be interviewed independently from the student’s parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Non–Resident Student/Open Enrollment (Board Policy 501.2)
Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education. Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or board. These students, other than students in grades eleven and twelve, must have the recommendation of the principal, as well as an adult who resides in the school district, identified for purposes of administration. Students in
grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students must have an adult, who resides in the school district, identified for purposes of administration. Non-resident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to the third Friday in September may be allowed to attend without the payment of tuition.

Search and Seizure (Board Policy 502.10)
School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, apparatus used for vaping, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause a substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

Section 504 of the Rehabilitation Acts of 1973 (Board Policy 103.E3)
Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Independence Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Independence Community School District has the responsibilities under Section 504, which includes the obligation to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Statement of Non-Discrimination (Board Policy 103.E1)
It is the policy of the Independence Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs.
and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

**Level 1 Investigator:**
Erin Burmeister, Director of School Improvement  
**Contact Address:** 1207 1st Street West, Independence, Iowa 50644  
**Contact Telephone Number:** (319) 334-7400  
**Contact Email Address:** eburmeister@independence.k12.ia.us

**Student Records -- Confidentiality and Access (Board Policy 506.1)**
All student records containing personally identifiable information are located in the Counseling Office and shall be kept confidential as directed by School Board policy. Only the local school district personnel and the area education agency personnel have access to students’ records and have the right to view the records.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child’s educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child’s rights; and, 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions regarding this policy, please contact the Superintendent of Schools, Russ Reiter, or Section 504 Coordinator for the Independence Community School District, Erin Burmeister, at 319-334-7400.

If the board policy that you need is not listed above, please see our website [www.independence.k12.ia.us](http://www.independence.k12.ia.us) or contact the district administrative office.
Activities Specific Information

Preface
This activities department handbook has been prepared to provide a consistent source of information to staff members, administrators, and other persons that may be interested in the interscholastic activities program of Independence Jr/Sr High School.

It is impossible to list all the details necessary for the complete operation of an activities program in an activities handbook. Therefore, each coach/sponsor should use his/her discretion in handling the many situations which arise in fulfilling his/her assignment not covered in this handbook. This booklet contains information which may be useful to the coaches or sponsors in the performance of their duties. This booklet also addresses the coach/administrator relationship.

These guidelines will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, the members of the activities department are expected to support them.

Academic Eligibility Rules
Iowa Administrative Code 36.15(2) Scholarship Rules

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all time. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health may be the basis for an appeal to the executive board which may extend the
eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Activity Expenses
Below is clarification of what account(s) the activity expenses will be disbursed from.

Activity-Specific Fund
State costs, coach/sponsor/player clinics, sport specific supplies (i.e. uniforms, game equipment, end of the season flowers/awards, etc.)

General Activity Fund
Entry Fees, travel expenses, officials’ fees, annual golf course fees, event medals/trophies, coach/sponsor associations

Activities Department Objectives
To provide an attractive program for the participant:
• Provide the participant with an enjoyable and rewarding experience.
• Make participant safety and welfare our highest priority.

To give quality instruction in the fundamentals of each sport/activity offered:
• Specific skills and strategies.
• Sportsmanship, ethical conduct and fair play.

To be an integral part of the secondary school curriculum:
• Inspiring all participants to give their highest effort in the classroom, as well as, in the activity.
• To stress the importance of self-discipline in the classroom, the community, and in the activity.
• Teach our participants that dignity, self-worth and self-esteem are achieved through hard work.
• To create a positive school climate that is enhanced when participants and remaining student population work together as a team to represent their school in interscholastic competition.
• Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities.

To make the program a source of both school and community pride:
• Help each participant to interact positively with faculty, community and fellow students.
• Make the team or organization a positive influence on all who come in contact with it.
• To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

Athletic Trainer Services
Independence Jr/Sr High School contracts with Buchanan County Health Center for training services. Under the contract, a trainer is available at all varsity home events and one day a week for practices.

Athletic Unions
Iowa Girls High School Athletic Union Phone: 515-288-9741
Iowa High School Athletic Association Phone: 515-432-2011

Bus Guidelines
The following rules and regulations are an accumulation of past and present recommendations for co-curricular and extracurricular bus trips. The purpose of addressing this issue is to clarify and define for staff, students and parents/guardians the guidelines for the safe transportation of all those involved.

1. All passengers are to be seated while the bus is moving.
2. The bus driver has final decision regarding travel in all types of weather conditions and mechanical operations of the bus and also in routes taken to arrive at the proper location. The head sponsor/head coach is back-up to the driver if the driver would become unable to perform those duties. If the driver leaves the location of the event, the driver is to secure permission from the head sponsor/coach, and notify the sponsor/coach of the destination and expected time of return. The bus driver is also responsible for the security of the bus while vacant or parked.
3. The head sponsor/head coach is responsible for the conduct of all passengers, necessary disciplinary measures to assure the safety of all passengers, decisions concerning where and when the bus will stop for food, drink, restrooms, breaks, eating and drinking on the bus, use of windows, seat assignments and other matters of this nature. The sponsor/coach is also responsible for the cleanliness of the bus following return of the trip.
4. Passengers are to keep body parts and objects inside the bus, out of the aisle, and to themselves.
5. Conduct of students, appropriate clothing, language and manner are specified in the student handbook and are to be followed accordingly. Disciplinary guidelines are also addressed in this handbook and are to be used for matters not specifically mentioned in this activities handbook.
6. Sponsors/coaches can add to this list of rules as they deem necessary.
7. For all events, the relationship policy in the student handbook is to be followed. Holding hands, kissing, and other displays of affection are inappropriate and are subject to disciplinary action. The sponsor/coach can add to these guidelines at his/her own discretion. The disciplinary measures listed in item 13 will apply.
8. Trash bags will be provided for disposal of garbage. Passengers are to keep the bus neat and clean at all times. Absolutely NO LITTERING.
9. Students are to return from the event on the bus unless the parent or legal guardian has signed the non-school travel request form at the event and in the presence of the sponsor/coach.
10. Bus cameras will be available at the request of the sponsor/coach, driver, or administrator. Please give the transportation supervisor a 24-hour notice.

11. If an incident occurs, the activities director or building principal is to be contacted within 24 hours (immediately if necessary). A written report will need to be turned in to the administration no later than 48 hours after the incident.

12. An adult sponsor/coach is to remain on site until all students have left the school grounds following the out-of-town event.

13. Disciplinary measures
   a. 1\textsuperscript{st} offense: Verbal warning.
   b. 2\textsuperscript{nd} offense: Verbal warning and change of seat to near that of sponsor/coach. Meeting with parent/guardian, student and activities director.
   c. 3\textsuperscript{rd} offense: Change of seat to near sponsor/coach. Removal from next extracurricular or co-curricular bus trip. Meeting with principal, activities director, parent/guardian and student.

14. Emergency, administrator, and student phone numbers should be available to the coaches/sponsors.

**Characteristics of an Effective Coach/Sponsor**

An Effective Coach/Sponsor Should:

- **Sell his/her program**
  - Sell yourself to your participants
  - Sell your participants on one another
- **Promote good media relations**
  - Promote your players for recognition and scholarships
  - Make yourself available for public appearances
  - Project a positive image
  - Be positive
- **Be an effective communicator**
  - Think before you speak
  - Develop your oral and written skills
  - Be a good listener
  - Be honest and sincere
  - Accept and value the opinion of others
- **Be a disciplinarian**
  - Have clearly defined rules, expectations, and consequences
  - Be fair and consistent
  - Teach the importance of making good decisions
  - Be positive
  - Reward good discipline
- **Be a motivator**
  - Realize motivation has to come from within
  - Have participants write and discuss personal goals
  - Teach your participants to think positively
  - Use inspirational stories, books, tapes, speakers, etc.
  - Solicit leadership
- **Be organized and set goals**
  - Establish the importance of goal setting
  - Define your goals and put them in writing
  - Sequence goals (short term, intermediate, long term)
  - Evaluate progress
  - Keep good records and files
- Know your strengths/weaknesses
- Script and post your workout schedule
- Use a clock and stick to your schedule

Check Lists

Pre-Season Checklist

1. Coaches/Sponsors Meeting with all levels
   Head coach/sponsor should set expectations for his/her program. Outline your plan and coach
   your assistants to be ready to go on day one.

2. Hold a Team Sign-Up
3. Complete a Roster
   Include all active team members. Don’t forget managers. Provide roster to school nurse and
   attendance secretary, activities director and activities secretary. Include name, number, and
   position if known.

4. Team Meeting
   Provide participants with practice schedules, game schedules, and expectations. Stress that
   physicals and concussion forms must be completed before 1st practice.

5. Parent/Guardian Meeting
6. Team Rules/Guidelines
   Discipline procedures. Send a copy of all communications to the activities department.

7. Phone Numbers
   Have a calling tree developed. This is especially important for winter activities.

8. Practice schedules to participants and activities department.

9. Eligibility Checks
   Talk to activities director for information regarding academic eligibility and Good Conduct Code
   and/or Student Code of Conduct violations.

10. Purchase Orders- ALL DONE IN ADVANCE
   Do not purchase anything without a purchase order already approved. Contact activities director
   or activities secretary if you have questions regarding the purchase order process. See Appendix
   E for more information.

11. Pictures
   Pictures need to be scheduled and picture order forms need to be handed out to athletes.

12. Get bus times to activities department early
   Figure out where you are going and provide bus dismissal times to the activities department
   before your season starts. The activities department will forward transportation requests to the
   bus garage. Look at the conference website to verify that these times are correct. Communicate
   any changes to scheduling as soon as possible.

13. Must Have All Following Forms to Practice
   a. Physicals- Students may not practice without this! Communicate with the activities secretary
      for a current list of physicals by date. If a student gives you their physical form, ensure that it
      is delivered to the activities secretary in a timely manner.
   b. Concussion Forms- See Appendix A.

In-Season Checklist

1. Go over all safety and inherent risk discussion on day 1
   Be sure to read any equipment warnings to the kids.

2. Read good conduct code on day 1
   See Appendix F.
3. Be sure to provide proper supervision including locker rooms.
   Coaches need to be the last ones out.

4. Equipment- Proper use and care
   We work hard to pay for our equipment, protect it.

5. Philosophy- Playing time/line-ups/lower levels
   Know your philosophy and check that you are coaching your philosophy. Be sure you
   communicate to lower levels your expectations on playing time, underclassmen opportunity, and
   program expectations.

