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WEST JASPER SCHOOL DISTRICT

ATHLETIC HANDBOOK

2023-2024

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ATHLETIC HANDBOOK

INTRODUCTION

This athletics handbook has been prepared to present clear guidelines to cover specific aspects of the athletic programs in the school district. The School Board and the administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or interested in learning about the program.

It is important to understand that this handbook is supplemental to and is not intended to super cede or substitute for policies and procedures of the school district adopted by the school board on governing operations of the school district. Every staff member and all students are subject to these policies together with policies stated in the student handbook.

In addition, the athletic program of the district must conform to all rules and regulations established by the Mississippi High School Activities Association and the State Board of Education.

All staff members must make certain that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with the policies of their school district, the State Board of Education, and the Mississippi High School Activities Association. This handbook outlines in detail the following areas of the athletic program.

MISSION STATEMENT

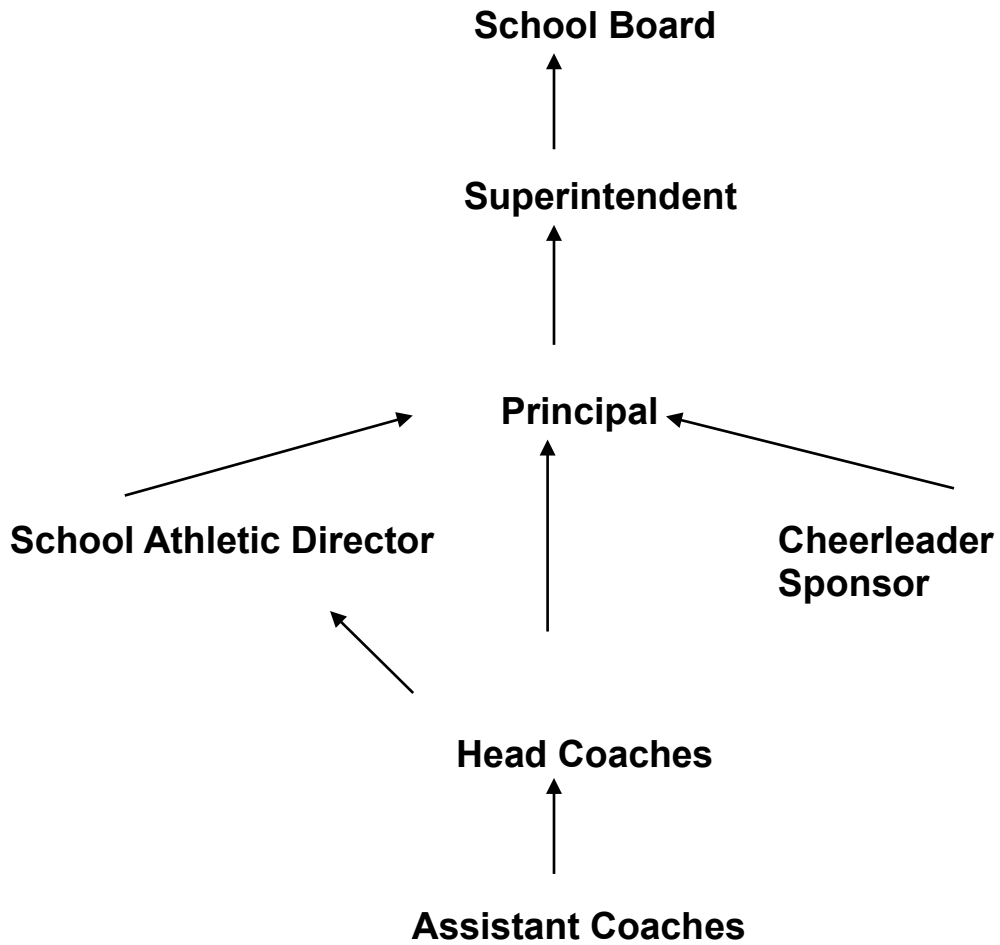
Athletics should function as an integral part of the total curriculum while offering opportunities that promote self-realization and all around growth, as well as the development of fellowship and good sportsmanship.

The major objective of the athletic program is to provide a wholesome opportunity for students to develop positive and responsible habits and attitudes. Athletics help student athletes develop a healthy self-concept, as well as a healthy body, by teaching those skills necessary for individual and team participation.

The interscholastic athletic program should be conducted in accordance with school board policies and regulations and should be conducted in a manner that will justify it as an educational activity.

- 1) Interscholastic athletics should be administered as a part of the regular school program and should be under the same administrative control as all other parts of the educational program. Only students enrolled in grades 7-12 will engage in interscholastic athletic events.
- 2) All athletic events in which this school district participates will be conducted under the rules and regulations of the Mississippi High School Activities Association.

Department Organizational Chart



NFHS SPORTSMANSHIP COURSE REQUIREMENT

Coaches, student-athletes, cheerleaders, band, and dance participants in middle school and high school sports will be required to complete the NFHS Sportsmanship online course, at www.nfhslearn.com,

which is endorsed by the Mississippi Association of Coaches and the Mississippi High School Activities Association. After completion of this course, athletes need to upload their certificate to dragonflymax.

DRAGONFLY – All required paperwork must be completed on dragonfly max by the parent/guardian of the athlete. Athletes will be ineligible until all paperwork is complete.

GET STARTED WITH DRAGONFLY

DragonFly makes sports and activities more organized with easy-to-use digital forms, health records and team communication tools.

PARENTS & STUDENTS:

1. Visit dragonflymax.com and click the 'Log In/Sign Up' button.
2. Click 'Sign Up for Free' then follow the prompts to create your Parent account with your own email address.

Note: please do not create an account with your child's name or contact information — you will get the chance to add your child soon!

3. Verify your account with the verification ID sent to your email address.
4. Click 'Connect to your school' to select 'Parent' as your role and search for your child's school.
5. After selecting your child's school, click 'Join' to request access. An administrator at your school will approve your request.
6. Click 'Set up your children' and follow the prompts to add your kid(s) and fill out their participation forms.

ATHLETIC DIRECTORS, COACHES & SCHOOL ADMINISTRATORS:

1. Visit dragonflymax.com and click the 'Log In/Sign Up' button.
2. Click 'Sign Up for Free' to create your account with your school email address.
3. Verify your account with the verification ID sent to your email address.
4. Click the 'Get Started' button to select your role and search for your school.
5. After selecting your school, click 'Join' to request access. You will see a list of administrators at your school who can approve your request. If you are the first person to request access to your school, a member of the DragonFly team will verify your role and approve your request.

Prefer to use a Mobil Device: Visit dragonflymax.com in your mobile browser and follow steps above.

COACHING SUPPLEMENTS/CONTRACTS

Coaching supplements are based on school board policy. All coaches' contracts are at will contracts and are subject to change or termination.

CONDUCT OF COACHES

The conduct of a coach reflects on the integrity of the district as well as the coach. Coaches are in a position to influence young people and should strive to develop individual players and teams into units that will perform at their maximum ability.

In serving as a role model, a coach should give special attention to:

- 1) Language - Obscenity and profanity have no place in athletics.
- 2) Temper - Control of temper is imperative.
- 3) Challenging the judgment of the officials - The behavior of a coach often carries over to and influences the behavior of the team and fans.
- 4) Any coach who conducts himself/herself in a manner that results in a fine by the MHSAA will be responsible for paying that fine.
- 5) If a coach is ejected from a game, he/she will be responsible for paying the fine of \$250.00 - \$500.00 to the MHSAA.
- 6) Any coach ejected from a game will be subject to a minimum of a one game suspension, to be determined by the superintendent.

EJECTION COACHES/STUDENTS - MHSAA REGULATIONS

The school will be assessed a fine of \$300 in the event a coach is ejected from an athletic contest. The coach involved is responsible for payment of this fine. A fine of \$500 will be levied against the school if:

- 1) A team leaves the bench and comes onto the playing area.
- 2) A team, or members of the team, becomes involved in a fight between arrival and departure of an athletic contest.
- 3) Any coach / team member ejected must comply with all MHSAA ejection and suspension rules and regulations.

MOST IMPORTANT NOTES TO COACHES

- 1) The verification form which is proof of insurance, proof of physical, parental release and eligibility requirements must be signed by the head coach and presented to the athletic director prior to participation by a student athlete in practice.
- 2) If the employee herewith contracts both to teach and to coach an athletic sport, any resignation he/she may subsequently submit for his/her coaching assignment shall automatically constitute a bona fide resignation for his/her teaching assignment as well, unless a mutual agreement is made between the administration and the employee involved.
- 3) Each coach will make every possible effort to ensure that all athletes/cheerleaders exhibit behavior beyond reproach in the classroom, on campus and at any athletic facility.
- 4) Every coach is expected to have complete knowledge and understanding of the MHSAA Handbook on rules and regulations as well as the regulations and policies of the school district handbook and athletic handbook.
- 5) Liability concerning supervision in coaching/teaching is most important and must be understood by all staff members. Failure to supervise students/athletes AT ALL TIMES could result in job termination.
- 6) Any incident on a school function or bus such as a wreck or accident should be reported immediately. Failure to report the incident could result in job termination.
- 7) It is the responsibility of the coach/sponsor to have an emergency plan of action in place with regard to injuries and emergency situations.
- 8) Head coaches supervise implementation, analyze staff effectiveness and use documentation as an accurate instrument in the evaluation of assistant coaches.
- 9) Complete knowledge of the sport he/she is coaching and proper instruction to athletes in that sport

is a MUST.

