



# ATHLETICS

Marion County School District



## 2021 - 2022 Athletic Handbook

FOR  
STUDENTS AND PARENTS

## Table of Contents

Administration of Marion County School District.....	2
True Meaning of Athletics.....	3
Letter From The Athletic Director/Extracurricular Activities.....	4
Introduction, Mission Statement, and Code of Ethics.....	5
Core Traits of Athletics.....	6
Winning Attitudes.....	7
Sports Offered.....	8
West Marion Coaching Staff.....	9
East Marion Coaching Staff.....	10
Coaching Assignments, Expectations & Responsibilities of Coaches, Athlete Sports Participation/Eligibility.....	11
Multiple Sports Participation, & Dragonfly.....	12-13
Age & Entry Requirements, School Attendance on Game Day, and Transfer Students.....	13
Para-Professional Coaches, Canceling or Postponing Games.....	14
Professional Development, Evaluation Procedure, Guidelines for Game Administrators.....	15-16
Fundraising.....	16-17
Purchasing Procedures, & Travel.....	17-18
Weight Room, Booster Club & Tryouts.....	18-19
NCAA DIVISIONS I AND II INITIAL-ELIGIBILITY.....	19-20
Rules and Guidelines.....	21-23
Discipline Procedures.....	24-25
District Forms.....	

## **Administration of Marion County School District**

Superintendent	Carl Michael Day
Assistant Superintendent	Libby Aaron
Athletic Director	Anthony Dillon
East Marion High School Principal	Dr. Percynthia Newsome
East Marion Elementary	Chase Robbins
West Marion High School Principal	Dr. Elesha Buckley
WMHS Assistant Principal	Benjamin Hughes
WMHS Assistant Principal	Britany Dubose
West Marion Elementary	Ryan Stringer
West Marion Primary	Vicki Boone
Marion County Carl Loftin CTE Center	Janice Sears
School Board Members	President Larry Jenkins District 5 Wendy Hammonds District 4 Eric Hutto District 3 Sherrie Williams District 2 Wali Bilal District 1

## True Meaning of Athletics

# A T H L E T I C S

**AMBITION** — ambition to be the best possible athlete as one can be

**TRAINING** — the first requisite of any athlete

**HONESTY** — honesty to one's self and one's teammates

**LOYALTY** — loyalty to team, coach, and school

**ELIGIBILITY** — without which an athlete is valueless to his or her team

**TRUSTWORTHINESS** — a trait all good athletes possess

**IMPROVEMENT** — which is always observable in good athletes

**COURAGE** — courage to do the right thing, *regardless* of how the completion is going

**STICK-TO-IT-ATTITUDE** — the best trait in any athlete

## **Letter from Athletic Director/Extracurricular Activities**

Dear Students and Parents:

Welcome to Marion County School District Athletics – a rich tradition of excellence! I'm excited to be back in the best school district in the state. To serve as your first District Athletic Director is such an honor for me and my family. I have a vision of helping all of our athletics teams and extracurricular activities succeed and be some of the best in the state. I can't wait to see our students' athletes display their talents and excel, earning scholarships to the next level.

With this handbook, MCSD Athletic Department is trying to offer a better understanding of what we as administrators and coaches ask of our student athletes, as well as procedures for how parents can get concerns answered. We believe strongly in using sports and extracurricular activities as a tool to prepare our students for life outside of high school and sports.

This handbook has been compiled specifically to assist our parents and student athletes attending West Marion High School and East Marion High School with a better understanding of our athletic program. I hope this handbook answers most asked questions in the areas of athletic teams, staff, procedures, and expectations of our student athletes.

I believe with your support, as parents, our school district, coaches, and athletic teams, we will reach our goal of inspiring excellence. Becoming a booster is the first step toward this commitment. Booster programs are a vital part in providing those little “extras” that our athletes and coaches need to make for a successful season.

If you have any questions or concerns, please do not hesitate to call 601-441-1969 or email [adillon@marionk12.org](mailto:adillon@marionk12.org) for an appointment.

Respectfully,

Anthony Dillon  
Athletic Director/Director of Extracurricular Activities

## **Introduction**

This Athletic Handbook is developed to provide coaches and athletes with a comprehensive guide of the requirements and procedures for participating in athletics within the Marion County School District (MCSD). In addition to the requirements contained herein, the athletic program is governed by and complies with all MCSD policies as well as the rules and regulations established by the Mississippi High School Activities Association (MHSAA).