6. Keep rosters current
   Update activities director and/or activities secretary with any roster changes.

7. BE POSITIVE!

8. Have practice planned and execute your plan.
   They should be in writing and available to all coaches at your practice.

9. Be prepared by and for game day.
   Plan practices to peak on game day. Assume nothing and leave no stone unturned.

10. Report all scores at varsity level to the media outlets listed in handbook.

Post-Season Checklist

1. Check in all equipment.
   Keep good records to avoid hassle.

2. Prepare an end of year report and turn in to activities director.

   It is required to have some sort of recognition of your season. It is important to recognize the
   accomplishments of the season.

4. Attend year-end evaluation meeting with activities director.

Common Causes of Liability

1. Failing to supervise an activity in a reasonable manner.
2. Negligently entrusting a duty to an underqualified or unqualified individual.
3. Failing to properly teach skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment.
6. Failing to inspect, repair, or recondition equipment properly.
7. Failing to teach athletes to inspect their own equipment.
8. Failing to provide proper effective equipment.
9. Failing to have athletes play an activity properly.
10. Failing to create safe policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safety standards of pertinent administrative organization.
13. Failing to warn of inherent dangers of the activity.
14. Failing to keep adequate and accurate records.

Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each
position, we are better able to accept the actions of the other person and provide greater benefit to
students. As parents/guardians, when your child becomes involved in our program, you have a right to
understand what expectations are placed on your student. As a coach/sponsor, you have a right to
understand any conflicts and concerns that your participants and their parents/guardians may have. This
begins with clear communication between the participant, the parents/guardians, and the coach/sponsor of the program.

**Communication parents/guardians expect from coaches/sponsors**
- Program parameters of the coach/sponsor.
- Expectations the coach/sponsor has for your student as well as team expectations of the program.
- Locations and times of all practices and contests.
- Team requirements: fees, special equipment, out-of-season work, etc.
- Procedures to follow if your student becomes injured or requires medical attention during participation.
- Discipline that may result in the denial of your student’s participation.

**Communication coaches/sponsors expect from parents/guardians**
- Concerns expressed directly to the coach/sponsor.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to the program and/or expectations.

**Appropriate concerns for parent/guardian to discuss with coaches/sponsors**
- The treatment of your student, mentally and physically.
- Ways to help your student improve.
- Concerns about your student’s behavior.

**Issues that parents/guardians should NOT discuss with coaches/sponsors**
It is very difficult to accept when your child is not participating as much as you may hope. Coaches and sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student’s coach/sponsor. However, the following should be left to the coach’s or sponsor’s discretion:
- Playing time or participation time
- Team strategy
- Play calling
- Other participants

**Conference between coach/sponsor and parent/guardian**
There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged and should be appropriate in nature. It is important that both parties involved have a clear understanding of the other party’s position. When these conferences are necessary, the following steps should be followed to help promote a resolution to the issue of concern:
- Call to set up an appointment. Independence Junior/Senior High School’s phone number is 319-334-7405. Ask to leave a message for the coach/sponsor.
- If the coach/sponsor cannot be reached, call the activities director and a meeting will be scheduled for you.
- Please DO NOT attempt to confront a coach/sponsor BEFORE or AFTER a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolution.

If the meeting with the coach/sponsor does not provide a satisfactory resolution, call Activities Director Justin Putz at 319-334-7405 or jputz@independence.k12.ia.us and make an appointment to discuss the situation.
Fundraising
Students may raise funds for school-sponsored events by having the coach/sponsor fill out the appropriate fundraising form (see Appendix D). This form must be submitted to and approved by the activities director. For sales that may exceed $3,500, School Board Approval will be required. Per Independence School Board Policies and Iowa BOEE standards, all fundraising money must be properly accounted for and handed into the activities office in a timely manner. Coaches are required to use the purchase order process for any fundraising expenses.

See Board Policy 705.2 (Requisitions and Purchase Orders) and Appendix E for purchase order policies and procedures. See Board Policies 707.5 (Internal Controls), 504.6 (Student Fund Raising), 702 (Cash in School Buildings) and 704.5 (Student Activities Fund) for policies pertaining to cash handling and fundraising.

All fundraising must have prior approval from the activities director. Failure to obtain approval will result in the following disciplinary steps.
- 1st Offense: Letter of reprimand to be placed in the personnel file signed by activities director and staff member.
- 2nd Offense: One half of the money raised will be placed in general activity fund.
- 3rd Offense: All money raised will be placed in general activity fund.

Guidelines for Volunteer Coaches
Volunteer coaches must follow certain state regulations. A volunteer coach as defined by the state of Iowa is a non-paid person who holds a coaching authorization endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the activities director.

Volunteers who do not have a coaching authorization/endorsement can act only as an aide. Aides can in no way be engaged in the diagnosis, prescription, evaluation, assessment or direction of student learning during practice sessions. An aide is like a student manager.

Volunteers for the Independence Community School District Activities Department will also be required to go through an interview process with the head coach/director and activities director. Background checks are to be administered prior to working with students. All volunteer coaches must be approved by the activities director prior to working with students.

Interested parties seeking more information regarding coaching authorization or endorsement should contact the Independence Community School District Activities Director Justin Putz at 319-334-7405.

Job Description - Head Coach
General State of Responsibility: The head coach of each sport has the responsibility of carrying on the sport in the best interests of the school district by adhering to the policies and regulations of the school as well as the practices and procedures of the school’s administration. Each head coach should have a working knowledge of the individual practices as outlined by the WaMaC Conference, Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union.

Head Varsity Coaching Duties:
1. Serve as liaison between the 7-12 coaching staff for the hired sport/activity and the activities director.
2. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, the WaMaC Conference, and the Independence School District as they pertain to his/her sport, including the clearance of all staff members and student-participants.

3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

4. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of the overall program.

5. Trains and informs staff and encourages professional growth by promoting clinic attendance.

6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.

7. Maintains discipline, mediates grievances, and works to increase morale.

8. Assists the activities director in scheduling, providing transportation needs, and requirements for all games, tournaments, and special sports events.

9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.

10. Coordinates facility needs/repairs with maintenance and school employees.

11. Provides proper safeguards for eminence and protection of assigned equipment.

12. Recommends policy, method or procedural changes to the activities director.

13. Monitors the grades and conduct of his/her participants.

14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.

15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the activities director by the next school day.

16. Directs student managers, assistants, and statisticians.

17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and communicates expectations with parent(s)/guardian(s) and student when a student is suspended, dropped or becomes ineligible.

18. Participates in the budgeting process with the activities director by submitting needs for the next season.

19. Recommends/selects equipment and uniforms within budget appropriations.

20. School employees who are coaches/sponsors are responsible for arranging with principal's secretary for substitutes if they will miss class time because of events. The activities director may be contacted in an emergency.

21. Understands drivers must meet district requirements to transport participants and must be at least 21 years of age.

22. Is accountable for all equipment in his/her program and submits notification to the activities director for any equipment lost, damaged, not returned, or returned after the due date.

23. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.

24. Properly marks and identifies all equipment before issuing or storing.

25. Secures all doors, lights, window and locks and stores all equipment before leaving building or area. Supervises locker room area before and after practice.

26. Instills in each player a respect for equipment, school property, and their care and proper use.

27. Responsible for maintaining good public relations with news media, parent(s)/guardian(s), officials, volunteers and fans.

28. Responsible for reporting scores and information after every home contest to the designated press outlets. Statistics required by local media, league representatives, and athletic union will also be the responsibility of the head coach. These duties may be delegated.
Job Description - Assistant Coach

General Statement of Responsibility: The duties of assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance is required, and to perform delegated duties set forth by the head coach of that sport.

Assistant Coach Duties
1. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union, the WaMaC Conference, and the Independence School District as they pertain to his/her sport or activity, including the clearance of all staff members and participants.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Coordinates facility needs/repairs with maintenance and school employees.
6. Provides proper safeguards for maintenance and protection of assigned equipment.
7. Provides assistance, guidance, and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus events.
8. Is accountable to the head varsity coach for all equipment. Assists with issuing and collecting of equipment and submits to the head varsity coach annual inventory.
9. Recommends to the head varsity coach budgetary items for next year in his/her area of the program.
10. Secure all doors, lights, windows, locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
11. Instills in each player a respect for equipment, school property, and their care and proper use.
12. Assists the head varsity coach in carrying out his/her responsibilities.
13. Instructs team members as to changes in the rules and teaches the fundamentals of the sport as outlined by the head coach.
14. Works within the basic framework and philosophy of the head varsity coach of the sport.
15. Attends all staff meetings and carries out scouting assignments as outlined by the head varsity coach.
16. Never criticize, admonish or argue with the head varsity coach or any staff members within ears or eyes of players and parents/guardians.
17. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
18. School employees who are coaches/sponsors are responsible for arranging with principal’s secretary for substitutes if they will miss class time because of events. The activities director may be contacted in an emergency.
19. Understands drivers must meet district requirements to transport participants and must be at least 21 years of age.
20. Guarantees all district equipment (including district vehicles) are used only for official school business and are operated safely.
21. Performs other duties that are consistent with the nature of the positions and that may be requested by the head varsity coach.

Liability Reminder
1. Inform athletes and their parent(s)/guardian(s) of the inherent dangers and risks of your activity. When teaching skills and techniques, inform the athletes of the consequences of failing to perform that task properly.
2. Do not allow athletes to participate without a physical or concussion form.

3. Inspect equipment as to its safety. If faulty, be sure student access is restricted until replaced or repaired.

4. Supervise your area and activity from start to finish. Do not allow athletes access to equipment or facilities without your presence, especially locker rooms, the weight room, wrestling room or gymnasium.

5. Following injuries, notify administration.

6. Keys: Coaches/Sponsors are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

**Media Contact Numbers**

**TV**
- KWWL: (800) 947-7746 or (319) 291-1240
  - Email Scores: kwwlnews@kwwl.com
- KCRG: (800) 332-5443 or (319) 398-8422
  - NewsLine9: (319) 365-9999
- KGAN: (319) 395-9060 or (800) 642-6140

**Newspaper**
- Independence Bulletin Journal: (319) 334-2557
- Winthrop News: (319) 935-3027
- Cedar Rapids Gazette: (800) 397-8258
  - Fax: (319) 398-5861
- Waterloo Courier: (800) 532-1455 or (319) 291-1444
  - Fax: (319) 291-2069
- Des Moines Register: (800) 532-1455
  - Fax: (515) 286-2504

**Medical Information**

Upon injury, notify the parents/guardian of the type of injury. In most cases, the student will want his/her own doctor and this is his/her privilege. However, in an emergency or for first aid treatment, follow the emergency action plan (see Appendix C). Most schools have a doctor/trainer on hand at the football games and sometimes at other varsity events. In case of injury at practice or after a game, ensure that the student is safely able to drive home, if applicable. Also, it is good practice to follow up with a parent/guardian or the participant to show concern and determine what steps are needed for recovery.