ATHLETIC LETTERMAN JACKET CRITERIA

Athletes must meet all of the following criteria to be awarded a letterman jacket:

- A. Athlete must have completed two seasons in their respective sport.
- B. Athlete must be in the 10th grade or higher. Letterman jackets will be ordered at the beginning of the 11th grade school year. (All sports)
- C. Athlete must be in good standing with the coach/team and must not owe for any equipment or uniforms.
- D. Athletes must meet the following participation requirements in **varsity contests** for designated sport in a single season:
 - 1) Football-10 quarters
 - 2) Basketball-25 quarters
 - 3) Baseball-30 innings
 - 4) Volleyball – 15 sets
 - 5) Fast-pitch Softball-30 innings
 - 6) Cheerleading-2 years of high school cheering
 - 7) Track, **Bowling, Golf, Powerlifting** - 2 years of participation

Notes:

- A. If athlete is no longer attending school at the time letterman jackets are ordered, no letterman jacket will be awarded.
- B. The head coach for each sport is responsible for identifying lettermen for their sport; the coach will give list of lettermen to the Athletic Director.
- C. The Stringer Athletic Booster Club and Bay Springs Class/Club Account will pay for the athlete's jacket (**provided sufficient funds have been raised**). The individual athlete will be responsible paying for the letter and any other additions to the base jacket.

Retirement of Jersey Guidelines

The retirement of a jersey in the West Jasper School District must be approved by the West Jasper Board of Trustees.

The requirements for retirement of a jersey in the West Jasper School District are as follows:

- a. Candidate played and graduated from Bay Springs High School or Stringer Attendance Center and selected to Hall of Fame of their sport in intercollegiate athletics; OR
- b. Candidate played and graduated from Bay Springs High School or Stringer Attendance Center and played at the highest level of their sport (NBA, MLB, WNBA, etc.)

****Retirement of a jersey does not constitute retirement of the number on the jersey.***

CODE OF CONDUCT FOR ATHLETES

Level of offenses and disciplinary actions:

- A. Minor offenses:
 - 1) Inappropriate classroom behavior
 - 2) Tardiness or missed practices/meeting without proper excuse.
 - 3) Inappropriate dress

B. Disciplinary actions

- 1) Verbal correction
- 2) Sitting out game or games
- 3) Conference with parent

C. Major offenses:

- 1) Defacing or destroying school property
- 2) Fighting, Stealing, Committing forgery
- 3) Defying a coach or school authority
- 4) Causing disruption in school or on a school bus
- 5) Leaving school grounds or assigned area without permission
- 6) Use of alcoholic beverages or controlled substances
- 7) Smoking
- 8) Display of poor attitude or lack of self- discipline
- 9) Boycotting team for any reason
- 10) Engages in inappropriate conduct on social media (e.g. Facebook, Twitter, texting) to include derogatory comments about the team or coaches, content of a bullying nature, and any other content deemed inappropriate by school administration and leadership.

D. Disciplinary actions

- 1) Parental conference
- 2) Sitting out game or games
- 3) Dismissal from program for a specified period of time
- 4) Permanent dismissal from program
- 5) Any other action deemed appropriate by the coach and/or principal

These responses shall be cumulative to those disciplinary measures set forth in the student handbook. A student who commits a major offense may also be subjected to suspension or expulsion. A copy of this code shall be posted for all athletes to view.

ATHLETIC TEAMS - 9-12 GRADES

FALL

Football
Volleyball

Varsity/Jr. Varsity/9th grade
Girls

WINTER

Basketball	Boys & Girls/Varsity/Jr. Varsity/9th Grade
<u>SPRING</u>	
Baseball	Varsity/Jr. Varsity/9th Grade
Fast Pitch Softball	Girls Varsity/Jr. Varsity
Track	Boys & Girls
Golf	Boys & Girls
Powerlifting	Boys & Girls
Bowling	Boys & Girls

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JR. HIGH SCHOOL ATHLETIC TEAMS - GRADES 7-8

<u>FALL</u>	
Football	7 th /8 th Boys
Volleyball	
<u>WINTER</u>	
Basketball	7 th /8 th Boys & Girls
<u>SPRING</u>	
Baseball	Boys
Fast Pitch Softball	Girls
Track	Boys & Girls

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INCLUSION STATEMENT- This list is not intended to be exclusive. There may be times when additional assignments may be added or deleted. All assignments are based on participation, interest and the direction of the school board with recommendations by the principal and the athletic director.

ADMITTANCE TO ACTIVITIES

Each sport activity is considered separate and apart from other activities. It is the responsibility of the coach to explain to student athletes the policy concerning activities that they may not enter free of charge.

ATHLETIC BUDGET

All federal, state, and district policies, procedures, guidelines, rules, and regulations shall be adhered to in order to ensure compliance with all financial accounting requirements. The athletics budget will be coordinated by the principal and the athletic director in conjunction with the district finance department and chief financial officer.

ATHLETIC ELIGIBILITY

In compliance with the State Department of Education requirements and the MHSAA, it shall be the policy of the school district that no student in the district shall be retained at any grade level for the purpose of extending eligibility for participation in athletics or any other school activity.

Students who are assigned to the Alternative School shall lose their eligibility while assigned to the Alternative School.

Eligibility of Athletes - Reporting by Staff

There are multiple responsibilities connected with the eligibility of athletes. It is the responsibility of the principal, athletic director, coaches, and teachers to report the ineligibility of any student athlete, regardless of where he/she attends school within the school district.

Interscholastic Athletics - K-12

The school district will not permit any student in grades K-6 to participate in any interschool competitive sports program of a varsity pattern.

HIGH SCHOOL ATHLETIC PARTICIPATION

At the discretion of the coach, students grade 7-12, are eligible to participate in high school athletics.

ATHLETIC INSURANCE

It is the policy of the department of athletics and the responsibility of the parent/guardian to make certain that all students participating in any sport, grades 7-12, are insured under the school student insurance program or covered by their family insurance. Athletic injuries must be reported to the designated personnel no later than the day following the injury.

ATHLETIC SPORTS CONSENT/PHYSICAL EXAMINATION

Due to the possibility of injury and the necessity of medical attention, no student will be allowed to engage in high school or Jr. High school sports until written permission has been received by the head coach and presented to the athletic director stating that the parent is aware that his/her child is involved in school athletics. The parent/guardian further accepts the responsibility for any injuries that might be incurred by participation or for any injury or problem stemming from such injury. Written permission includes proof of medical insurance for their child.

Each participant in grades 7-12 must have undergone a physical examination by a licensed medical doctor or have a statement from his/her family physician stating that he/she is medically cleared to participate in any given sport.

“Physical examination will be good for twelve (12) months from the date of completion. Exception: Any physical examination taken on or after April 1st in the preceding year will be accepted for the entire next MHSAA school year.”

DUAL SPORT PARTICIPATION

The School District supports the philosophy that a student should have the opportunity to participate in as many extracurricular activities as he/she can reasonably manage. There are occasions; however, when participation in one activity precludes participation in another activity. A student athlete who wishes to participate in more than one school activity in the same season (fall, winter, spring) must have prior approval of the coaches and Athletic Director. A schedule resolving all practice and competition conflicts should be established through the office of the Athletic Director and the principal. The student athlete will be asked to designate a "primary" sport/activity if necessary.

ATTENDANCE REGULATIONS

Parents and athletes are requested to make a strong commitment to regular daily attendance in school, sports practices, and contests. Participation in the athletic program should enhance and not detract from the importance of the academic program and the educational requirements. The athlete is expected to be in daily attendance in all of his/her scheduled classes on time and prepared to participate in the learning activities in a positive manner.

IF AN ATHLETE IS NOT IN DAILY ATTENDANCE FOR 63% OF THE SCHOOL DAY, HE/SHE MAY NOT PARTICIPATE IN PRACTICE OR AN EVENT THAT AFTERNOON OR EVENING.

In cases of medical, dental, family emergencies, or legal appointments, the Athletic Director has the discretion to modify this expectation. The student athlete and parent must present verification of the appointments upon arrival at school. Regular attendance and participation by each team member at practices and contests is essential to the success of the athlete and the team. Team morale is enhanced by each athlete's commitment to the program through attendance and the safety of skill progression is ensured.

It is the expectation that athletes will attend all practices and contests as defined/established by the coach. If attendance becomes an issue and impacts the team, a coach may impose discipline up to and including dismissal from the team.

GAME SUPERVISION

The athletic director, the principal, the assistant principal or the designated game or meet supervisor is responsible for supervision at interscholastic contests. The assigned person must be a certified employee of the school district. Head coaches are responsible for squad, including managers, etc., during athletic contests. Problems/complaints should be reported immediately to the athletic director.

A security plan for all student activities must in place with MHSAA. It should be clearly understood and presented to administrators, coaches, and in particular to security and working personnel.

SUPERVISION

Athletic facilities are made available only to team members and then only with a member of the coaching staff present and on duty. There will be NO unsupervised practice sessions. Any staff member who chooses to ignore this area of responsibility assumes all liability related to the lack of supervision and may face disciplinary action, including possible suspension, dismissal and termination.