## **Mission Statement**

The mission of the MCSD athletic program is to provide opportunities for students to participate in a variety of competitive sports and to develop good sportsmanship and other attributes of a well-rounded student. The athletic program seeks to provide a wholesome environment in which a student participating in athletics will develop positive attitudes toward his/her teammates, coaches, and competition.

## **Code of Ethics**

All MCSD athletes and coaches will abide by that which is moral, right, fair, and honorable. Coaches must recognize that they are role models for their athletes and must conduct themselves in a manner which will maintain the dignity and decency expected of the profession. MCSD strives to build character in its student athletes and encourages good sportsmanship and fair play at all times. At no times will misconduct, unfair play, cheating or any form of unsportsmanlike conduct be tolerated.

## Core Traits of Athletics

- **Team Chemistry**-One of the main priorities of the MCSD athletic program is to establish the concept of “team”and “team chemistry.” To establish a strong concept of team, all members must make individual goals secondary to team goals.
- **Graduate and Win**- We believe that if student-athletes are part of our athletic programs for multiple years, they will be equipped with an excellent start to becoming successful in their personal lives after their playing days are over. If students-athletes are successful academically, they will also be successful in sports.
- **Work Ethic**- We believe that there is no substitute for a relentless work ethic. Our programs can be summarized in the following statement: “Work hard and don’t give up.”We believe that a team with a relentless work ethic and determination is able to overcome any obstacles that they may face.
- **Leadership Training**- We believe that everything rises and falls on leadership. It takes strong leadership to move a team forward. There must be those among the group who set standards to which others will aspire, and they must be the kind of person who commands a certain loyalty and respect. We believe in teaching leadership qualities in every phase of our athletic programs.
- **Community Service**- We believe in sharing the gifts and abilities that we have been blessed with and helping those that are less fortunate than we are. We believe in teaching service in every phase of our athletic programs.

## Winning Attitudes

To succeed in athletics and also in life, an athlete must develop winning attitudes. The following are principles that our coaches believe must be developed and incorporated into our lives:

1. The *BELIEF* that **WINNING** is a “way of life” that can only be developed and maintained through a constant desire for it.
2. The *BELIEF* that **EXCELLENCE** is derived by having goals of near impossibility; and these goals should be foremost in each person’s mind.
3. The *BELIEF* that **BEING SATISFIED** with yourself can only bring about a complacent lazy nature which leads to failure.
4. The *BELIEF* that **DEFEAT** is never failure unless accepted and left unchallenged.
5. The *BELIEF* that **HARD WORK** pays off, even though at times it doesn’t seem to show it.
- 6.
7. The *BELIEF* that **SELF DISCIPLINE** is the key to any type of success.
8. The *BELIEF* that the **TEAM’S SUCCESS** is the key to any type of success.
9. The *BELIEF* that **WINNING** is a quality that few possess, and so we should be proud to tell others about it.
10. The *BELIEF* that **PROPER LEADERSHIP** is the primary responsibility of every “WINNER.”
11. The *BELIEF* that the **ROLE OF A LEADER** is to lead. Helping someone younger, or less fortunate, does this.



## **Sports Offered**

Currently, MCSD offers competitive teams at East Marion High School and West Marion High School:

**Archery (B, G)**

**Baseball 7<sup>th</sup> / 8<sup>th</sup>**

**Baseball JV**

**Baseball Varsity**

**Basketball 7<sup>th</sup> (B)**

**Basketball 7<sup>th</sup> (G)**

**Basketball 8<sup>th</sup> (B)**

**Basketball 8<sup>th</sup> (G)**

**Basketball JV (B)**

**Basketball JV (G)**

**Basketball Varsity (B)**

**Basketball Varsity (G)**

**Cheerleading 7<sup>th</sup> / 8<sup>th</sup>**

**Cheerleading Varsity**

**Choir/Show Choir**

**Dance**

**Football 7<sup>th</sup>**

**Football 8<sup>th</sup>**

**Football 9<sup>th</sup>**

**Football Varsity**

**Powerlifting (B, G)**

**Speech & Debate**

**Softball Fastpitch**

**Tennis (B, G)**

**Track Middle (B)**

**Track Middle (G)**

**Track Cross Country (B)**

**Track Cross Country (G)**

**Track Varsity (B)**

**Track Varsity (G)**

**Volleyball (G)**

**Volleyball Middle (G)**

### West Marion Coaching Staff

<b>Sport</b>	<b>Head Coach</b>	<b>Assistant Coach</b>
<b>Archery</b>	Todd Pittman	
<b>Baseball 7<sup>th</sup> / 8<sup>th</sup></b>	Derrick Jerkins	Greg Sanders
<b>Baseball JV</b>	Derrick Jerkins	Greg Sanders
<b>Baseball Varsity</b>	Derrick Jerkins	Greg Sanders
<b>Basketball 7<sup>th</sup> / 8<sup>th</sup> Girls</b>	Millie Mckenzie	
<b>Basketball 8<sup>th</sup> Boys</b>	Larry Holman	
<b>Basketball Varsity Boys</b>	John Stringer	Donald Aaroon
<b>Basketball Varsity Girls</b>	Calvin Newsome	Kyle Sullivan
<b>Cheerleading Varsity</b>	Makayla McNease	Jodi Foxworth
<b>Choir/Show Choir</b>	Jon Bullock	
<b>Football 7<sup>th</sup></b>	Todd Harmon	Austin Yelton
<b>Football 8<sup>th</sup></b>	Todd Harmon	Austin Yelton
<b>Football 9<sup>th</sup></b>	Brandon Thornhill	Don Clanton
<b>Football Varsity</b>	Brandon Thornhill	Todd Harmon, Austin Yelton, Don Clanton, Corey Thompson
<b>Powerlifting Boys/Girls</b>	Don Clanton	
<b>Softball Fastpitch</b>	Corey Odom	Corey Thompson
<b>Tennis Boys/Girls</b>	Kyle Sullivan	
<b>Track Cross Country Boys/Girls</b>	Mistia Moore	Rochelle Barnes
<b>Track Varsity Boys/Girls</b>	Calvin Newsome	Mistia Moore
<b>Volleyball Middle</b>	Todd Pittman	Rhonda Polk
<b>Volleyball Varsity Girls</b>	Todd Pittman	Rhonda Polk

### East Marion Coaching Staff

<b>Sport</b>	<b>Head Coach</b>	<b>Assistant Coach</b>
<b>Archery</b>	Shane Jordan	
<b>Band</b>	Orlando Ratliff	
<b>Baseball JV</b>	Mandel Echols	Jeffery Johnson
<b>Baseball Varsity</b>	Mandel Echols	Jeffery Johnson
<b>Basketball 7<sup>th</sup> / 8<sup>th</sup> Girls</b>	Mandel Echols	
<b>Basketball 7<sup>th</sup> / 8<sup>th</sup> Boys</b>	Calvin Brown	
<b>Basketball JV Boys</b>	Calvin Brown	
<b>Basketball JV Girls</b>	Calvin Brown	
<b>Basketball Varsity Boys</b>	Calvin Brown	Gabriel Ball
<b>Basketball Varsity Girls</b>	Calvin Brown	Tibby Johnson
<b>Cheerleading JH</b>	Noelle Stafford	
<b>Cheerleading Varsity</b>	Tibby Johnson	
<b>Choir/Show Choir/Dance</b>	Gary McCollum	
<b>Football 7<sup>th</sup>/ 8<sup>th</sup></b>	Jeremy Allen	Laregus Thompson
<b>Football Varsity</b>	Brad Hughes	J. Allen, L. Thompson, N. Roberts, M. Stafford
<b>PowerLifting Boys</b>	Laregus Thompson	
<b>Powerlifting Girls</b>	Brad Hughes	
<b>Softball Fastpitch</b>	Jeremy Allen	Mary Cobia
<b>Tennis Boys/Girls</b>	Nick Roberts	
<b>Track 8<sup>th</sup> Boys</b>	Laregus Thompson	
<b>Track 8<sup>th</sup> Girls</b>	Laregus Thompson	
<b>Track Cross Country Boys/Girls</b>	Laregus Thompson	
<b>Track Varsity Boys/Girls</b>	Laregus Thompson	
<b>Volleyball Middle</b>	Mandel Echols	Mary Cobia
<b>Volleyball Varsity Girls</b>	Mandel Echols	Mary Cobia

## **Coaching Assignments**

It is the duty and responsibility of the Athletic Director, along with the Assistant Athletic Director to assign coaches to the various sports offered by MCSD during their off season.