It is a good practice to see that the injured athlete gets medical attention as soon after an injury as is possible. The sooner medical attention is provided, the better for all concerned. Injuries suffered by athletes on out-of-town trips often develop into difficult problems. Fees by hospitals and doctors usually exceed our protection schedule and usually the home doctor ends up with 90% of the treatment and 10% of the fee. In addition to the problem of fees, the treatment administered does not always coincide with the home doctor's methods.

When a player is injured, we want him or her to have the best care possible. However, the attending physician should be informed that we wish to have the treatment given at home if possible. In most cases, by immobilizing and protecting the area, a boy/girl may be transported home where X-rays and treatment by a local physician is to be at all times respected. Check with parents if possible.
Local Hospitals
Buchanan County Health Center
1600 1st St. E
Independence, IA  50644
Phone: (319) 332-0999
Ambulance: 911

Physical Therapists
Buchanan County Health Center – Therapy Services
1600 1st St. E
Independence, IA 50644
Phone: (319) 332-0851

Millennium Therapy
2300 Swan Lake Blvd
Independence, IA 50644
Phone: (319) 334-5155

Prevention and Care of Athletic Injury Guidelines
The head coach of each athletic activity is responsible for seeing that all known injuries that occur during practices and games are cared for properly.
1. Use this procedure as a guideline.
2. Deem the extent of the injury as major until finding otherwise.
3. If the injury requires medical care, obtain the services of a doctor in attendance. If no doctor is available, call the ambulance/or rescue unit.
4. A school official should accompany the student to the hospital when possible.
5. As soon as possible, contact the student's parents/guardians.
6. Inform administration of serious injury.

Open Night (Board Policy 508.2)
In keeping with good community relations, school events, activities, or practices must be completed by 6:00 P.M. unless otherwise approved by the activities director. On Sunday, no official events will begin before noon and all events must be approved by the activities director. Failure to do so will result in the event being cancelled.

Overnight Trip – Policy Suggestions
1. Keep in mind, these trips are extensions of the school day and guidelines already in place govern actions and habits of both students and supervisors. No smoking or vaping, no alcoholic beverages, and conduct as per usual during the school day should be the expectation.
2. Have a defined itinerary to give to parent(s)/guardian(s) and students, including time schedules, activities, money, and other needs (what to bring).
3. List of all students, supervisors, parent/guardian, with phone numbers (home and work) also include a secondary phone number of a close relative.
4. List of all administrators with phone numbers (home/work).
5. Assign rooms, separating students from normal peer groups.
6. Supervisor rooms are to be alternated between student rooms when possible. Students are never to be in any room other than those designated for the entire group. No one other than our group member is to be in our rooms unless given direct permission from the head sponsor.
7. The number of supervisors/sponsors will be determined by the head sponsor, activities director and the principal. Expenses for spouses are not reimbursable unless acting as a supervisor/sponsor.

8. Behavior contract signed by student including the following: expected rules of conduct, parental/guardian permission, parent/guardian phone numbers, doctor, medical needs/awareness, disciplinary measures to be taken (parents/guardian to come immediately and pick up any student who is violating trip rules).

9. Prior to departure, luggage checks, limitations on amount of luggage per individual, review of overnight policy with all members, collection of all behavior contracts/parent/guardian permission, and make sure these items are carried by the head supervisor.

10. Conduct room checks regularly, give room curfews and lights-out time limits, and block the ordering of movies/adult movies and long distance calls. Supervisors are to be very aware of the importance of following through with the policy statements.

11. On return, make plans for student pick up at school. An adult coach/sponsor is to remain on site until all students have left the school grounds following the out-of-town event.

Parent/Guardian Meetings

It is suggested that each head coach/sponsor conducts a parent/guardian meeting prior to the start of their competitive season. Communication is one of the best ways to avert trouble and gain support.

Possible items to discuss with parents of the students in the program:
- The activities conduct policy and training rules.
- Proper training techniques and diet.
- The treatment of injuries.
- The coach’s/sponsor’s philosophy and the program’s goals and objectives.
- Review with the parties/guardians the tensions they may experience with a child playing or not playing. All of us feel our children are the best and want them to be happy. If they do not play, the coach/sponsor is usually blamed. The coach/sponsor will play his/her best participants. Participants have frustrations. They voice them and then usually go on and improve if others do not interfere.
- Equipment the students will need to buy.
- Requirements for lettering.
- Policies regarding transportation, practice, and vacations (spring and winter).
- Warnings of risk related to participation in the sport.
- How conflicts can be resolved if they occur between two school programs.
- Let the parent(s)/guardian(s) know you are open to questions and discussions.
- Encourage parent(s)/guardian(s) to be positive. Do not tear the team down, and talk to the coach/sponsor if they have concerns.
- Our program is an educational one. Students will grow from both positive and adverse situations.

Security

Police Station (319) 334-2520
Sheriff Office (319) 334-2567 (Emergency); (319) 334-2568 (Administrative)
Highway Patrol (319) 283-5521

Staff Development/Clinic Policy

The following are guidelines for coaches and sponsors in regard to attending clinics related to professional development.

1. Sponsors/coaches are encouraged to attend professional development activities associated with their respective assignments.
2. Expenses for one overnight activity will normally be paid for by the specific activity’s account. Expenses for more than one overnight activity (by a head coach/sponsor) will only be paid by the school district at the discretion of the activities director and principal.

3. Assistant/middle school sponsors/coaches will be limited to one clinic per sport supported by the sports/activities account; other activities will need to be covered by the sponsor/coach.

4. Clinics/professional activities, which involve absence from teaching duties, require advance approval by the administration.

5. If the coach/sponsor is the only one attending a clinic, he or she is responsible for referring any new information to the other coaches and sponsors of that sport/activity.

6. Out of state clinics are at the expense of the attending coach/sponsor unless approved by the principal and activities director.

7. Additional expenses for spouses are not reimbursable.

Student Schedule Conflict Resolution Guidelines
In the case of students who are involved in extracurricular activities scheduled at the same time, the following guidelines are to be used to resolve the conflict for students.

1. State events including: Sectional, District or Regional contest shall have top priority.

2. WaMaC events shall have the next priority.

3. If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.

4. A scheduled event shall have priority over a practice session.

5. In case of a practice conflict, a sport in season shall have priority over a sport not yet playing in season.

6. If local events (those not assigned by the state) are scheduled on the same date, the coach and/or sponsors shall communicate well in advance to resolve the conflict for the student. In no case shall a student be placed in a position of conflict by the coach or the sponsor.

7. Coaches and sponsors shall have the right to mutually resolve any student conflicts between themselves in spite of the above guidelines.

8. If the conflict cannot be resolved, the principal shall resolve the conflict after consulting with the coach, sponsor, and the activities director.

Weather Cancellations - Contests and Practices

SCHOOL DELAY—NO MORNING PRACTICES
Common sense prevails in this situation. If the weather prohibits school transportation from getting students to school on time, we CANNOT expect the student or their parents to drive to practice. We understand the decision to delay school may often come just before or at about the same time practices are scheduled to begin. Coaches/Sponsors utilize a phone tree or text messaging group so that information regarding practice cancellation can be delivered quickly to avoid students on the roads in adverse conditions.

SCHOOL EARLY RELEASE—NO AFTERNOON PRACTICES, NO CONTESTS
Again, if weather conditions deteriorate during the day to the point that school officials have concluded it is unsafe to transport students and be in session the entire day, we CANNOT have practices or contests. Optional workouts may be permitted at the discretion of the activities director in consultation with the superintendent. Student safety is our utmost priority and we will not place students in dangerous situations on behalf of sports or activities.
SCHOOL CANCELLATION—NO PRACTICES, NO CONTESTS

If the weather is bad enough to cancel school, the district will NOT allow practices or contests to take place. However, if conditions significantly improve as the day progresses, voluntary workouts may be permitted at the discretion of the activities director in consultation with the superintendent. Student safety is our utmost priority and we will not place students in dangerous situations on behalf of sports or activities.

Only in extreme situations will consideration be given to playing contests on days of early release and/or school cancellation. Those situations may include, but are not limited to, IHSAA and IGHSAU State competitions. Those considerations will be made by the activities director, principal, and superintendent.

HEAT RELATED DECISIONS REGARDING PRACTICE/EVENTS

IHSAA/IGHSAU have guidelines for unsafe heat indexes for outdoor practices. This guideline is based both on the temperature and humidity level, and can be found at this link: https://www.iahsaa.org/information/sports-medicine-wellness-info/heat-hydration-information/

In the event that the heat index is above these guidelines at the end of the school day, junior high sports will not hold outdoor practices/events. High school outdoor practices/events may occur later in the evening if the heat index drops to a safe level. Each occurrence will be evaluated independently, and a decision, from the high school and junior high administration, will be made in conjunction with the appropriate in-season coaches.

Weight Lifting

It is the activities department's belief that athletes at Independence need to be involved in strength training to perform at their highest levels. With this in mind, we will be running a schoolwide weight program. Athletes in season will be required to lift two days a week. Coaches should schedule these times with the strength coaches or activities director. Athletes not in season should be lifting three days a week.
Appendix A
Concussion Management Protocol

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION and IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT PROTOCOL

Part 1: Concussions Guidelines

Iowa Code Section 280.13C states, in part, “Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. The student and student's parent or guardian shall sign and return the concussion and brain injury information sheet to the student's school prior to the student's participation in any interscholastic activity for grades seven through twelve. If a student's coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

For the purposes of this section, a licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer.

For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

1. No student should return to play/competition (RTP) or practice on the same day of a concussion.
2. A licensed health care provider should evaluate a student suspected of having a concussion on the same day the injury occurs.
3. After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms.
4. Education of contest officials and school coaches.
5. Appropriate school personnel, contestants, parents, and licensed health care providers.

The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide a variety of educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

6. Removing an injured student from participation, deciding whether he or she has sustained a concussion, and return to participation protocol.