RISK MANAGEMENT

Athletic administration and coaching is one of the most exhilarating and yet fearful roles in education. Sports create excitement, a sense of pride and hold greater potential for lifting school spirit and bringing notoriety to the school than any other activity. In each moment of sports activity, however, lies the possibility of injury which may produce tragic consequences to students, their families, and the community and school personnel.

There is no guaranteed “preventive medicine” for sports injuries or litigation, but there are proven methods for reducing these exposures. The most important is a proactive approach, i.e., identifying potential risks and acting to reduce the exposure, because the impact on a sports program of an avoidable injury or lawsuit is much more than financial. Effective risk management may seem demanding, but the time and energy invested pales by comparison with the imposition of litigation.

Risk management does not mean risk elimination. The law of negligence only requires one to exercise the same amount of care as would “a reasonable and prudent person”.

It is, however, a continuous process requiring daily attention.

RULES AND REGULATIONS

Each head coach is responsible for establishing rules and regulations for his/her particular sport. A copy must be on file with the principal and athletic director. Copies must be provided to the parents and players. Policy handbook rules and regulations must be adhered to.

DISCIPLINE PROCEDURES

Each coach must ensure that the individual athlete and the team are well-disciplined. Coaches and athletes must remember that they represent the school district and should exhibit good sportsmanship at all times.

- 1) If, for any reason, a coach deems it necessary to suspend an athlete from participation or from the team, he/she must notify the parent.
- 2) The parent may appeal a suspension or dismissal to the athletic director involved.
- 3) If an athlete is suspended from the team for the remainder of the season, he/she forfeits credit toward any awards or letterman status.
- 4) If an athlete is suspended from a team, he/she may not participate in any other sport until the sport from which he/she has been suspended is over.
- 5) Coaches are responsible for providing written copies of rules and regulations to parents and players prior to the beginning of a sport season.
- 6) Athletic directors should be made aware of circumstances surrounding the dismissal of an athlete from a sports team.
- 7) If an athlete is released, quits, or other unforeseen circumstances arises and must leave the team, he/she may not participate in any other sport until the sport from which he/she has quit or been released from is over, unless the two coaches along with the athletic director are in agreement with participation in the other sport.

CAPTAIN SELECTION

All team or squad captains are appointed by the coach or advisor with the approval of the Athletic Director. A captain can be selected if the player has at least two (2) seasons of experience in the specific sport. [A first year or newly transferred student is not eligible to be elected captain. The only exception is if the team is composed of only first year players, any upper class member may be selected as captain.

In this case, the coach, after discussing the situation with the Athletic Director, will have the final decision as to the captain selection.]

Role of the Athletic Team Captain: Each coach shall set up criteria and be responsible for the selection of captains. Captains will:

- 1) Be leaders on their teams and in the school community.
- 2) Foster team and athletic programs' spirit and pride.
- 3) Set an example of academic integrity in the classroom.
- 4) Follow policies and procedures as outlined in this handbook.
- 5) Exemplify honesty, leadership, compassion, and integrity.

Note: Team captains, who are suspended from school from violating school policy, may have their captaincy removed by the head coach. Guidelines for selection of team captains will be the domain of the team coach.

SQUAD SELECTION

Coaches are encouraged to keep as many students on an athletic team as possible without unbalancing the integrity of the sport. Time, space, facilities, equipment and other similar factors will place limitations on the size of the squad.

Selecting athletic squads is the sole responsibility of the coaches in a particular sport. Prior to tryouts, the coach must provide the following information to those trying out:

- 1) Extent of tryout period
- 2) Criteria in selection of team
- 3) Squad size
- 4) Required practice commitment if selected
- 5) Required game commitment

CRITERIA FOR SQUAD SELECTION BY SPORTS

- A. **FOOTBALL:** All players are invited to participate in football.
- B. **BASKETBALL, BASEBALL, SOFTBALL:** Tryouts are held once a year. Students will be graded and observed on skill levels as well as attitude, enthusiasm, and desire.
- C. **TRACK, AND POWER LIFTING:** All students are invited to try out for these sports. (If these sports are available.)

ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- 1) Athletic equipment and supplies are purchased subject to the budgetary allocations approved by the school board.
- 2) The head coach is responsible for taking an accurate inventory of equipment no later than ten (10) days following the official close of his/her sport, retaining one copy for his files and presenting one to the athletic director.
- 3) Requests for equipment and supplies should be made to the athletic director following inventory, including style and colors and catalog numbers.
- 4) All equipment and supplies must be purchased according to school board policy.

- 5) Athletic storerooms shall serve as receiving and disbursing points for all supplies and equipment.
- 6) School athletic equipment shall not be worn by athletes except during practice and game periods. Exception may be made for special recognition days.
- 7) Athletic equipment must be stored and secured by the head coach of each sport.
- 8) Equipment must be properly cared for and each athlete should be properly fitted with athletic equipment.
- 9) School owned athletic equipment will not be loaned to outside groups without the approval of the athletic director.
- 10) A lost equipment form must be completed and turned in to the athletic director.
- 11) Coaches should conduct weekly inspections of helmets and should inform athletes to be cognizant of any defect in their equipment and report it to their coach.
- 12) Any uniform lost or intentional damaged by a player must be replaced with a new uniform or the cost incurred by the player, parent, or guardian.

WEIGHT ROOM

Coaches are required to supervise weight rooms on a schedule established by the athletic director and/or head coach.

Weight room rules:

- 1) Shoes and shirts are required.
- 2) No one is allowed in the weight room without authorized supervision.
- 3) Weights are to be returned to the rack immediately following use.
- 4) Students must work under the supervision of an instructor assigned to the weight room.
- 5) Each student should work with the instructor to determine individual limits.
- 6) Roughhousing and horseplay are not tolerated in the weight room.
- 7) Gum, food or drinks are not allowed in the weight room.
- 8) Use of weight room facilities by outside groups or school personnel must be approved by the athletic director.
- 9) List of rules for weight room must be posted.

ATHLETIC INJURIES

Injuries to athletes will occur in interscholastic sports regardless of precautions taken. However, safe playing conditions, proper coaching techniques, safe equipment and proper warnings concerning possible injuries are essential. A medical evacuation plan should be in place.

Emergency Evacuation for Injured Athlete

- 1) The coach in charge of the activity is to assume the responsibility for the injured athlete. He/she must be prepared to recognize injuries and properly administer first aid and/or refer injured athletes to appropriate medical personnel.
- 2) If needed, the coach or designated personnel should call for an ambulance or qualified medical assistance.
- 3) Injured athletes should be accompanied by a coach who has been designated this responsibility.
- 4) The coach accompanying the injured athlete should notify the parents of the injury and the action taken. The coach should use discretion and not unduly alarm the parents. Under no circumstances should student managers or trainers be allowed to inform the parents of an injury.
- 5) Either a personal visit to the hospital/home, or in less severe injuries, a telephone call by the

head coach is a MUST following an injury to an athlete.

- 6) An athletic injury report must be sent to the athletic director the day following the injury.

All coaches should be trained and certified in CPR. Re-certification should be required as needed.

SAFETY PROCEDURES FOR ATHLETES

Coaches and/or sponsors must work to minimize the number and degree of seriousness of athletic injuries. Safety procedures that must be adhered to include:

- 1) Report any known unsafe facilities or equipment to the athletic director.
- 2) Provide first aid or medical care to all injured athletes.
- 3) Inform football participants of the danger of spear-tackling and head blocking.
- 4) Provide frequent water breaks and be aware of high humidity.
- 5) Cancel or postpone practice or games when conditions are unsafe due to lightning, unstable or severe inclement weather.
- 6) Mandatory attendance by coaches at clinics that provide training and annual review of CPR and athletic connected injuries.
- 7) Enforce required use of mouthpieces by all football players in practice/games.
- 8) Mandatory attendance at in-service training workshops covering emergency situations, emergency plans of action and other safety procedures.
- 9) Contact ambulance services prior to season outlining directions and entrances provide directions for the quickest route possible to reach injured athletes.
- 10) Have a coach/supervisory personnel available at all home athletic contest.
- 11) It is a MUST that students using school facilities be supervised at all times.

SAFETY TIPS

Proper selection, fitting, use and maintenance of athletic equipment are critical to the prevention of catastrophic accidents.

- 1) Daily inspection by athletes, periodic inspection by coaches, and seasonal evaluation by an expert is required, i.e., helmet re-certification
- 2) Use only qualified equipment sanctioned by the district. "Youth" equipment is not intended for high school use.
- 3) Do not modify from manufacturer's specifications.
- 4) Be cognizant of intended use and limits of protective capability established by manufacturer, and use only according to those intentions and within those limitations.
- 5) Keep equipment in top repair.
- 6) Maintain an adequate inventory of spare parts and extra units for immediate repair or replacement of damaged item
- 7) Suspend use of equipment, and if necessary the activity until damaged items are repaired or replaced.
- 8) Dispose of un-repairable or obsolete equipment from all sports pursuant to district policy.
- 9) Follow guides listed below for the fitting of protective headgear. Specific manufacturer's instructions must also be obtained.
- 10) Be aware of and correct any area or situation that might pose a safety threat to students or athletes.

REGULATIONS FOR HEAT PROCEDURES for WJSD Stringer Attendance Center and Bay Springs High School

The West Jasper School District will follow all policies and procedures governing regulations for heat procedures as adopted by the Mississippi High School Athletic Association. This was revised/approved 7-25-2023.

