

We encourage your suggestions for improvement. Please direct all inquiries to the Principal. Lostant CUSD 425 contact information is:

Lostant CUSD 425  
315 West 3<sup>rd</sup> Street  
Lostant, IL 61334  
815-368-3392 (phone)  
815-368-3132 (fax)  
[www.lostantcomets.org](http://www.lostantcomets.org)



**LOSTANT**  
**C.U.S.D. 425**



*Home of the Comets*

**EXTRA-CURRICULAR**  
**COACH HANDBOOK**

### **Code of Conduct**

The Lostant Board of Education and Superintendent expect you to conduct yourself in a manner that supports the District Mission Statement. Your behavior sets an example for the students you coach, parents, and spectators. You represent Lostant School District. Failure to uphold the expectations of the District may result in your immediate dismissal. Expectations include but are not limited to: no profanity, sportsmanship conduct at all times, no cheating, follow the Prairie Conference guidelines.

### **Transporting Students**

The transportation of students to extra-curricular events is the sole responsibility of the parents or guardians. Employees of Lostant CUSD 425 are prohibited from transporting students.

### **Use of Lostant Facilities**

#### **➤ Lostant Coaches and Employees:**

If the use of the district facilities is required after school hours or during the weekend, all requests must be made in writing and submitted to the Athletic Director. Please list the dates, times, nature of the event, supervising adults, and the area you require.

#### **➤ Non-School Affiliated Organizations and Clubs:**

If the use of the district facilities is required after school hours or during the weekend, all requests must be made in writing and submitted to the Superintendent. The Board of Education must approve all requests. Please list the dates, times, nature of the event, supervising adults, and the area you require. Your organization must provide proof of Commercial General Liability Insurance and name Lostant CUSD 425 as additional insured.

### **Facility Keys**

#### **➤ Lostant Coaches and Employees:**

Coaches or sponsors employed by Lostant CUSD 425 will receive a building key after all employment requirements have been satisfied.

#### **➤ Non-School Affiliated Organizations and Clubs:**

Non-school employees must make arrangements with the principal to schedule access to the building.

### **ASEP/By-Laws Coaching and Concussion Tests**

Prior to the first day of practice, all coaches employed by Lostant CUSD 425 must pass the ASEP Coaches Test and or By-Laws Test. Coaches and the A.D. must pass the concussion test. Please contact the Athletic Director if you have questions.

### **Compensation**

A stipend for extra-curricular sponsorship or coaching is negotiated through the Lostant Federation of Teachers Council American Federation of Teachers Local 604. The fee schedule is approved by the Union and Board of Education. The stipend is paid at the end of the activity after the following criteria have been satisfied:

1. A letter of activity completion is submitted to the Superintendent.
2. The building key is submitted to the Superintendent.
3. All uniforms or school equipment is returned to the Athletic Director or Principal.

### **Employment Documents**

Prior to employment, the following criteria must be met:

1. Letter requesting position of employment.
2. Three letters of recommendation.
3. Criminal background check.
4. Completed employment forms on file in school office.
5. Board of Education approval.

### **Facility Hours of Operation and Guidelines**

Lostant School facilities may be used under the following conditions:

1. Week nights 3:30 – 9:00 p.m.
2. Saturdays 7:00 a.m. – 9:00 p.m.
3. 7:00 a.m. – 9:00 p.m. on non-school days depending on the maintenance schedule.
4. No Sunday events allowed.
5. Two adults must be present in the building at all times.
6. Students not involved in the activity are not allowed.
7. School equipment may be used with permission from the Athletic Director or Principal.
8. Turning off lights and securing the building is the responsibility of the adults in charge of the activity.