It is the responsibility of the contest officials’ and the student’s coach to recognize a student may be exhibiting signs, symptoms, and behaviors of a concussion, and remove him or her from the contest. Once the student has been removed from the contest, the officials’ responsibility for the student’s safety is over and the student is in the care of the school’s coach and any licensed health care providers as defined in Iowa Code 280.13C.
A student removed from participation due to exhibiting signs, symptoms, and behaviors of a concussion shall not recommence such participation until a licensed health care provider has provided written clearance for the student to return to participation.

Licensed health care providers should follow return to participation (practice and competition) protocol before allowing a student who has been exhibiting signs, symptoms, and behaviors of a concussion to return to any kind of participation (practice and/or competition).

7. In cases where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have designated licensed health care providers for their sponsored events/tournaments, the decision of those licensed health care providers regarding a student who is exhibiting signs, symptoms, and behaviors consistent with a concussion returning to competition at any time during those events/tournaments shall be final.

Return to Participation Protocol Following a Concussion

Return to participation (RTP) following a concussion is a medical decision. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to activity. The protocol below will help licensed medical professionals designated by Iowa Code determine when return to participation is appropriate: Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer. *Written clearance to return by one of these licensed medical professionals is REQUIRED by Iowa Code Section 280.13C!

Once the criteria above are met, the student should progress back to full activity following the stepwise process detailed below. An appropriate health care professional, or their designee, should closely supervise this progression.

Progression to RTP is individualized and should be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by an appropriate health care professional, or their designee.

Step 1. Complete physical and cognitive rest. No exertion of activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full time.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating primary health-care provider or concussion specialist for further activity. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.
Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight-training can begin.

Step 6. Following medical clearance, full contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post-concussion symptoms occur at ANY step, the student must stop the activity, and their health care provider should be contacted. If any post-concussion symptoms occur during this process the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.


Pre-participation Information for Athletics
All students wishing to participate in Independence Mustang Athletics must fill out the district’s forms BEFORE practice begins. These forms include concussion management protocol waiver and proof of a valid physical examination. Physical exams are valid for one calendar year (365 days).

All participants in 7-12 athletics (including cheerleading) are REQUIRED by state law to sign the Concussion Management Protocol waiver. These forms can be found on the school’s website at https://www.independence.k12.ia.us/activities/mustang-athletics/activity-forms-handbooks/.
# Appendix B
Evaluation – Head Coaches

## Head Coach/Sponsor Evaluation

**Coach Name**

**Sport/Activity**

## Levels of Performance

<table>
<thead>
<tr>
<th>Levels of Performance</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personal Characteristics</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Self-control and poise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Initiative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Appropriate sense of humor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Appropriate Appearance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Emotional Stability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Punctuality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Enthusiasm in working with students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Confidence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Maturity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Energy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Tolerance for stress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Appropriate role model</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Leadership Qualities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Relationships with other staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Public relations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Relationships with parents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Attendance at coaching clinics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Support school policies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Innovation in coaching tech.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Develop/Implement program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Cooperation with co-workers/supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Attention to duties assigned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Willingness to assume extra duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Involvement in Professional Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Preparation of written records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Understanding motivational theory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. PROFESSIONAL KNOWLEDGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>26. Supervision of locker room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Management of instruction time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Care of equipment/facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Team discipline/control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Support of non-athletic students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Ability to keep students out for sport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Planning and organizing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. CONTEST AND PRACTICE MANAGEMENT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Technical knowledge of sport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Pre-competition knowledge/initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Adapt to mid-competition needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Initiative with post-competition teardown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Technical/professional knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Provides group and individual instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Has high expectations of all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Exhibits good sportsmanship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43. Sideline conduct with officials and players</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. Specific assignments for assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Provides positive feedback to players</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

______________________________  _________________
Coach's Signature                Date

______________________________  _________________
Evaluator's Signature            Date
### I. PERSONAL CHARACTERISTICS

1. Self-control and poise
2. Emotional stability
3. Punctuality
4. Enthusiasm in working with students

### II. LEADERSHIP QUALITIES

5. Relationships with other staff
6. Cooperation with co-workers/supervisor
7. Attention to duties assigned
8. Willingness to assume extra duties
9. Ability to motivate
10. Supervision of locker room
11. Acceptance of duties assigned by Head Coach
12. Loyalty to Head Coach and Coach's system

### III. PROFESSIONAL KNOWLEDGE

13. Knowledge of Sport
14. Teaching Ability
15. Care of Equipment
16. Intensity of interest in coaching

---

**Levels of Performance**

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
</table>

---

**Coach's Signature**

---

**Evaluator's Signature**
Appendix C
Emergency Action Plans

For All Medical Emergencies
1. Immediate care of the injured person provided by health care professional or trained individual.
2. Call 9-1-1:
   a. Give:
      i. Name of caller and title/position
      ii. Address of injured person. Determine where EMS is coming from and provide directions using the map above, if needed.
      iii. Phone number of phone you are calling from
      iv. Condition of person
         1. Conscious or Unconscious
         2. Excessive bleeding
         3. Open fracture
         4. Etc.
      v. Treatment provided
      vi. Location of injured athlete at venue (ex. Northeast corner of the gym)
3. Retrieve emergency equipment.
4. Direct EMS to scene:
   a. Ensure all gates and doors are unlocked.
   b. Designate individual to “flag down” and direct EMS to injured athlete.
   c. Scene control: limit scene to needed personnel and move bystanders away from area.

Addresses:
Independence Jr/Sr High School: 700 20th Ave SW
Tennis Courts: 700 20th Ave SW
Lyle Leinbaugh Field: 1207 1st St W (Football/Soccer/Track)
Mustang Way Park: 1207 1st St W (Baseball/Softball)
West Elementary: 1301 1st St W
Appendix D

Fundraising Form

Contact Activities Director Justin Putz for submission of Fundraising Form on Google Forms.

Independence Community Schools

Activity Fund Request Form

*Required

Date of Request*

Building
What building are you requesting from

Name of Group/Team/Organization*

Purpose of Fundraising*

Description of Item to be Sold*

Cost of Items to be Sold*

Date you will be Selling Item*

Will the Items be Sold in the School, Community or Both*
  o School
  o Community
  o Both

In What Other Fundraising Projects is your Group Involved*

Estimated Profit from Fundraiser*

Sponsor Signature

Building Principal

Activities Director

Never submit passwords through Google Forms

Submit
Appendix E
Activities Department Purchase Order Procedure

All payments are processed through the school's purchase order system. When you are ordering or doing entry fees, a purchase order number will be assigned to the order. Every invoice will have its own purchase order number, so please make sure that you have a unique purchase order number for every invoice or order. Contact the activities director or the activities department secretary before you place an order. If you aren't sure of the exact amount, provide an estimate. Please plan ahead. The payment process takes a while, and it's very difficult to pay invoices outside of the normal schedule.

The district needs to pay bills with a purchase order/check whenever possible. If you have something that needs to be ordered with a Visa, please contact us and we will help you use the school's credit card. Do NOT keep the credit card information, and do not use it without permission. Print out details of the order or forward emails to the activities secretary for processing.

The school district is tax-exempt and cannot pay sales taxes for purchases. If you are charged sales tax, you will be responsible for contacting the business to get that charge removed.

If you are ordering from Amazon, send links to the activities secretary to process the order. The school has an Amazon account that will invoice the school and will process as tax-exempt. Please do not order through your personal account and request reimbursement, and do not use the school's Visa on a personal Amazon account.

If you are purchasing from a local store (Norbys, Hardware Hank, etc.), please ask them to charge to the school account. You should take the assigned PO number with you and ask them to put it on the invoice.

If you are purchasing from WalMart, please use the school's WalMart charge card. There is a number on the back that will process as tax exempt. It is very important that they use this number before ringing up the order. If you forget to do so, you will be responsible for returning all items and having them re-charged as tax exempt.

As a last resort, you can purchase items and request reimbursement. The activities department will need the invoice/receipt AND a copy of the bank statement/credit card statement that shows the charge for the items. The district is not interested in your balance or other charges, so any other items can be blacked out. The school district cannot reimburse sales tax. This is not the best way to record purchases, and should be avoided whenever possible.

Here is a general timeline for payments:
- School board meeting is the 3rd Monday of the month (you can verify this date on the school's calendar)
- 14 days before the meeting, your invoices are due to the activities secretary for processing.
- 10 days before the meeting, the activities secretary has to have all items delivered to the administration building for payment.
- The checks mail the day after the board meeting, after the expenses have been approved by the board.
Appendix F

Good Conduct Code

The following Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in activities. Students participating in activities shall commit themselves to meet the standards of this code and of the Student Good Conduct Code (Board Policy 503.4) at all times and in all places (365 days a year).

I. STATEMENT OF PHILOSOPHY

Extracurricular activities are a part of Independence Community School District grades 7-12 because participation in these provide students with the opportunity to develop skills in teamwork, leadership, setting goals, conflict resolution, respecting the talent of others, and using their own abilities. Participants in school activities will be held to a higher standard than other students because they are representing Independence Community School District to our public. Students will be held to this standard throughout the year. The activities director and/or designee may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

II. APPLICABLE ACTIVITY PROGRAMS

Students who are participating in school activities are subject to the school rules, which apply to all students and to the rules of the Good Conduct Code. The Good Conduct Code applies to all extracurricular activities, including but not limited to:

- All athletic teams
- Fine Arts
- Speech contests
- All co-curricular clubs
- Jazz Band
- AV Tech Club
- Class Officer
- Cheerleading
- FFA
- All honorary offices, including but not limited to, royalty
- Dance Team
- Student Council
- National Honor Society
- Any other school activity where the student represents the school outside the classroom. (i.e. overnight trips)

III. DEFINITIONS

- Competition/performance means a specific event that is a component of a program whether it is a contest, a social activity (including, but not limited to, prom and homecoming), performance, or a school-sponsored trip that is part of the activity, etc.
- Offense occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code. Junior high students must also abide by this Good Conduct Code. However, any violations incurred prior to ninth grade will not be carried forward to ninth grade.
- Possession with regard to alcohol, drugs, simulated controlled substances, apparatus used for vaping, and/or tobacco is not allowed. Possession shall mean under the actual control of or on the
student's person, contained in property under the student's personal control, or accessible to the student and the student has knowledge of the prohibited substance's presence.

- School days shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays).
- The Student Conduct Policy (Board Policy 503.1) is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior that violates both the Student Conduct Policy and this Good Conduct Code (Board Policy 503.4) will incur penalties under both sets of rules and regulations.
- Year as it is used in this policy is to mean any twelve-month period.

IV. APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts on all activities in which a student participates. If a student is participating in multiple activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all activities.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first activity or activities in which the student participates.