HOT WEATHER HINTS

(A Comment by the Committee on the Medical Aspect of Sport of the American Medical Association and the National Federation.)

Early fall football practice frequently is conducted in very warm and highly humid weather in many parts of the United States. Under such conditions special precautions should be observed. Otherwise, the athlete is subject to:

- 1) **Heat Cramps** - depletion of electrolytes
- 2) **Heat Fatigue** - depletion of salt and water due to sweating
- 3) **Heat Exhaustion** - excessive depletion of salt and water
- 4) **Heat Stroke** - overheating from breakdown of the sweating mechanism

Each of these symptoms is a separate clinical entity. But the development of heat stroke is progressive

and definite symptoms and signs will be manifested before it occurs. If these early warning signs are ignored, the failure of the body to dispose of excess internal heat could progress from heat fatigue to heat exhaustion to heat stroke.

Heat cramps are only temporarily disabling, but the moment of occurrence may be significant.

Heat fatigue dulls the athlete's skillful alertness and makes him more vulnerable to injury. The two heat illnesses can result in serious physical harm and even death; both are preventable.

Heat exhaustion and heat stroke are preventable only by careful control of various factors in the conditioning program of the athlete. Basic of course, is an adequate health history examination prior to participation in practice. With the start of fall practice, it is essential to provide for gradual acclimation to hot weather activity. Equally important is the need to adjust salt and water intake to weather conditions. As the athlete becomes accustomed to hot weather activity, he perspires more freely (thus dissipating body heat) and excretes less salt (thus conserving sodium and potassium). With a graduated training regiment, such acclimation can be expected to take place over a period of about one-week.

The old idea that water should be withheld from athletes during workouts has no scientific foundation. In fact, such restriction, by depleting water in the body, can lead to heat fatigue and heat illness. During exercise in the heat, it is essential to replace - at least hourly - the water lost by perspiration.

Salt also needs to be replaced daily, particularly during the acclimation period. Salting of the athlete's food within the bounds of taste will accomplish this purpose.

Even after acclimation, it is advisable to alternate periods of strenuous exercise with periods of rest during hot weather. Also, it is important for the coach to observe his athletes carefully for signs of lethargy, inattention, stupor, awkwardness or unusual fatigue. Symptoms of water and salt depletion may include sluggishness, headache, nausea, hallucination, and/or weak and rapid pulse. If heat illness is suspected, prompt medical attention to these recommended emergency procedures may have vital importance.

HEAT STROKE: Collapse - with dry warm skin and rapid weak pulse - indicates sweating mechanism failure and rising body temperature. **THIS IS AN EMERGENCY.**

Delay could be FATAL. Immediately cool athlete by the most expedient means (spraying or sponging with cool water is good method). OBTAIN MEDICAL CARE AT ONCE.

HEAT EXHAUSTION: Weakness - with profuse sweating and rapid pulse - indicates state of shock due to depletion of salt and water. Place person flat on his back in the shade with head on the ground, level or lower than body. Give sips of diluted salt water or sports type drink if conscious. **OBTAIN MEDICAL CARE AT ONCE.**

The following suggestions are offered to help coaches prevent heat exhaustion and heat stroke during hot weather athletic activity:

- 1) Require a careful medical history and checkup prior to the beginning of practice.
- 2) Schedule workouts during cooler morning and early evening hours in hot weather.
- 3) Acclimate athletes to hot weather activity by carefully graduating practice schedules.
- 4) Provide rest period of 15 to 30 minutes during workouts of an hour or more in hot weather.
- 5) Supply clothing that is white to reflect heat, comfortable to permit heat escape, and permeable to moisture to allow heat loss via sweat evaporation.
- 6) Furnish sports type drink and water in recommended amounts during hot weather.

- 7) Watch athletes carefully for signs of trouble, particularly athletes who lose much weight, heavy athletes (e.g. interior linemen) and the determined athlete who may not report discomfort.
- 8) **Remember that temperature and humidity are the crucial factors.** Obtaining relative humidity readings from the weather bureau is an advantage in this regard.
- 9) **Heat exhaustion and heat stroke can occur in the shade.**

Alert the hospital emergency room medical and nursing staff of possibility of heat illness among athletes before an emergency occurs so that they are prepared to care for a stricken athlete.

Know what to do in case of such an emergency. Be familiar with immediate first aid practices and prearrange procedure for obtaining immediate medical care, including ambulance service.

Outlaw the hazardous warm weather use of rubberized apparel or other dehydration device by players.

Some teams encounter hot weather during the season either through intersectional travel or following an unseasonably cool period. By this time, the athletes should be physically fit; nevertheless, they will not be environmentally fit. Coaches who face this situation are advised to schedule practices preceding the game at the warmest time of the day, to diligently subscribe to the other recommendation above, and to use substitutes during the game more frequently than normal. The result will benefit the team's performance as well as the health of the athletes.

THE UNCONSCIOUS ATHLETE

(A comment by the National Federation of State High School Associations and the Committee on the Medical Aspects of Sports of the American Medical Association)

The common definition of "first aid" is: The immediate emergency care of injury or illness until medical attention can be obtained. This is especially significant with regard to the player rendered unconscious during an athletic contest or practice.

Medical attention should be quickly available. This requires that plans be developed so that a physician can be reached quickly by phone. The unconscious player can pose a serious problem and the physician, the coach and the athletic trainer must realize the importance of prompt and proper care. **KEEP EMERGENCY CARDS READILY AVAILABLE AT ALL PRACTICES AND GAMES.**

There are a number of conditions that may cause unconsciousness. Some of these conditions and recommendations for care are listed below:

HEAT STROKE - Collapse - with dry warm skin - indicates sweating mechanism failure and rising body temperature. **THIS IS AN EMERGENCY. DELAY COULD BE FATAL** - Immediately cool athlete by the most expedient means (immersion in cool water is best method). Obtain medical care at once. Player should not return to participation without consent of physician.

HEAT EXHAUSTION - Weakness - with profuse sweating - indicates state of shock due to depletion of salt and water. Place in shade with head level or lower than body. Give sips of diluted salt water or sports type drink. Obtain medical care at once. Player should not return to participation without consent of a physician.

IMPACT BLOW TO SOLAR PLEXUS - Rest athlete on back and moisten face with cool water. Loosen clothing around waist and chest. Do nothing else except obtain medical care if needed. Player may

return to participation if further medical care is not indicated.

IMPACT BLOW TO HEAD - Head injury in sports are usually subtle in nature. That is, the player may be briefly dazed or slow to get up. He/she may be groggy or dizzy for only a few moments. Such a player should be benched for at least a half-hour, preferably the day, and not returned to play until alert, fully in command mentally and free of headache or mental confusion.

Any suspicion of intra-cranial bleeding must be followed by immediate medical attention. Beyond the complaints of the athlete such as headache or dizziness, the following simple observations can be conducted to determine if there is an expanding intra-cranial lesion:

- 1) State of consciousness - How impaired are movements?
- 2) Pupils - Inequality of size.
- 3) Heart - Unusual slowing
- 4) Eye movements - Nystagmus (dancing eyes)
- 5) Outstretched arms - Drift unilaterally
- 6) Finger to nose test (eyes closed) – Asymmetry
- 7) Heel to knee test (eyes closed) – Asymmetry
- 8) Romberg test (standing with eyes closed) – Falling
- 9) Tandem walk (heel to toe walking a straight line) - Inability to perform

The three cardinal points to be stressed for successful emergency treatment are:

- 1) **COMMUNICATION:** A cell phone close to the sports arena for HELP calls.
- 2) **TRANSPORTATION:** A vehicle must be readily available at the site to move the patient to the hospital when warranted.
- 3) **NOTIFICATION:** The hospital must be informed of the patient's status so that medical and nursing care in the proper facilities will be available on arrival.

References:

- 1) First Aid Chart for Athletic Injuries, American Medical Association Committee on the Medical Aspects of Sports. Schneider, R.C.,M.D., and Kriss, F.G.,M.D. , Decisions Concerning Cerebral Concussion in Football Players, *Medicine and Science in Sports*, Vol. No. 2, June 1969. Vanden Noort, G., M.D., Recognition and Early Management of Head and Neck Injuries in Football, *AMA*, November 28, 1965

TRAVEL

Transportation

- A. All travel arrangements will be made by the transportation director after consulting with the coach involved.
- B. A travel list must be on file in the office of the principal by noon at least one day prior to departure.
- C. Athletes will travel on school sanctioned vehicles to out of town events.
- D. The coach must provide protection and supervision of students in the event of an accident or breakdown.
- E. Only assigned school personnel may travel via school transportation. Other persons may travel with team with approval of superintendent.
- F. All coaches are required to attend the school bus training school which includes driving, testing, and drug screening.
- G. Under no circumstances will students be allowed to drive a car or an activities bus on athletic trips.
- H. Coaches are responsible for the conduct of athletes from the time they leave until the time they

return.