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

All MCSD coaches are expected to present themselves as public officials whether on or off duty. Since coaches are in an extremely high profile profession, they should conduct themselves in an appropriate manner that will reflect positively on the school district. Failure to do this may result in discipline up to and including termination from employment. Any fine incurred by a coach for violating a misconduct rule of the MHSAA will be the personal responsibility of that coach. All coaches are responsible for ensuring that programs under their supervision and/or which they are associated as members of the athletic department are in compliance with the MCSD, MHSAA, and State Board of Education policies. All coaches are strongly encouraged to have a school bus driver's license. Failure to do so can result in their coaching supplement being reviewed until a license is obtained. Anyone not able to obtain a school bus license due to medical restrictions must have a current doctor's excuse on file with the Athletic Department.

### **Athlete Sport Participation/ Eligibility**

Student-athletes shall be allowed to participate in as many sports as the athlete and their parent's desire. A coach should never encourage a student to specialize in one sport. All coaches should encourage participation in other sports. A student-athlete who is dropped or quits an athletic team may not join another athletic team until the conclusion of the season of the team that they are no longer part of.

## Multiple Sports Participation

MCSD acknowledges that there are sports whose seasons overlap and some athletes may have conflicts in scheduling. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise, hopefully, the two coaches can arrive at a solution. If no agreement can be reached, then a **play-off game** would take **first priority** followed by a district game next and a non-district game last. Athletes are encouraged to participate in as many sports as they wish and should be able to do so without pressure from any coach to limit participation to one sport. MCSD may seek dismissal for any coach who discourages an athlete from participating in more than one sport.

A student/athlete that **quits** one sport to participate in a second sport **will not** be allowed to play in the second sport until the season of sport that he/she quits is over. (Example: John Doe quits basketball late in the season to play baseball. John Doe will not be able to play baseball until the basketball season is over.)

## Dragonfly

A student is not considered eligible to participate in practice or games until the following documents are on file and data has been entered into DragonFly. These forms are only good for one calendar year and need to be completed at the start of each season. It is the responsibility of the head coach of each sport to see that all of the required documents are secured from each student and parent before he or she is permitted to participate. The following forms listed bellowed must be completed in or uploaded to DragonFly:

- Updated Medical & Demographic Information
- Electronic Signature Agreement
- MHSAA Student Participation Clearance Form

- MHSAA Concussion Information Form
- Athletic Health History
- Picture of Insurance Card and Policy Number
- Physical Examination Form
- NFHS Sportsmanship Certificate

### **Age and Entry Requirements**

- If a high school student becomes 19 before August 1, he/she will be eligible for the remainder of the school year
- A seventh grader must not have reached 14 years of age prior to August 1.
- An eighth grader must not have reached 15 years of age prior to August 1.

### **School Attendance on Game Day (Practice)**

School Attendance on Game Day (Practice): In order to be counted present, a student must be in attendance for at least 63% of the school day. In order to participate in any extracurricular activity (including daily practices), a student must attend school at least 63% on the day of the activity. A student absent with permission for a school-related activity will be considered to have attended school the required minimum of four periods on the day of the activity.

### **Transfer Students**

A student that was not enrolled in the MCSD the year prior to sports participation is considered a transfer student. Before transfer students are eligible to participate in contests the TRANSFER form must be completed by the previous school and MHSAA and returned to MCSD director of athletics. Transfer students must also have all other information in DragonFly, before they are eligible to compete in the contest. **No student that is enrolled in another school district shall be allowed to participate in practice or games in the MCSD. This also includes summer league games and practices.**