A disciplinary action may carry over from one activity to another and may carry over from one school year to the next. A student must finish the activity in good standing with the head coach/sponsor for the eligibility to count.

V. CONDUCT REQUIREMENTS

Students shall abide by the Good Conduct Code at all times and in all places.

General Standards

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, and a respect for their rights, property, and dignity.

VI. VIOLATIONS

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions.

Students shall not:

- Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- Possess, use, or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia.
- Possess, use, or be under the influence of alcoholic beverages.
- Assault or physically or sexually abuse any person.
- Use, possess, and/or transmit tobacco or imitation substances, including apparatus used for vaping.
- Damage, destroy, vandalize or steal school property, and/or personal property of employees, students, visitors to the school, or district patrons.
- Participate in any conduct that, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.
- Have founded cases of bullying, harassment, or discrimination based on but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Have other conduct, in the view of an administrative council composed of Jr/Sr High Principal, Jr/Sr High Assistant Principal and Jr/Sr High Activities Director, that portrays our school, district or the Independence community in a negative manner.

VII. DETERMINATION OF VIOLATION
When it comes to the attention of school officials that a student is suspected of violating the Good Conduct Policy or the rules of a specific activity, the activities director and/or designee will determine whether the student has committed a violation.

Prior to making a final determination that there has been a violation, the activities director and/or designee shall: (i) be informed of the allegations and (ii) perform an appropriate investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations.

The Independence Community School District may determine there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.

Once the determination is made that a student has violated the Good Conduct Code, the activities director and/or designee shall make a determination of the appropriate penalty. The student and his/her parent(s)/guardian shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within five school days of the determination. In addition, the parent(s)/guardian(s) will be notified orally, if possible.

VIII. PENALTIES FOR VIOLATION(S)
Any student who, after a hearing before the administration, is found to have violated the Good Conduct Code, is subject to a loss of eligibility as follows:

First Offense: First offense within the student’s high school career will result in a 20% ineligibility period of activity contest, or performance. In the case where there are limited performances (musicals, plays, and speech contest) the penalty will be one (1) contest or performance. This may be reduced to 10% if the student attends an approved professional counseling session within the two weeks of ineligibility and provides proof of attendance (except in case where penalty is already only one (1) contest). The student will also be required to complete four (4) hours of community service approved by administration outside of regular school hours.

Second Offense: Second offense within the student’s high school career will result in the student being ineligible for 50% of the activities contests or performances. In the case where there are limited performances (musicals, plays, and speech contests), the penalty will be two (2) contests or performances. The student must attend an approved professional counseling session within the two weeks of ineligibility.
and provide proof of attendance. The student will also be required to complete eight (8) hours of community service approved by administration outside of regular school hours.

Third Offense: Third offense within the student’s high school career will result in a one (1) year ineligibility period.

Fourth Offense: Fourth offense within the student’s high school career will result in the student being prohibited from participating in activities for the remainder of the student’s high school career.

IX. SUSPENSION/EXPULSION UNDER THE STUDENT GOOD CONDUCT CODE

If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Good Conduct Code (Board Policy 503.4), the student will not be allowed to participate for the comparable period of time in any activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings, and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in-school suspension, the coach/sponsor will determine whether attendance at a practice, a meeting, and/or competition/performance is permitted during the length of the in-school suspension.

X. STUDENT APPEAL

Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent’s decision.

If the student is still dissatisfied, he or she may appeal to the Independence School Board by filing a written appeal with the board secretary at least five (5) days prior to the next board meeting. The review by the Board will be in closed session unless the student’s parent(s)/guardian(s) (or the student, if the student is 18) requests an open session. The grounds for appeal to the School Board are limited to the following: the student did not violate the Good Conduct Code; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of this policy or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the Board. If the School Board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.
June 19th, 2020

Independence Community School District
ATTN: School District Representative
1207 1st Street W
Independence, IA 50644

RE: Independence Community School District, West Elementary, Independence, IA – Survey Services Proposal

Dear School District Representative:

Thank you for the opportunity to provide a proposal for the above referenced project.

We have prepared a scope of services in accordance with our understanding of the project and corresponding to our areas of expertise.

We're looking forward to working with you on this project! Please call me anytime to discuss this proposal or the project in general. Again, thank you for the opportunity.

Sincerely,

Jim Lundberg, PE
Director of Engineering

Enclosure
I. Project Description

We understand this project will consist of Survey Services for the Independence Community School District, West Elementary, located at 1301 1st Street W, Independence, Iowa.

The scope of work will include an 8,000 SF addition to the south end of the existing building and a new road west of the elementary.

II. Administration and Coordination

- Owner: Independence Community School District (Client)
- Engineer: Point of Beginning, Inc. (POB)
- Municipality: City of Independence, Buchanan County - IA

III. Scope of Services

Based on our discussions, we understand the scope of services will consist of the following:

A. Topographic Survey and Mapping – See Attached Map for Survey Limits

- Topographic Survey to include:
  - General Map Information
    - Title of survey, location sketch, certification and date.
    - Scale, North arrow and legend of symbols and abbreviations used on the drawing(s)
    - Drawing sheet size shall be 24"x36".
  - Feature/Elevation Survey
    - Benchmarks (minimum of 2) established within the project limits and referenced to local municipal datum or other applicable datum.
    - Location of all substantial features within the project limits, including but not limited to existing structures, buildings, foundations, bridges, wells, walls, fences, steam pits, signal pits, primary electric pits, etc.
    - Location of roads, drives, curbs, gutters, steps, walks, and paved areas (hard surfaces) indicating types of materials or surfacing.
    - Location of streams, drainage ditches or swales, lakes, springs, and other bodies of water, culverts.
    - Location of individual trees (deciduous/coniferous) with a diameter of 3-inches or greater, edges of heavily wooded areas, and other pertinent features.
    - Topographic contour lines and representative spot grades within the project limits, at an appropriate interval, depending on steepness of the site, necessary and in sufficient detail for engineering site design.
    - Finished floor elevations at all open and accessible entry ways and or critical entry ways requested in writing by the Owner, Architect or Contractor during the field survey.
• Location of test borings if ascertainable, and the elevations of tops of holes, if applicable. Compilation of test bore information if available.

• Frequency of survey shots (data points) should be at a maximum of 50', closer in distance when needed to shop break points, or to accurately depict the terrain.

• Utility Survey

✓ Utility information. The following information is to be shown based on observed evidence together with evidence from plans obtained from utility companies or provided by client and markings by utility companies ('Diggers Hotline') and other appropriate sources (with reference as to the source of information). Inadequate record data requiring the Surveyor to employ techniques of subsurface exploration to locate utilities will be an additional service subject to Owner approval.

✓ Location and size of water mains serving, or on, the property.

✓ Location of power and communications systems above and below grade.

✓ Location, material, size, depth and direction of flow of sanitary sewers, storm sewers and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.

✓ Utility Disclaimer/General Note: The locations of all above ground utilities and appurtenances (i.e. manhole rims, valve box covers, hydrants, transformers, etc.), of which can be visually inspected, are shown on the map based on actual surveyed location. Rim elevations of sanitary sewer and storm sewer manholes, of which can be visually inspected, are provided based on actually surveyed elevation. Depths, sizes, and material types of pipes, which can be visually inspected, entering and exiting sanitary sewer and storm sewer manholes, will be shown based on visual inspection, field measurements, and as-built mapping, if available. If depths, sizes, and material types of pipes are shown based on as-built mapping only, and will be noted on the map accordingly, and are considered approximate. (Note: Visual inspection means what can be seen from the ground surface. Entering into manholes to complete visual inspection underground (i.e. within the manhole), is outside of POB’s scope, and considered additional services.)

The locations of all underground utilities and appurtenances, unable to visually inspect and/or field measure, shown on the survey map are only approximate. These utilities and appurtenances will be shown based on plans obtained from utility companies or provided by the Owner/Client, and markings by utility companies and municipalities ('Diggers Hotline') and other appropriate sources (with reference as to the source of information). Additional utility lines not discovered, marked, or shown on as-built plans available to us, during the search of records and the field survey, may exist. Any contractor using the information shown on the survey map will be forewarned that any excavation upon this site may result in the discovery of additional underground utilities not shown on the survey map. POB makes no warranty of any kind, express or implied, with respect to the existing underground utilities and appurtenances, of which are unable to visually inspect and/or field measure, whether shown on the survey map, or not. Prior to construction, it is the contractors’ responsibility to field verify locations, depths, sizes and types of underground public and private utilities or substructures within the construction limits and shall bring forward, in writing to the Engineer and/or Surveyor of Record, all discrepancies that do not align with the existing conditions as shown on the survey map provided.
B. Private Utility Lines Locates Coordination – IF REQUESTED

- Private Lines Locator and Mapping for this site is highly recommended.
- Obtain costs from accredited private utility locate vendors.
- Receive and answer any questions from vendors.
- Coordinate and schedule the private lines locator.

Private Utility Lines Locates Coordination is included in this proposal. The subcontracted Private Utility Lines Locates services will be contracted direct with the Owner.

- Private Utility Lines Disclaimers
  - Locating private utilities within the construction limits is not required, but recommended. When this information is available it helps contractors avoid unforeseen conditions / unknown utilities that could potential be hit during the drilling of the borings or construction.
  - Point of Beginning is not responsible for any damage to inaccurately marked, unmarked or marked private utilities.
C. Assumptions & Additional Services

Items of work not specifically noted in the above scope of work are not included in this proposal. All work not mentioned would be considered additional services. Please refer to Exhibit A for hourly rates to be charged if additional services are required or requested.