****Re: Policy modification EEAG** (Consent Form located at the back of booklet with other consent forms - label accordingly)

Students traveling to school functions (football, baseball, basketball, softball games or band/cheer competition etc.) must ride a school bus or with their parent (if they have prior approval of the head coach/sponsor). They cannot carpool, drive their own vehicle, or ride with a district employee (in official capacity unless Board approved). When leaving the school function, the student must ride the bus back to the school or be released to their parent (by the coach/sponsor). The only exception to this policy is if the parent signs waiver form EEAG1 and returns to their coach/sponsor prior to the trip (this option is at the discretion of the coach/sponsor). In order for students to ride with a district employee (in official capacity), the employee must provide a copy of their driver's license and proof of insurance to the Board for approval.

Supervision of athletes

- A. When athletes are transported to or from athletic contests, a coach must accompany the squad.
- B. Obscene language and roughhouse tactics will not be tolerated.
- C. The discipline and good behavior of the squad is the responsibility of the coach.
- D. The coach in charge is responsible for returning buses in clean condition following trips.
- E. All other policies included in the policy manual or student handbook must be followed.
- F. Upon return from an athletics trip, coaches must not leave until all athletes have been picked up i.e., athletes may not be left alone at the school or gym.

Reservations: Meals

- A. Meal reservations or meal allowance must be made by the coach after consulting with the athletic director.
- B. Time and distance are factors to be considered in scheduling meals.
- C. Meal arrangements will include only members of the traveling squad, coaches, police escorts and bus drivers.
- D. All other policies included in the policy manual or student handbook must be followed.

Removal of students from classes

The removal of a student from class for participation in an athletic event creates a hardship on both the teacher and the student and will be held to a minimum in all sports.

School sponsored trips

All students who go on school sponsored trips are to return with their respective sponsors and group unless given permission to return with their parent/legal guardian. The parent/guardian must personally present written permission prior to trip departure to the head coach for their child to be released to them. Special travel arrangements to and from school sponsored activities must be cleared with the principal prior to the activity.

MISCELLANEOUS POLICIES

Undue influence for participation:

- A. Student athletes shall be allowed to participate in as many sport seasons as the athlete and his/her parent's desire without influence from any coach to specialize in one sport.
- B. All coaches should encourage participation in other sports.
- C. Athletes may choose the sport in which they wish to participate; however, once the season has begun, no one may change sports except in the following situations.
 - 1) Athletes cut from one sport for non-disciplinary reasons may try out for another sport.
 - 2) An athlete who is dropped from one sport for disciplinary reasons may not participate in another sport until the original sport's season is completed.
 - 3) An athlete who "quits" one sport after schedule commences shall not be eligible to participate in another sport until the original sport's season has been completed in its

entirety or there is an agreement between the coaches.

NOTE: Requests to add a sport must go through the office of the athletic director.

Postponing contests: If a game is postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- A. Coaches confer with the athletic director.
- B. Factors to be considered include:
 - 1) Weather conditions
 - 2) Playing conditions of the field
 - 3) Safe travel for team, opponents and officials
 - 4) Safety of spectators
 - 5) Damage to equipment
 - 6) Unforeseen circumstances (sickness, discipline, injuries, etc)

After considering these factors, it will then be left to the discretion of the athletic director and the head coach to play or postpone a game. The head coach will reschedule the contest.

- C. Contact must be made with the following when a decision to cancel a contest is made:
(athletic director/coach will notify)
 - 1) School principals
 - 2) Coaches
 - 3) Officials
 - 4) Security and game workers
 - 5) Team
 - 6) News media
- D. The head coach for each sport is responsible for identifying lettermen for their sport; the coach will give list of lettermen to the Athletic Director.
- E. The Stringer Athletic Booster Club and Bay Springs Class/Club Account will pay for the athlete's jacket (**provided sufficient funds have been raised**). The individual athlete will be responsible paying for the letter and any other additions to the base jacket.
- F.

West Jasper School District Cheerleader Constitution

I. CHEERLEADER PURPOSE AND PHILOSOPHY

- A. To promote and uphold school spirit
- B. To develop a sense of good sportsmanship
- C. To promote unification of the crowd's involvement during athletic events
- D. To strive to build better relationships between schools
- E. To strive to uphold the highest personal standards, as well as cheerleading standards

II. TRY-OUTS

- A. Cheerleaders will be determined based on a score break rather than a certain score. The score break will be determined by the sponsors and judges.
- B. Try-outs will be video-taped. Parents are not allowed to watch the video or look at the score sheet unless their daughter does not make the squad. Parents will only be allowed to watch their child if there is a question about the decision.
- C. Experienced judges will be hired from outside of the West Jasper School District.

- D. Candidates who have been on the squad during 9th, 10th, and 11th grade years do not have to try out their senior year. They are automatically a member of the squad if they meet this qualification.
- E. Eligibility
 - 1) Grade average – see student handbook
 - 2) Not have been suspended (out-of-school) more than one day
- F. Medical/physical required prior to try-outs
- G. Copy of birth certificate on file with sponsor
- H. Copy of insurance card on file with sponsor
- I. Completed paperwork on file with sponsor (all forms **must** be signed)

III. CAPTAIN SELECTION/MASCOT MEMBERSHIP

- A. High school captain and co-captain will be voted on by the squad. The captain and co-captain must be a senior **or** junior who has cheered at least 2 years. If the captain or co-captain does not fulfill their duties, the **sponsor has the right to appoint a new captain or co-captain.**
- B. No captain will be selected for Jr. High.
- C. Mascots, if applicable, will follow ALL rules, as well as the demerit system of the cheerleaders.

IV. PRACTICES

- A. Sponsor will set practice sessions (if possible, practice for other SCHOOL related events will be taken into consideration)
- B. ALL PRACTICES ARE MANDATORY!!!
- C. Absences are sometimes unavoidable. All absences must be approved by the sponsor in advance, unless caused by an emergency, sickness or death. IF YOU MISS DUE TO SICKNESS YOU MUST PROVIDE A DR. EXCUSE.
- D. For safety reasons, cheerleaders missing practice may not be allowed to participate in performances of material learned and/or perfected during that practice session. This includes pep rallies.
- E. If any cheerleader misses practice the day before a pep rally, she will not be allowed to be in the pep rally.
- F. Practices are closed – no friends or parents allowed unless invited by the sponsor.

V. SUMMER CAMP

- A. Parents are responsible for camp expenses
- B. Camp is tentatively scheduled for the end of May or first of June at USM. (approximately)
- C. **ATTENDANCE IS MANDATORY!!!**
- D. Parents are only allowed at camp during our evaluation and competition times.
- E. Parents are not allowed in the dorms FOR **ANY REASON** except for helping the girls load and unload on the first and last day.

VI. UNIFORMS AND APPEARANCE

- A. Uniforms and camp clothes will be chosen by the sponsor and principal with input from the squad (they do not always consider the cost of items, size of squad members, etc.)
- B. Appearance
 - 1) Uniforms – neat and clean; uniform consists of top, skirt, briefs, socks, shoes, and ribbons (in colder weather – wind suits and bodyliners)
 - 2) Hair – off the face and shoulders; pony tail, front pulled back, or braid
 - 3) No heavy make up
 - 4) NO JEWELRY!
 - 5) Nails – clear polish only; nails must be cut short for safety reasons
 - 6) No glitter lotion, spray etc. unless approved by the sponsor
 - 7) NO alterations will be made to uniforms unless approved by the sponsor

VII. EXPECTATIONS AND RULES

- A. Demerits will be given for misconduct and breaking the rules. **SEE DEMERIT SYSTEM FOR DETAILS.** 15 demerits will result on dismissal from the squad.
- B. Squad cohesiveness – squad members should not argue among one another at any time, especially at games or pep rallies.
- C. Cheerleaders must cooperate in making signs and run throughs
- D. Breaking formation to visit with friends is unacceptable
- E. Transportation is the responsibility of the parent! If a cheerleader rides with another parent, the sponsor must have a note of approval.

VIII. EXPENSES

- A. There are expenses for cheerleading which includes cost for camp fee, camp clothes, uniform, poms, shoes, pom bag, and wind suit. Prices tend to fluctuate. The estimated cost of being a cheerleader is approximately \$1500- \$2000. A deposit is due at date set by sponsor. Deposit must be paid before the time of the fittings.
- B. All money must be paid in full at a date to be determined by the sponsor. LATE payments will result in dismissal from the squad.

DEMERIT SYSTEM & RULES

- A. The following may result in immediate dismissal from the squad.
- 1) Smoking or drinking at school or school event
 - 2) Use of illegal substances
 - 3) Inappropriate behavior in public places while in uniform
- B. A total of 15 demerits will automatically result in dismissal from the squad.
- C. Suspension from school can lead to termination from the squad. (The principal and sponsor will determine the punishment using the student handbook and the demerit system.)

5 DEMERITS:

- 1) Unexcused absence from game
- 2) Blatant disrespect to cheer sponsor/coach

3 DEMERITS:

- 1) Unexcused absence from practice (absence due to ISS is unexcused)
- 2) Leaving game early
- 3) Failure to attend pre-game meals
- 4) Failure to complete assigned tasks (signs & run throughs)
- 5) Failure to remain on field until the end of the game
- 6) Late to a game or pep rally
- 7) Failure to follow dress code
- 8) Arguing with other cheerleaders at game/performance
- 9) Using cell phone at practice

1 DEMERIT:

- 1) Bringing guests to practice (unless approved)
- 2) Unexcused tardies
- 3) Leaving practice early
- 4) Arguing with other cheerleaders at practice
 - If the captain or co-captain receives 8 demerits, the sponsor will appoint a new captain or co-captain.
 - If a cheerleader does not know the material before a performance, she will not participate.
 - If a cheerleader misses practice the day before a pep rally or performance, she will not perform.

ALCOHOL/DRUG ABUSE POLICY

Alcohol and drug abuse policy will be according to school policy handbook. Random drug testing is

subject to being administered.

HAZING/HARASSMENT POLICY

The MHSAA and the West Jasper School District are committed to encouraging and promoting good sportsmanship/citizenship in all levels of activities and interscholastic competition. We feel a responsibility in promoting a positive atmosphere during every event within the activities association. Some groups and organizations have taken it upon themselves to “initiate” newcomers and sometimes these celebrations can become abusive. Each individual plays an important role in making every event as safe as possible. Hazing can be defined as any act or ceremony, which can create the risk of harm to a student as a form of initiation into a particular club or activity. Hazing includes but is not limited to activities which involve the risk of physical harm, whipping, branding, ingesting vile substances, sleep deprivation, over-exposure to heat or cold, restraint, nudity, or kidnapping, i.e. Hazing or harassment by any name is wrong. Anyone who witnesses or hears about a form of harassment should report it. Allegations of harassment may be the result of words, physical contact, email, or other unwelcome verbal or non-verbal communication. It is the responsibility of school administration including the athletic staff, sponsors, and teachers to report any form of hazing/harassment and to deal with the problem on the local level. The state association office should only be contacted if an incident takes place during an MHSAA activity. Taking control in schools by establishing an anti-hazing policy that is explained and enforced is recommended. Students need a way to safely report incidents of hazing to the school guidance counselor and/or other administrative personnel.

The West Jasper School District strictly prohibits hazing of any kind. Discipline enforcement for incidents of hazing is addressed in the West Jasper Student Handbook. West Jasper Administrators are given authority and discretion in implementing discipline in cases of hazing. It should be noted that some forms of hazing may also be reported as assault, bullying, harassment, intimidation, etc. as determined by the administration at the local school.

CONCUSSION MANAGEMENT AND RETURN TO PLAY POLICY

The West Jasper School District Board of Trustees adopts this concussion management and return to play policy that includes the following guidelines:

- 1) Parents or guardians shall receive and sign a copy of the concussion policy before the start of the regular school athletic event season.
- 2) An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting shall be removed immediately from the practice or game. The athlete shall not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he or she is normal.
- 3) The athlete shall be evaluated by a health care provider working within the provider’s scope of practice.
- 4) If an athlete has sustained a concussion, the athlete shall be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- 5) The athlete who has been diagnosed with a concussion shall be returned to play only after full recovery and clearance by a health care provider.
- 6) Return to play after a concussion should be gradual and follow a progressive return to competition.
- 7) An athlete shall not return to a competitive game before demonstrating that he or she has no symptoms in a full supervised practice.
- 8) Athletes shall not continue to practice or return to play while still having symptoms of a concussion.

9)

The superintendent/designee shall develop procedures to support this policy and the all staff shall implement.

Concussion Policy Definitions:

- 1) "Health care provider" means a licensed physician or a licensed nurse practitioner, licensed physician assistant or licensed health care professional working within the person's scope of practice and under the direct supervision or written consultation of a physician. All health care providers referred to in this act also must be trained in the evaluation and management of concussions.

- 2) "School athletic events" means activities sanctioned by the Mississippi High School Activities Association (MHSAA) or the Mississippi Association of Independent Schools (MAIS), and school sponsored activities in grades seven through 12 (7-12) of schools that are not members of the MHSAA or the MAIS which activities are organized and conducted in a manner substantially similar to activities that are sanctioned by the MHSAA or the MAIS.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

Drug Screening Policy for West Jasper School District- Policy JCDAB

Student athletes and parent(s)/legal guardian(s) will be made aware of the drug testing process and the steps/consequences if and when a student athlete tests positive. Every precaution will be taken to assure and maintain accuracy and confidentiality of the test results, including the maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample throughout

the collection and testing process.

Purpose:

The purpose of the Athletic Drug Screening Program is to aid and assist student athletics. It is not intended to unduly interfere with the student's private life or to bring hardship, but rather to protect the student athlete's well-being and that of others who are associated with athletics in the West Jasper School District. Specific goals of the program are as follows:

- 1) To reassure athletes, parents and community that the health and academic progress of each of its athletes is the primary goal of the West Jasper School District.
- 2) To develop a drug free athletic program and produce athletes who can serve as role models to influence peers to lead healthy and responsible lives.
- 3) To prevent drug use/abuse by student athletes of the West Jasper School District.
- 4) To identify any student athlete who may be using/abusing drugs and to determine the identity of the drugs.
- 5) To educate any student athlete who may be using /abusing drugs as to the possible physical and mental effects drug use may have and its possible adverse effects on the team and its members.
- 6) To provide opportunities for treatment and counseling rehabilitation for any student athlete who is determined to be using/abusing drugs.
- 7) To provide reasonable safeguards to help insure that every student in the West Jasper School District is physically competent to participate in interscholastic sports.
- 8) To remove the stigma of drug use/abuse from those student athletes who do not use/abuse drugs.

WEST JASPER SCHOOL DISTRICT ATHLETIC DRUG SCREENING PROGRAM

The West Jasper School District administrators and coaching staff, along with the West Jasper Board of Education, strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems) can:

- 1) Be detrimental to the physical and mental health of student athletes.
- 2) Seriously interfere with the performance of the individuals as students and as athletes.
- 3) Be extremely dangerous to the student athlete's teammates, particularly with regards to participation in athletic competition or practice, and
- 4) Create an unfair and damaging stigma for those student athletes who do not use and abuse drugs.

The drug screening program of the West Jasper School District has a two-fold purpose: to promote the well-being of each student athlete participating in interscholastic sports in the West Jasper School District and to assure that athletic programs are operated in the best interest of all who participate.

This year all student athletes participating in varsity sports may, at the discretion of the school district, be involved in the drug screening program. For the purpose of this program, student athlete refers to any student participating in any sport or extra-curricular activity that is governed by MHSAA. NOTE: Band members, ROTC, and other groups may be excluded at the discretion of the Superintendent.

The athletic drug-screening program shall be implemented in accordance with the established board policy by the administration with the advice and assistance of representatives from the MEA Drug Testing Consortium. The contracting biomedical laboratory shall be approved by the West Jasper Board of Education and conduct drug testing according to nationally accepted standards and procedures. The testing shall be done only after written consent from the student athlete and the parent/legal guardian.

If any student athlete and/or parent/legal guardian refuses to sign the Drug Testing Information Release Form for the student athlete to take the test, the student athlete will immediately be suspended from

participation in athletics.

Procedures for Testing- Quality control and confidentiality is assured as follows:

- 1) Lab technicians shall be responsible for the collection and labeling of urine samples.
- 2) A minimum of two (2) school officials shall be present with the technician(s) when urine samples are being collected.
- 3) The student athlete's signature listed adjacent to the student athlete's identification number shall indicate that the number is correct and matches the number affixed to the specimen bottle.
- 4) Specimen bottles and packaging provided by the contracting agency shall be utilized to properly obtain and transport samples.
- 5) Urine samples shall be analyzed for the substances specific in the West Jasper School District Athletic Drug Screening Program Policy by the contracted agency selected to perform the laboratory work.
- 6) The Superintendent and school officials shall assure that the school board policy is implemented on a fair and consistent basis for all student athletes in the West Jasper School District.
- 7) Required drug counseling shall be provided by Weems Mental Health at the student's expense.

Any attempt by a student to manipulate or alter the drug test or the testing procedures shall be considered a positive test.

Any student that attempts to assist or does assist another student in manipulating or altering a drug test or testing procedures shall be considered a positive test for all parties involved.

THE DRUG SCREENING PROGRAM: Student athletes will be subject to drug screening to test for the following substances, the use of which is expressly prohibited: Amphetamine; Methamphetamine; Barbiturates; Benzodiazepines; Cocaine; Marijuana; MDMA: Ecstasy; Opiates: Codeine, Morphine, Heroin; PCP; Propoxyphene; Methadone

Also, student athletes may be subject to drug screening to test for anabolic steroids and any other substance the District feels may be detrimental.

Drug Screening – The drug screening shall consist of the collection of urine sample from the student athlete by technicians from the contracting biomedical laboratory under the supervision of West Jasper School Officials. Each specimen shall be analyzed for the presence of drugs identified previously in this document, by the contracting agency, which has been approved by the West Jasper Board of Education.

If the student athlete fails to provide a urine sample at the time of testing, it will be the responsibility of the student athlete, at his/her expense to go to an approved testing laboratory by 4:00 P.M. on the day of testing. Failure to do this will be considered a positive test result. An administrator and/or athletic director of the West Jasper School District shall be present for the retesting procedure.

The outside agency shall report all results to the Superintendent or his designee. A local physician will be consulted, if necessary, for advice and clarification of the test results. For purposes of this program, a positive result shall mean a test result which indicates the presence of one or more of the listed drugs in the student athlete's urine sample. The student athlete and his/her parent/legal guardian shall be notified by the West Jasper School District when a student athlete tests positive.

Possible random testing will be performed throughout the academic year. Also included in the testing will be any and all athletes who have tested positive at an earlier date during his/her high school career.