- Geotechnical investigations would be considered additional services.
- It is assumed no wetlands will be impacted by the project. ACOE/IDNR coordination for Wetland Impacts, 404 permit, 401 Water Quality Certification, Alternative Analysis, Mitigation Plans, Chapter 30 Permit, and Trans 207 are not required and would be considered additional services, if necessary. IDNR coordination is limited to initial coordination and Notice of Intent Submittal.
- Wetland delineations would be considered additional services.
- Phase I Environmental Site Assessment would be considered additional services.
- Phase II Environmental Site Assessment services would be considered additional services.
- Phase III Environmental Site Assessment would be considered additional services.
- Architectural/historical investigation services would be considered additional services.
- Archaeological Investigation services would be considered additional services.
- Endangered Resource Review services would be considered additional services.
- Flood plain may affect our project site. If the filling of the flood plain is required and the municipality or FEMA requires any permitting or elevation certificates, this would be considered additional services.
- In preparing topographic mapping, we assume that we will be able to use a recorded flood plain elevation. If this is not available, a flood plain study may be required and would be considered additional services.
- Private utility line locates would be considered additional services.
- Utility information will be based on information provided by others. Any private utilities will need to be made known to the Surveyor so that they may be shown on the map. Point of Beginning, Inc. takes no responsibility for errors and omissions regarding underground utilities.
- Existing water main system pressure and flow data adjacent to the proposed site will be provided by others. Water system testing shall be done by others and would be considered additional services.
- All lot combinations and/or lot splits, re-zoning of property, and annexation of property would be considered additional services.
- Title searches along with 60 year easement searches are not included and would be considered additional services.
- The location accuracy of the building corners mapped on surveys conducted by Point of Beginning are within two inches of their true location. If more accurate standards are required, they would be considered additional services.
- Direct reimbursements such as reproduction, mailing costs, review, and application fees, and recording fees would be considered additional services.
IV. Schedule of “Lump Sum” Fees Total

<table>
<thead>
<tr>
<th>Task A</th>
<th>Topographic Survey &amp; Mapping (Boundary Survey Not Included)</th>
<th>$3,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task B</td>
<td>Private Utility Lines Locates Coordination – IF REQUESTED Included <em>Private Utility Locator to Contract Direct w/ District</em></td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

Total “Lump Sum” Fees: $3,500.00

V. Contract Agreement

➢ We have attached to this proposal our Terms and Conditions (Exhibit B), which are expressly incorporated into, and are an integral part of, our contract for professional services. Please indicate your acceptance of this proposal by having an authorized representative of your firm execute one copy, and return it to our office.

➢ Your acceptance of our proposal confirms that the terms and conditions are understood, including payment to Point of Beginning, Inc. upon receipt of an invoice, unless specifically arranged otherwise in writing.

➢ We appreciate this opportunity to assist you with this project. If you have any questions regarding this proposal or if you need additional assistance, please contact us.

Point of Beginning, Inc.

Jim Lundberg, PE
Director of Engineering

Independence Community School District

School District Representative Printed Name

School District Representative Signature
**EXHIBIT A**

**PROFESSIONAL SERVICES FEE SCHEDULE**

### Engineering Division

#### Design Engineering

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$140.00</td>
</tr>
<tr>
<td>Director of Engineering</td>
<td>$135.00</td>
</tr>
<tr>
<td>Design Engineer I</td>
<td>$125.00</td>
</tr>
<tr>
<td>Design Engineer II</td>
<td>$100.00</td>
</tr>
<tr>
<td>Design Engineer III</td>
<td>$90.00</td>
</tr>
<tr>
<td>Design Engineer IV</td>
<td>$80.00</td>
</tr>
<tr>
<td>Design Engineer V</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscape Architect I</td>
<td>$110.00</td>
</tr>
<tr>
<td>Landscape Architect II</td>
<td>$80.00</td>
</tr>
<tr>
<td>Landscape Architect III</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

### Machine Control Division

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Control Tech I</td>
<td>$90.00</td>
</tr>
<tr>
<td>Machine Control Tech II</td>
<td>$65.00</td>
</tr>
<tr>
<td>Machine Field Support I</td>
<td>$115.00</td>
</tr>
<tr>
<td>Machine Field Support II</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

### Administrative & Expenses

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>$65.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.585</td>
</tr>
<tr>
<td>Direct Reimbursable</td>
<td>$Cost</td>
</tr>
</tbody>
</table>

### Notes:

1. Transportation Survey Crew rate reflects prevailing wage rate pay.
2. Any delays or cancellation of work on site for material testing will be charged at the appropriate hourly rates for time spent.

### Construction Engineering

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$140.00</td>
</tr>
<tr>
<td>Director of Construction Engineering</td>
<td>$130.00</td>
</tr>
<tr>
<td>Construction Engineer I</td>
<td>$125.00</td>
</tr>
<tr>
<td>Construction Engineer II</td>
<td>$90.00</td>
</tr>
<tr>
<td>Construction Engineer III</td>
<td>$80.00</td>
</tr>
<tr>
<td>Construction Engineer IV</td>
<td>$65.00</td>
</tr>
<tr>
<td>Construction Technician I</td>
<td>$80.00</td>
</tr>
<tr>
<td>Construction Technician II</td>
<td>$75.00</td>
</tr>
<tr>
<td>Construction Technician III</td>
<td>$65.00</td>
</tr>
<tr>
<td>Construction Technician IV</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

### Surveying Division

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$140.00</td>
</tr>
<tr>
<td>Director of Land Surveying</td>
<td>$105.00</td>
</tr>
<tr>
<td>Professional Land Surveyor</td>
<td>$100.00</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$90.00</td>
</tr>
<tr>
<td>Surveyor I</td>
<td>$85.00</td>
</tr>
<tr>
<td>Surveyor II</td>
<td>$75.00</td>
</tr>
<tr>
<td>Surveyor III</td>
<td>$65.00</td>
</tr>
<tr>
<td>Survey Crew</td>
<td>$115.00</td>
</tr>
<tr>
<td>Survey Crew Assistant</td>
<td>$45.00</td>
</tr>
<tr>
<td>Transportation Survey Crew</td>
<td>$175.00</td>
</tr>
<tr>
<td>Transportation Survey Crew Assistant</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

### Testing Fee Schedule

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate Per Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctor Density Test (Sand)</td>
<td>$165.00</td>
</tr>
<tr>
<td>Proctor Density Test (Clay/Silt)</td>
<td>$165.00</td>
</tr>
<tr>
<td>P200, Concrete Aggregate Testing</td>
<td>$120.00</td>
</tr>
<tr>
<td>Gradation Concrete (Sand/Aggregates)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Gradation Base Court</td>
<td>$80.00</td>
</tr>
<tr>
<td>Concrete Cylinder Breaking</td>
<td>$30.00</td>
</tr>
<tr>
<td>Nuclear Density Gauge ($55/Day Max)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dynamic Cone Penetrometer ($50/Day Max)</td>
<td>$110.00</td>
</tr>
</tbody>
</table>

---

Exhibit A  Fee Schedule  Point of Beginning, Inc. 2020
EXHIBIT B

TERMS AND PROVISIONS

POINT OF BEGINNING, INC. ("POB")

Independent Community School District ("Client")

The following terms and provisions are applicable to the Agreement between POB and Client to which this Exhibit is attached:

1. PAYMENT TERMS

All invoices submitted by POB are due upon receipt of invoice.

If any invoices not received by POB, POB does not receive a payment from the Client within fifteen (15) days after the date of the POB invoice, POB, upon giving seven (7) days written notice to the Client, may, in its discretion, suspend or terminate any work or services and may stop its services until payment of the full amount owing to POB has been received.

Payment due but unpaid, unless disputed and compromised or resolved in favor of Client, shall bear interest from the date payment is due at the rate of one and one-half percent (1.5%) per month, which is an annual rate of eighteen percent (18%), until paid in full. Client shall be responsible for all costs and expenses, including POB's attorney fees, related to collection of the amount due under this Agreement.

2. USE OF POB DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

A. Use of POB Materials. All drawings, specifications, shop drawings, product data and samples, contracts, sketches, photographs, and any other documents and materials furnished to or used by Client in connection with the services provided by POB for the Client's Project described in this Agreement, both POB and Client shall be entitled to the non-exclusive use of the POB Materials and may reuse the same at all times without further compensation to POB or Client and without any restrictions regarding such use and may, except Client shall not transfer, assign, sell or permit the use of POB Materials by any third party for any purpose unrelated to the interests and use of the Client.

B. Electronic Transmission of POB Materials. All documents including drawings, data, plans, specifications, reports or other information recorded on or transmitted as electronic files are subject to indecipherable alteration, either intentional or unintentional, due to transmission, conversion, media degradation, software error, human alteration, or other causes. Electronic files are provided for convenience and informational purposes only and are not a finished product or an original POB Material. POB makes no representation regarding the accuracy or completeness of any accompanying electronic files. POB may, at its sole discretion, add wording to this effect on electronic file submissions. The Client waives any and all claims against POB that may result in any way from the use or misuse, unauthorized reuse, alteration, addition to, or transfer of the electronic files. The Client agrees to indemnify and hold harmless POB, its officers, directors, employees, agents, or subcontractors, from any claims, losses, damages or costs (including reasonable attorneys' fees) which may arise out of the use or misuse, unauthorized reuse, alteration, addition to, or transfer of electronic files.

3. POST-PROJECT COPIES OF POB MATERIALS

If the Client requests copies of POB Materials following the completion of the Client's Project, POB will provide such copies subject to Client's obligation to pay POB the expense of such post-project services upon receipt of an invoice for the same.

4. SPECIAL PROVISIONS FOR OPINIONS OF PROBABLE CONSTRUCTION COSTS

POB's opinions of probable construction cost provided under this Agreement for the Client's Project are made on the basis of POB's experience and qualifications, and represent POB's best judgment as an experienced and qualified professional generally familiar with the industry. However, since POB has no control over the cost of labor, materials, equipment or services furnished by others, or over a contractor's methods of determining prices, or over competitive bidding or market conditions, POB cannot and does not guarantee that proposals, bids or actual construction costs will not vary from opinions of probable construction costs prepared by POB.

If the Client wishes greater assurance as to probable construction costs, the Client agrees to employ an independent cost estimator.

5. CHANGES IN SERVICES

A. Change in Scope of POB Services. The Client or the Client's Architect, may, from time to time, by written instructions or drawings issued to POB, make changes in POB Materials or other engineering services required of POB for the Client's Project. Such changes shall be effective upon POB's written acceptance of the same. Reinforcement of POB for changes and expenses incurred as the result of such changes shall be charged to the Client as outlined in POB's Change Order Schedule. Exhibit A to this Agreement, plus out-of-pocket expenses incurred by POB to accomplish such changes charged at one hundred (100%) of such expenses.

B. All Changes in Writing. No oral changes shall be made to this Agreement. This Agreement may not be modified, changed, extended, discharged except by an instrument in writing expressly referring to this Agreement and signed by the party or parties to be changed.

C. Factors which May Precipitate a Change. As the Client's Project progresses, facts uncovered may reveal the necessity for a change in the scope of services provided under this Agreement. POB will promptly inform the Client in writing of such situations so that changes in this Agreement can be negotiated as required.