EFFECT OF POSITIVE RESULTS

A. First Positive:

1. The Superintendent or his designee will be advised of the results
2. The athlete's parent(s) or legal guardian(s) will be advised of the results.
3. The student athlete will be required to attend four (4) one –hour counseling sessions at the parent or legal guardian's expense. Weems Mental Health shall notify WJSD in writing when the 4 hours of counseling have been completed. After WJSD receives written notification from Weems, WJSD, at their discretion, will allow the student to be retested. Under no circumstances will this be any earlier than two (2) weeks after the original test date. The parent or legal guardian will be responsible for transporting the student to MEA in Laurel for retesting and for all retesting expenses. An administrator and/or athletic director of the West Jasper School District shall be present for the retesting procedure.
4. The student athlete will be ineligible for participation in any practice or interscholastic competition until he/she completes all counseling and a negative test result has been provided to WJSD. If the student is retested and the results are positive, he/she will have a thirty (30) day suspension from all sporting activities including games and practices. This suspension will begin the day WJSD is notified of the most recent positive result. The student must provide a negative test result at the end of their thirty (30) day suspension to become eligible for participation. The parent or legal guardian will be responsible for retesting expenses and transportation to MEA in Laurel. An administrator and/or athletic director of the West Jasper School District shall be present for the retesting procedure.
5. If the student athlete fails to complete counseling, he/she will be ineligible to participate in athletics or interscholastic competition for the remainder of their high school career until he/she completes the required counseling and provides a negative test result to WJSD.
6. It should be noted that the aforementioned re-testing procedure mentioned in section A part 3 is to be considered as included in the First Positive and would not count as a second positive regardless of the retesting results.

B. Second Positive:

A student who has had one positive test but tested positive after counseling exclusive of the retesting procedure mentioned in Part A above will immediately be suspended from participating in practice and interscholastic competition for one calendar year. This action will be taken after a conference with the student athlete with the parent or guardian present.

C. Third Positive:

After the third positive, the student athlete is suspended from all sports for the remainder of his or her athletic eligibility.

If the student athlete is suspended, he/she has the right to appeal the decision to the West Jasper Board of Education for a final determination. The student athlete shall have the right to have council present at the student athlete's own expense, and the right to question witnesses.

CONSENT FORM TO TESTING OF URINE SAMPLES AND AUTHORIZATION FOR RELEASE OF INFORMATION

SPORT(S) PLAYED

PRINT NAME

TO: West Jasper Board of Education, Athletic Coordinator, Coaches, and Administrative personnel

I hereby acknowledge that I have received a copy of the West Jasper School District Athletic Drug Screening

Program. I further acknowledge that I have read said program, that it has been outlined to me, and that I fully understand the provisions of the program and agree to comply with the rules and regulations, of the West Jasper School District in this program.

I hereby consent to have a sample of my urine collected and tested for the presence of certain drugs and substances in accordance with the provisions of the West Jasper School District Athletic Drug Screening Program and at other such times as urinalysis is required under the program.

I further authorize you to make confidential release to the school principal, district superintendent or his designee, athletic coordinator, my parent(s) or legal guardian(s), the head coach of any interscholastic sport in which I am a team member, and the drug counseling program, all the information and record, including test results you may have relating to the screening or testing of my urine samples in accordance with the provision of the West Jasper School District Athletic Drug Screening Program which is applicable to the interscholastic athletes of the West Jasper School District. To the extent set forth in this document, I waive any privilege I have in connection with such information.

I understand that any urine samples will be sent to a laboratory designated by the West Jasper School District for actual testing.

The West Jasper Board of Education and its officers, administrators, employees and agents are hereby released from responsibility for the release of such information and records as authorized by this form.

Have you taken any prescription medications within the last thirty (30) days?

YES _____ NO _____

If so, please list any and all medications below:

NAME OF MEDICATION PHYSICIAN PRESCRIBING OVER THE COUNTER DRUGS

I certify that all information contained on this form is true and correct.

Print Student Name

Student Signature

Date

We the parent(s) or legal guardian(s) of the above athlete, join in the above statement for the minor.

Print Name of Parent(s)
or Legal Guardian(s)

Signature of Parent(s)
or Legal Guardian(s)

Date

WEST JASPER SCHOOL DISTRICT FORM EEAG1

I _____ parent/guardian of _____ understand that the West Jasper School District will provide transportation to and from all school related events. I decline this transportation and accept full responsibility for my decision not to accept this mode of transportation. I agree that I will hold the West Jasper School harmless of any and all claims in relation to this trip.

Date of trip: _____

Trip Destination: _____

Parent/ Guardian Signature: _____

Date: _____

**WEST JASPER SCHOOL DISTRICT
Athletic Participation Clearance and Consent**

I hereby give consent for my child, _____ to participate in any and all required activities pertaining to the school district's athletic program in all sports during the _____ school year. The sports in which he/she may participate are circled below:

BASEBALL
Volleyball

BASKETBALL
FP SOFTBALL

FOOTBALL
CHEERLEADING

TRACK

I hereby acknowledge that health and accident insurance is required for participation in all organized athletic activities and further certifies that my child is covered under the health and accident insurance program listed below.

_____ School Day Insurance Policy Number _____
_____ Other Policy Number _____
Name of Company: _____ Agent: _____

WEST JASPER SCHOOL DISTRICT DOES NOT PROVIDE HEALTH OR ACCIDENT INSURANCE FOR PARTICIPANTS IN ATHLETIC PROGRAMS.

In addition, I assume any expenses for liability no covered by the above required insurance policy for injury received by the above name student while participating in sports authorized above. I accept full responsibility for medical and hospital expenses and any other related expenses and do hereby hold harmless the school district and/or the Board of Education, their agents or assigns, or responsibility for any such injury or expenses and waive any and all claims which may arise against them. I realize that participation in organized athletics involves the potential for injury which is inherent in all sports, sometimes severe enough to result in total disability, paralysis or death.

I further understand that each student who participates in the secondary athletic program must be medically screened by a licensed physician. The school district will provide a medical screening; however, I understand that this screening is not a complete physical examination. The screening is general in nature and limited in its scope and does not indicate or assure me that my child is completely free from impairments which may be affected by athletic participation.

EMERGENCY MEDICAL AUTHORIZATION

This form must be available to the coach at all team practices and contests for each team member in order to ensure medical treatment by physicians or hospital in the event of serious injury. Please print.

Name of Athlete: _____ Date of Birth: _____
Grade: _____ Sex: _____ Parent/Guardian: _____
Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Authorized contact person other than parent: _____ Phone: _____
Allergic to: _____
Physician: _____ Preferred Hospital: _____

I hereby consent for medical treatment deemed necessary by licensed physicians designated by school authorities and/or for transportation to a hospital emergency room for treatment for any illness or injury resulting from his/her participation in athletics. I understand this authorization will only be enforced if I/we cannot be contacted. My signature below attest that I have read, understand, and concur with all of the above contained in the Athletic Program Handbook and agree to the terms thereof.

Signature of Parent: _____ Date _____
Signature of Athlete _____ Date _____

Head Coach Job Description

Qualifications:

- 1) Valid Mississippi teaching certificate
- 2) Understanding knowledge of the rules and disciplines of the specific sport
- 3) Possesses ability to effectively communicate with parents, public, co-workers and Administrators
- 4) Such other qualifications as may be set by administration or the school board

Reports To: Principal of School and Athletic Director

Job Goal: To provide each participant an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of good sportsmanship and fair play.

Supervises: Assistant coaches and students participating in his or her specific sport

Responsibilities: Duties include but are not limited to the following:

General:

- 1) Adheres to all MHSAA rules and regulations.
- 2) Attends MHSAA district meetings on a regular basis.
- 3) Possesses current membership in the Mississippi Association of Coaches.
- 4) Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinics, workshops, and reading in his or her field.
- 5) Follows carefully the procedures for initiating purchase orders and stays within his or her sport budget.
- 6) Provides leadership for all assistant coaches.
- 7) Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- 8) Delegates specific duties, supervises, implementation, analyses staff effectiveness, and evaluates assistants.
- 9) Refrains from use of profanity.
- 10) Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- 11) Exhibits responsible conduct both in and out of the competitive arena.
- 12) Establishes team rules and regulations for his or her sport and oversees penalties for breach of such standards by individual student/athletes.
- 13) Enforces discipline and sportsmanlike behavior at all times.
- 14) Monitors the academic progress and school behavior of all student/athletes.
- 15) Assumes responsibility for keeping dressing rooms, weight rooms, and areas around athletic facilities' clean and litter free.
- 16) Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports.
- 17) Plans and administers staff training and responsibilities, seasonal plans, and scouting duties when applicable.
- 18) Works closely with the junior high coaches in his or her sport to coordinate programs and ensure uniformity in grades 7-12.
- 19) Instructs his or her student/athletes of the inherent dangers involved in his or her sport.
- 20) Accepts willingly additional duties as established by the administration.
- 21) Establishes and maintains favorable press relations by providing the news media with schedules, individual and team performances, statistics, etc.
- 22) Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- 23) Sees that all building and facility lights are turned off and that all doors, windows, and gates are secured before leaving.

Pre-Season

- A. Works closely with the director of athletics in scheduling athletic contests.
- B. **Completion of all requirements on DragonFly must be completed prior to first practice.**

During the Season

- A. Plans, organizes, and oversees effective practice sessions on a regular basis with the idea of developing the student/athlete's greatest potential.
- B. Emphasizes safety precautions and is aware of the best training and injury procedures.
- C. Attends all practice sessions and contests.
- D. Conducts himself or herself and his or her teams in an ethical manner during practice and contests.
- E. Assumes responsibility for constant care of equipment and facilities being used.
- F. Assumes responsibility for driving and/or assigning assistant coaches to drive the team bus to athletic contests.

End of the Season

- A. Devises a system for the return of all issued equipment and holds the athlete responsible for all equipment not returned.
- B. Provides the director of athletics with an inventory within three weeks of the close of the season.

Off Season

- A. Plans and organizes an off-season conditioning program.

Salary: Ten, Eleven, or twelve month year. Salary and work year to be established by the Superintendent with school board approval.

Evaluation: The Director of Athletics will evaluate performance of this job at least once per year.

Assistant Coach Job Description

Qualifications:

- 1) Valid Mississippi teaching certificate
- 2) Understanding knowledge of the rules and disciplines of the specific sport
- 3) Possesses ability to effectively communicate with parents, public, co- workers and Administrators
- 4) Such other qualifications as may be set by administration or the school board

Reports To: Principal of School, Head Coach, and Athletic Director

Job Goal: To provide each participant an opportunity to participate in an extra-curricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of good sportsmanship and fair play.

Supervises: Students participating in his or her specific sport

Responsibilities: Duties include but are not limited to the following:

- 1) Adheres to all MHSAA rules and regulations.
- 2) Possesses current membership in the Mississippi Association of Coaches.
- 3) Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinics, workshops, and reading in his or her field.
- 4) Carries out all duties and responsibilities as assigned by the head coach.
- 5) Refrains from use of profanity.
- 6) Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- 7) Exhibits responsible conduct both in and out of the competitive arena.
- 8) Enforces discipline and sportsmanlike behavior at all times.
- 9) Assumes supervisory control over student/athletes and teams assigned him or her during all times associated with his or her sport and assumes supervisory control over any athletes in our school system when such control is needed.
- 10) Shares in the responsibility for keeping dressing rooms, weight rooms, areas around athletic facilities' clean and litter free
- 11) Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports
- 12) Accepts willingly additional duties as established by the administration.
- 13) Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- 14) Emphasizes safety precautions and is aware of the best training and injury procedures.
- 15) Attends all practice sessions and contests.
- 16) Conducts himself or herself and his or her teams in an ethical manner during practice and contests.
- 17) Drives the team bus to athletic contests when assigned.
- 18) Sees that all building and facility lights are turned off and that all doors, windows, and gates are secured before leaving.

Salary: Ten or eleven month year. Salary and work year to be established by the Superintendent with school board approval.

Evaluation: The Head Coach will evaluate performance of this job at least once per year.

WEST JASPER SCHOOL DISTRICT Head Coach Evaluation Form

Name: _____ School: _____ Sport: _____

General Comments Concerning Year: _____

Rating: Excellent = 5; Above Average = 4; Satisfactory = 3; Satisfactory = 2; Needs Improvement NA = Not Aware

A. ADMINISTRATIVE DUTIES

- 1) Submits paperwork when due (roster, program information, entry forms,
- 2) All area/district/state selections, inventories, awards winners, season summaries, statistics, transportation forms, field trip lists, injury report forms, etc.).
- 3) Provides sufficient supervision (locker rooms, training rooms, equipment rooms, competition and practice areas, transportation, weight room, etc.)
- 4) Evaluates assistant coaches at the conclusion of the season.

- 5) Maintains purchasing procedures (submits proper paperwork for check requests, and purchase orders, works well with bookkeeper, stays within limits of budgets, follow fund-raising policy, etc.).
- 6) Ensures the proper care of equipment (issue, collection, inventory, storage, etc.)
- 7) Demonstrates good judgment in securing facilities and is prudent in the handling of keys for buildings and equipment.
- 8) Arrives promptly to meetings, practices, and competition.
- 9) Follows policy in the athletic handbook and meets all criteria as outlined in the job description.
- 10) Ensures athletic facilities are clean and well maintained.
- 11) Enforces safety procedures; has a plan of action for emergency situation both at home and on the road.

B. PROFESSIONALISM

- 1) Exhibits self-control and poise. Models suitable sideline conduct at all times (including practices and athletic events; gestures, language, etc.). Maintains appropriate relationships with game officials.
- 2) Works cooperatively with administration (athletic director, principals, and superintendent).
- 3) Is appropriately dressed at practices and games.
- 4) Shows support for all athletic programs and school sponsored student activities.

C. RAPPORT

- 1) Develops positive, respectful relationships with the athletes.
- 2) Meets with parents/athletes at the beginning of the season to discuss pertinent information (practice days, game schedule, cutting policy, disciplinary procedures, and lettering policy).
- 3) Develops rapport/integrity with entire coaching staff and other staff members.
- 4) Develops sound public relations. Cooperates with media personnel, parents, officials, opponents, spectators, workers, etc.
- 5) Respects the time commitment of assistant coaches and student athletes regarding athletics during the off season.

D. KNOWLEDGE

- 1) Understand and follows rules and guidelines set forth by governing bodies Mississippi High School Activities Association and West Jasper School District Department of Athletics.
- 2) Demonstrates knowledge in matters pertaining to the sport (techniques, skill, strategy, motivation, appropriate practice sessions, etc.).
- 3) Demonstrates sound judgment in the treatment of injuries.
- 4) Pursues appropriate professional developments actives (clinics, workshops, books, videos, etc.).

E. LEADERSHIP

- 1) Demonstrates fair, understanding, tolerant, sympathetic, and patient behavior with team members (players, managers, statisticians, assistant coaches, parents, etc.).
- 2) Provides leadership that produces a positive environment for the entire program and works to ensure that athletics complement the academic lives of the students.
- 3) Delegates authority with responsibility while remaining accountable for such delegations.
- 4) Serves a positive role model for his or her athletes (in the classroom during the season, during the off-season).
- 5) Discipline athletes in a positive, constructive manner.
- 6) Displays enthusiasm and exhibits interest in coaching.
- 7) Keeps athletic director informed about unusual events.

F. RELATED INFORMATION

- 1) Areas of Strength: _____
- 2) Areas Needing Improvement _____
- 3) Coach's Comments: _____
- 4) Recommendations: _____

Signature of Coach

Date

Signature of Administrator

Date

WEST JASPER SCHOOL DISTRICT Assistant Coach Evaluation Form

Name: _____ School: _____ Sport: _____

General Comments Concerning Year: _____

5 = Excellent 4 = Good 3 = Satisfactory 2 = Needs Improvement NA = Not Applicable

A. ADMINISTRATIVE DUTIES

- 1) Completes necessary paperwork effectively and promptly.
- 2) Provides supervision (locker rooms, training rooms, equipment rooms, competition and practice areas, transportation, weight room, etc.)
- 3) Arrives promptly to meeting, practices, and competition
- 4) Ensures the proper care of equipment (issue, collection, inventory, storage, etc.)
- 5) Demonstrates good judgment in securing facilities and is prudent in the handling of keys for buildings and equipment.

B. PROFESSIONALISM

- 1) Exhibits respectful behavior that is conducive to the positive development of student athletes.
- 2) Demonstrates support to the head coach and to the philosophy, policies and techniques taught by him or her.

- 3) Exhibits self-control and poise. Models suitable sideline conduct at all times (including practices and athletic events; gestures, language, etc.). Maintains appropriate relationships with game officials.
- 4) Works cooperatively with administration and others (head coach, other coaches, faculty, and staff).
- 5) Is appropriately dressed at practice and games.
- 6) Shows support for all athletic programs and school sponsored student activities.

C. RAPPOR T

- 1) Develops positive, respectful relationships with the athletes.
- 2) Uses appropriate language, behavior, and manners with athletes and parents.
- 3) Develops rapport/integrity with entire coaching staff and other school staff members.

D. KNOWLEDGE

- 1) Understand and follows rules and guidelines set forth by governing bodies (Mississippi High School Activities Association and West Jasper School District Department of Athletics).
- 2) Demonstrates knowledge in matters pertaining to the sport (techniques, skill, strategy, motivation, appropriate practice sessions, etc.).
- 3) Demonstrates sound judgment in the treatment of injuries.
- 4) Pursues appropriate professional developments activities (clinics, workshops, books, videos, etc.).
- 5) Provides input and suggestions in planning practice schedule and game plans each week.

E. LEADERSHIP

- 1) Demonstrates fair, understanding, tolerant, sympathetic, and patient behavior with team members (players, managers, statisticians, other coaches, parents, etc.).
- 2) Provides leadership that produces a positive environment for the entire program and works to ensure that athletics complement the academic lives of the students.
- 3) Delegates authority with responsibility while remaining accountable for such delegations.
- 4) Serves as a positive role model for his or her athletes (in the classroom, during the season, during the off-season).
- 5) Discipline athletes in a positive, constructive manner.
- 6) Shows enthusiasm, pride and hard work during in-season/off-season sessions.
- 7) Is willing to give his/her time and efforts during the off-season.

F. RELATED INFORMATION

- 1) Area of Strength: _____
- 2) Area Needing Improvement: _____
- 3) Recommendations: _____
- 4) Evaluator Comments: _____

Signature of Coach

Date

Signature of Head Coach

Date