6. INSURANCE

While providing services required by this Agreement, POB will maintain insurance coverage of the type and amounts stated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Operations/Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Motor Vehicle Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

7. PERFORMANCE STANDARDS

A. POB will perform its services under this Agreement in a manner consistent with that degree of skill and care ordinarily exercised by members of POB's profession currently practicing in the same locality under similar conditions. POB makes no other warranties or representations, either expressed or implied, regarding the services provided under this Agreement.

B. POB will correct deficiencies in services or POB Materials provided under this Agreement without additional cost to Client, except to the extent that such deficiencies are directly attributable to omissions in information or drawings furnished by the Client, the Client's Architect or the Client's consultants.

C. Unless otherwise specifically indicated in writing, POB shall be entitled to rely, without liability, on the accuracy and completeness of information provided by (i) Client, (ii) Client's Architect, consultants and contractors, and (iii) public records, without the need for independent verification.

8. SPECIAL PROVISIONS FOR FIELD SERVICES

A. Right of Entry. Client agrees to furnish POB with right-of-entry and a plan of boundaries of the site where POB will perform its services. If Client does not own the site, the Client represents and warrants that it will obtain permission for POB's access to the site to conduct site reconnaissance, surveys, borings, and other explorations of the site pursuant to the scope of services in the Agreement. POB will take reasonable precautions to minimize damage to the site from use of equipment, but POB is not responsible for damage to the site caused by normal and customary use of equipment. The cost for restoration of damage that may result from POB's operations has not been included in POB's fee.

B. Underground Structures. The Client will identify locations of buried utilities and other underground structures in areas of subsurface exploration. POB will take reasonable precautions to avoid damage to the buried utilities and other underground structures noted. If locations are not known or cannot be confirmed by the Client, then there will be a degree of risk to the Client associated with conducting the exploration in the absence of confirmed underground structure locations, the Client agrees to accept the risk of any damages and losses resulting from the exploration work.

9. SPECIAL PROVISIONS FOR ENGINEERING DESIGN SERVICES

The Client understands and agrees that if POB's services under this Agreement include engineering design and do not include construction related services, then the Client:

• Assumes all responsibility for interpretation of the construction contract documents;
• Assumes all responsibility for construction observation and review; and
• Waives all claims against POB that may be in any way connected thereto.

For purposes of this Agreement, construction related services include, but are not limited to: construction observation; review of the construction contractor's technical submittals; review of the construction contractor's progress, or other construction-phase services.

10. RISK Management

A. Limitation of Liability. To the fullest extent permitted by law, the total liability, in the aggregate, of POB and its officers, directors, employees, agents, and independent professional associates and consultants, and any of them, to Client and any one claiming, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to POB's services, the Project or this Agreement, will not exceed the total compensation received by POB under this Agreement, or available proceeds from POB's insurance, whichever is less. This limitation will apply regardless of legal theory, and includes but is not limited to claims or actions alleging negligence, errors, omissions, strict liability, breach of contract, breach of warranty of POB or its officers, directors, employees, agents or independent professional associates or consultants, or any of them. Client further agrees to require that all contractors and...
C. Waiver of CONSEQUENTIAL DAMAGES. POB and Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues, and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.

11. TERMINATION AND SUSPENSION OF SERVICES BY POB

A. Termination for Work Stoppage. Upon seven (7) days' written notice to Client, POB may terminate this Agreement if: (a) the work on Client's Project has been stopped for a thirty (30) day period through no fault of POB for any of the following reasons: (i) under court order or order of other governmental authorities having jurisdiction, or (ii) as a result of the determination of a national emergency by the governmental body.

B. Termination for Suspension for Nonpayment. Upon seven (7) days' written notice to Client, POB may terminate the Agreement if, in the sole discretion of POB, suspended performance of services if the Client fails to pay POB in accordance with this Agreement and POB has complied with the notice provisions of this Exhibit.

C. Other Termination Events. Upon seven (7) days' written notice to Client, POB may terminate the Agreement if the Client does any of the following: (a) assigns this Agreement over POB's reasonable objection; or (b) otherwise materially breaches this Agreement.

Upon termination by POB pursuant to this Agreement, POB shall be entitled to recover from the Owner payment for all services executed to the date of termination.

12. TERMINATION BY CLIENT

Within seven (7) days of receipt of a notice to cure, the Client may notify POB that it intends to terminate this Agreement for default absent appropriate corrective action within fourteen (14) additional days. After the expiration of the additional fourteen (14) day period, the Client may terminate the Agreement by written notice served appropriate corrective action. Termination for default in performance is in addition to any other remedies available to the Client. The Client shall make reasonable efforts to mitigate damages arising from POB's default.

13. DISPUTE RESOLUTION PROVISIONS

A. Dispute Resolution by Discussions. If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute through direct discussions. The parties' representatives who possess the necessary authority to resolve such matter, shall conduct direct discussions and make a good faith effort to resolve such dispute.

B. Governing Law. This Agreement and any dispute related to this Agreement shall be governed by the laws in effect in the state of Wisconsin.

C. Legal Actions. If a dispute between the Client and POB cannot be resolved by direct discussions, the parties shall resolve such dispute by legal action commenced in the Portage County Circuit Court in Stevens Point, Wisconsin.

THE PARTIES HEREBY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OF THE CONTEMPLATED TRANSACTIONS, WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT, TORT OR OTHERWISE. THE PARTIES AGREE THAT ANY OF THEM MAY FILE A COPY OF THIS PARAGRAPH WITH ANY COURT AS WRITTEN EVIDENCE OF THE KNOWING, VOLUNTARY AND BARGAINED-FOR AGREEMENT AMONG THE PARTIES IRREVOCABLY TO WAIVE TRIAL BY JURY AND THAT ANY PROCEEDING WHATSOEVER BETWEEN THEM RELATING TO THIS AGREEMENT OR ANY OF THE CONTEMPLATED TRANSACTIONS SHALL BE TRIED IN A COURT OF COMPETENT JURISDICTION BY A JUDGE SITTING WITHOUT A JURY.

14. NOTICES

All notices, consents, waivers and other communications required or permitted by this Agreement shall be in writing and shall be deemed given to a party when (a) delivered to the appropriate address by hand or by commercial delivery service (costs prepaid); (b) sent by facsimile or email with confirmation of transmission by the transmitting equipment, or (c) received or rejected by the addressee, if sent by U.S. certified mail, return receipt requested, in each case to the mailing addresses, facsimile numbers or email addresses set forth in the Agreement (or to such other address, facsimile number, email address or person as a party may designate by notice to the other party).

15. FACSIMILE TRANSMISSIONS AND SIGNATURES

A. Any signed copy of this Agreement or other record or document pertinent to the transactions described herein and transmitted by facsimile machine ("fax") or by Internet email where the original signature appears in facsimile form on the fax transmission or on an email attachment document in portable document format ("PDF") shall be treated in all manner and respects as an original document, and the signature of any party upon such document transmitted by fax or email shall be considered an original signature.

B. The Agreement and any document pertinent to the transactions described herein may be transmitted in electronic form (by facsimile or email) with facsimile signatures of one or more parties. Each party acknowledges that the other party can access facsimile documents if sent as above provided to the other party's fax number or email address set forth herein. Each party agrees to keep all other parties informed by a written notice of any change in the other party's fax number, email address or mailing address.

16. ADDITIONAL PROVISIONS

A. Severability. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

B. Waiver. Remedies Cumulative. The rights and remedies of the parties to this Agreement are cumulative and not alternative. Neither any failure nor any delay by any party in exercising any right, power or privilege under this Agreement or any of the documents referred to in this Agreement will operate as a waiver of such right, power, or privilege, and no single or partial exercise of any such right, power, or privilege will preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege. To the maximum extent permitted by applicable law, (a) no claim or right arising out of this Agreement or any of the documents referred to in this Agreement can be discharged by one party, in whole or in part, by a waiver or renunciation of the claim or right unless in writing signed by the other party; (b) no waiver that may be given by a party will be applicable except in the specific instance for which it is given; and (c) no notice to or demand on one party will be deemed to be a waiver of any obligation of that party or of the right of the party giving such notice or demand to take further action without notice or demand as provided in this Agreement or the documents referred to in this Agreement.

C. Assignments, Successors and No Third-Party Rights. No party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other party. Subject to the preceding sentence, this Agreement will apply to, be binding in all respects upon and inure to the benefit of the successors and permitted assignees of the parties. Any assignment permitted by this Agreement will be to an assignee and permitted assignee pursuant to this section.

D. Entire Agreement and Modification. This Agreement supersedes all prior agreements, written or oral, between the parties with respect to the subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter and the contemplated transactions. This Agreement may not be amended, supplemented, or otherwise modified except by a written agreement executed by the party to be charged with the amendment.

E. Survival. All express representations, indemnifications, or limitations of liability included in the Agreement will survive its completion or termination for any reason. However, in no event shall indemnification obligations extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

F. Certifications. POB shall not be required to sign any documents, nor be required to consent to any such requirements, to the extent that POB has no authority to exercise any control over the Client or the arrangements for construction safety and health standards promulgated by the Secretary of Labor by regulation.

In performing this contract, the Contractor shall ensure that no liable for work shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.
INDEPENDENCE COMMUNITY SCHOOL DISTRICT
WEST ELEMENTARY
INDEPENDENCE, IA

APPROXIMATE SURVEY LIMITS

11.50 ACRES +-

PART OF THE
WEST FRL 1/2
NW FRL 1/4
SEC 4, T88N, R9W
WARRANTY DEED
BOOK 306, PAGE 190

TOTAL AREA
11.50 ACRES

LEGEND

INDEPENDENCE COMMUNITY SCHOOL DISTRICT
WEST ELEMENTARY
INDEPENDENCE, IA

APPROXIMATE SURVEY LIMITS

11.50 ACRES +-

PART OF THE
WEST FRL 1/2
NW FRL 1/4
SEC 4, T88N, R9W
WARRANTY DEED
BOOK 306, PAGE 190

TOTAL AREA
11.50 ACRES

LEGEND
INDEPENDENCE COMMUNITY SCHOOL DISTRICT

Independence, Iowa

MASTER CONTRACT AMENDMENT
for July 1, 2020 – June 30, 2021 Fiscal Year

Agreement Between

Independence Teachers’ Association

and the

Board of Education

7/27/2020
Amendment 2020-2021
Replaces Page 15 of the Original Contract dated 4/21/2019

APPENDIX D

INDEPENDENCE COMMUNITY SCHOOL DISTRICT
For Fiscal Year 2020-2021

19-20 Base with TSS $40,283

Guidelines for new hires based on district needs and similar experience of existing staff.

<table>
<thead>
<tr>
<th>Base</th>
<th>BA/TSS</th>
<th>BA+15/TSS</th>
<th>BA+30/TSS</th>
<th>MA/TSS</th>
<th>MA+15/TSS</th>
<th>MA+30/TSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row1</td>
<td>$41,432</td>
<td>$42,706</td>
<td>$43,980</td>
<td>$45,890</td>
<td>$47,882</td>
<td>$49,874</td>
</tr>
<tr>
<td>Row2</td>
<td>$42,581</td>
<td>$43,855</td>
<td>$45,129</td>
<td>$46,995</td>
<td>$48,990</td>
<td>$50,942</td>
</tr>
<tr>
<td>Row3</td>
<td>$43,729</td>
<td>$45,003</td>
<td>$46,227</td>
<td>$48,025</td>
<td>$50,017</td>
<td>$52,009</td>
</tr>
<tr>
<td>Row4</td>
<td>$44,878</td>
<td>$46,152</td>
<td>$47,426</td>
<td>$50,292</td>
<td>$51,284</td>
<td>$53,267</td>
</tr>
<tr>
<td>Row5</td>
<td>$46,152</td>
<td>$47,426</td>
<td>$48,700</td>
<td>$51,684</td>
<td>$53,678</td>
<td>$55,661</td>
</tr>
<tr>
<td>Row6</td>
<td>$47,426</td>
<td>$48,700</td>
<td>$49,973</td>
<td>$53,215</td>
<td>$55,209</td>
<td>$57,193</td>
</tr>
<tr>
<td>Row7</td>
<td>$48,700</td>
<td>$49,973</td>
<td>$51,247</td>
<td>$54,242</td>
<td>$56,236</td>
<td>$58,220</td>
</tr>
<tr>
<td>Row8</td>
<td>$49,973</td>
<td>$51,247</td>
<td>$52,521</td>
<td>$55,706</td>
<td>$57,700</td>
<td>$59,684</td>
</tr>
<tr>
<td>Row9</td>
<td>$51,247</td>
<td>$52,521</td>
<td>$53,795</td>
<td>$56,979</td>
<td>$58,973</td>
<td>$60,957</td>
</tr>
<tr>
<td>Row10</td>
<td>$52,521</td>
<td>$53,795</td>
<td>$55,069</td>
<td>$58,263</td>
<td>$60,257</td>
<td>$62,241</td>
</tr>
<tr>
<td>Row11</td>
<td>$53,795</td>
<td>$55,069</td>
<td>$56,342</td>
<td>$59,527</td>
<td>$61,521</td>
<td>$63,504</td>
</tr>
<tr>
<td>Row12</td>
<td>$55,069</td>
<td>$56,342</td>
<td>$57,616</td>
<td>$60,801</td>
<td>$62,896</td>
<td>$64,880</td>
</tr>
<tr>
<td>Row13</td>
<td>$56,342</td>
<td>$57,616</td>
<td>$58,890</td>
<td>$62,075</td>
<td>$64,064</td>
<td>$66,048</td>
</tr>
<tr>
<td>Row14</td>
<td>$57,616</td>
<td>$58,890</td>
<td>$60,154</td>
<td>$63,334</td>
<td>$65,313</td>
<td>$67,297</td>
</tr>
<tr>
<td>Row15</td>
<td>$58,890</td>
<td>$60,154</td>
<td>$61,438</td>
<td>$64,512</td>
<td>$66,500</td>
<td>$68,484</td>
</tr>
<tr>
<td>Row16</td>
<td>$60,154</td>
<td>$61,438</td>
<td>$62,711</td>
<td>$65,796</td>
<td>$67,780</td>
<td>$69,764</td>
</tr>
<tr>
<td>Row17</td>
<td>$61,438</td>
<td>$62,711</td>
<td>$64,021</td>
<td>$67,094</td>
<td>$69,078</td>
<td>$71,063</td>
</tr>
<tr>
<td>Row18</td>
<td>$62,711</td>
<td>$64,021</td>
<td>$65,321</td>
<td>$68,390</td>
<td>$70,384</td>
<td>$72,369</td>
</tr>
<tr>
<td>Row19 (old 21)</td>
<td>$64,021</td>
<td>$65,321</td>
<td>$66,630</td>
<td>$69,627</td>
<td>$71,613</td>
<td>$73,600</td>
</tr>
<tr>
<td>Row20 (old 25)</td>
<td>$65,321</td>
<td>$66,630</td>
<td>$67,936</td>
<td>$70,932</td>
<td>$72,917</td>
<td>$74,903</td>
</tr>
<tr>
<td>Row21 (old 28)</td>
<td>$66,630</td>
<td>$67,936</td>
<td>$69,242</td>
<td>$72,242</td>
<td>$74,227</td>
<td>$76,213</td>
</tr>
<tr>
<td>Row22 (old 31)</td>
<td>$67,936</td>
<td>$69,242</td>
<td>$70,548</td>
<td>$73,548</td>
<td>$75,533</td>
<td>$77,519</td>
</tr>
</tbody>
</table>

Fiscal Year 2020-2021
SUPPLEMENTAL CONTRACTS

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>802</td>
<td>962</td>
<td>1,023</td>
<td>1,093</td>
<td>1,163</td>
<td>1,234</td>
<td>1,305</td>
<td>1,376</td>
<td>1,447</td>
<td>1,518</td>
</tr>
<tr>
<td>1</td>
<td>934</td>
<td>1,001</td>
<td>1,068</td>
<td>1,135</td>
<td>1,202</td>
<td>1,269</td>
<td>1,336</td>
<td>1,403</td>
<td>1,470</td>
<td>1,537</td>
</tr>
<tr>
<td>2</td>
<td>1,066</td>
<td>1,139</td>
<td>1,212</td>
<td>1,285</td>
<td>1,358</td>
<td>1,431</td>
<td>1,504</td>
<td>1,577</td>
<td>1,650</td>
<td>1,723</td>
</tr>
<tr>
<td>3</td>
<td>1,198</td>
<td>1,271</td>
<td>1,344</td>
<td>1,417</td>
<td>1,490</td>
<td>1,563</td>
<td>1,636</td>
<td>1,709</td>
<td>1,782</td>
<td>1,855</td>
</tr>
<tr>
<td>4</td>
<td>1,330</td>
<td>1,405</td>
<td>1,479</td>
<td>1,552</td>
<td>1,625</td>
<td>1,700</td>
<td>1,773</td>
<td>1,846</td>
<td>1,920</td>
<td>1,993</td>
</tr>
<tr>
<td>5</td>
<td>1,464</td>
<td>1,541</td>
<td>1,616</td>
<td>1,691</td>
<td>1,766</td>
<td>1,841</td>
<td>1,916</td>
<td>1,991</td>
<td>2,066</td>
<td>2,141</td>
</tr>
<tr>
<td>6</td>
<td>1,599</td>
<td>1,676</td>
<td>1,753</td>
<td>1,829</td>
<td>1,906</td>
<td>1,983</td>
<td>2,060</td>
<td>2,137</td>
<td>2,214</td>
<td>2,291</td>
</tr>
<tr>
<td>7</td>
<td>1,734</td>
<td>1,813</td>
<td>1,892</td>
<td>1,971</td>
<td>2,050</td>
<td>2,129</td>
<td>2,208</td>
<td>2,287</td>
<td>2,366</td>
<td>2,445</td>
</tr>
<tr>
<td>8</td>
<td>1,870</td>
<td>1,951</td>
<td>2,032</td>
<td>2,113</td>
<td>2,194</td>
<td>2,275</td>
<td>2,356</td>
<td>2,437</td>
<td>2,518</td>
<td>2,599</td>
</tr>
<tr>
<td>9</td>
<td>2,008</td>
<td>2,090</td>
<td>2,172</td>
<td>2,254</td>
<td>2,336</td>
<td>2,418</td>
<td>2,500</td>
<td>2,582</td>
<td>2,664</td>
<td>2,746</td>
</tr>
<tr>
<td>10</td>
<td>2,147</td>
<td>2,230</td>
<td>2,313</td>
<td>2,396</td>
<td>2,479</td>
<td>2,562</td>
<td>2,645</td>
<td>2,728</td>
<td>2,811</td>
<td>2,894</td>
</tr>
</tbody>
</table>
The Independence Community School Board Supplemental Aid Resolution

WHEREAS, The Independence Community School District Board of Education recognizes the support of the school district staff. Our dedicated staff members play a critical role in preparing our students to become contributing citizens in our community and beyond. Each school year brings its own unique challenges, but the 2020-2021 school year will challenge our staff members to work in the most fluid educational setting our district has seen.

WHEREAS, The Board of Education thanks the Independence Teachers Association and the Independence Educational Support Personnel for their patience and cooperation during the 2020-2021 negotiations of salaries and base wages. Our staff members, along with school district staff members across the state, put in countless hours of extra time and effort to ensure that every student still receives a top-notch education. The Board of Education, the Independence Teachers Association, and the Independence Educational Support Personnel want to see that our staff is adequately supported as they continue to give their all in educating tomorrow’s leaders.

WHEREAS, The Board of Education appeals to our state government leaders to increase the State Supplemental Aid for the 2021-2022 school year and beyond. While the state funding has increased over the years, these increases have not kept pace with the ever-increasing expenses to operate school districts. Being a non-profit, government-funded organization that cannot charge service fees, Iowa Public Schools must annually review reducing levels of services and staff to pay the increasing expenses of the remaining services. We feel that further reducing these services to pace with the State Supplemental Aid will make it more difficult to sufficiently prepare our students.

WHEREAS, The Independence Community School District Board of Education recognizes the many responsibilities of our state government leaders. We understand that public education is already one of the largest components of the state’s budget, and know that many additional services are needed by Iowa residents. Public education is what prepares today’s students to be tomorrow’s leaders. Our schools deserve an increase in funding that will negate the need to cut important programs and services, and instead create a learning environment that is not limited by inadequate funding.

NOW, THEREFORE, be it resolved by the Board:

Independence Community School District Board of Directors calls for a commitment from the Iowa Legislators to seriously evaluate the funding for public schools in order to support our students and staff on a timely manner set by the Code of Iowa and to be aligned with the cost of living increases.

Director _____________, introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director _____________ after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll having been called, the following Directors voted:

Aye: __________________________________________
Passed and approved this ___ day of July, 2020

________________________

Board President

Attest:

________________________

Board Secretary