### **Para-Professional Coaches**

1. The Head Coach introduces coaching candidates to the principal and athletic director. The principal and athletic director then writes a letter of recommendation to the Marion County School Board for approval. Once the candidate is approved, a background check must be completed with the district for a fee of \$50.00.
2. The para-professional must take the Fundamental of Coaching and the American Red Cross Safety course by going online to [www.nfhslearn.com](http://www.nfhslearn.com). The Fundamentals of Coaching course is \$75.00 and the Red Cross Safety course is \$50.00. Payment for these courses is made to the National Federation of High Schools.
3. After completion of the test, the certificate of completion can be printed directly from the website. A copy of the certificate must be sent to the MCSD Director of Athletics

### **Canceling or Postponing Games**

Please follow these steps when canceling or postponing games:

- Confer with the school principal and district athletic director before canceling any previously scheduled game.
- Let the opponent know that the game is cancelled or postponed as soon as possible. If the game is being postponed, work with the opponent's coach/administrator and your administration to reschedule quickly.
- Make sure the game is canceled in Dragonfly.
- Contact transportation to cancel the bus, and get with the bookkeeper about the bus ticket.
- Contact Security to inform them of cancellation
- Contact game announcers, chain crew (football) and clock operators (basketball)
- Contact concession worker
- Also, post the cancellation on all social media

### **Professional Development (Clinics)**

Coaches should pursue professional development opportunities during their off season. Marion County School District coaching staff shall stay abreast with the latest techniques and mechanics being used to teach their respective sports. There are several college coaches and high school coaches in the South that will be willing to collaborate with you. Coaches should also read and study to improve their craft. A coach who attends a clinic or schedules an appointment to collaborate with colleagues

### **Evaluation Procedure**

The Athletic Director, along with the Superintendent, will evaluate all coaches at the end of the season or school year. The Superintendent will evaluate the Athletic Director. Should the Athletic Director hold a position as a Coach, the Superintendent will evaluate the Athletic Director/Coach as to each position separately. The Assistant Coaches will be evaluated by the Head Coach of that sport.

### **Guidelines for Game Administrators**

The MHSAA requires that each host school have a game administrator that is in charge of each athletic contest. The MHSAA Executive Committee further designates that the Game Administrator in varsity contests in football, softball, basketball, volleyball, soccer, and baseball be an administrator or his/her designee and this shall be someone other than the participating coach.

The principals of member MHSAA schools are to properly plan for game administrators to be present at all home contests. The use of proper event planning will, hopefully, insure the successful hosting of the event.

Prior to any varsity contest in the sports listed above the game administrator is required to conduct a pre-game meeting with the game officials, security, and both head coaches. The purpose of this meeting is to make sure that all individuals



understand their role in the athletic contest. They should understand the level of expected conduct each is to display.

This meeting should include the following information:

- Welcome/Introduction
- Officials-Enforce the rules
- Coaches-Display the highest level of conduct at all times
- Players-Expected to conduct themselves in a sportsmanlike manner at all times.
- Security-Identified-Support security plan established by host school
- Game Administrator-Be present and accessible during the game. Notify officials and security where you will be located during the contest.
- Utilize public address announcers to support the event plan for athletic contests.
- Games not to start until pregame meetings have been conducted for varsity games in designated sports.

## **Fundraising**

Prior to beginning this project, the coach/sponsor in charge shall fill out a fundraiser request form with the building principal.

- Length of the fundraiser
- Type of fundraiser
- Use of the profit
- Product to be sold
- Quantity to be ordered
- Anticipated profit

All fundraisers must be approved by the Marion County School Board before the fundraiser project begins, even if it is sponsored by a booster club.

## **Purchasing Procedures**

- Secure quote from current vendor.
- Turn in quote to Principal/Athletic Director
- School Bookkeeper/Athletic Director request requisition
- Business Office create Purchase Order
- Purchase Order goes through approval process
- Purchase Order is sent to the School Bookkeeper?Athletic Director
- Purchase Order is sent to vendor
- Vendors' ships, merchandise or services are rendered.
- Coach confirms receipt of all merchandise
- Invoice is received by Bookkeeper/Athletic Director
- Invoice is signed and submitted to accounts payable for payments
- Confirm payment with the vendor.

## **Travel**

### **Transportation**

- Prior to all travel arrangements, an Activity Trip Bus Permit must be completed in a timely manner.
- A travel list must be on file in the office of the principal/athletic director before the bus leaves for the trip.
- Athletes will travel on school sanctioned vehicles to out of town events.
- The coach/coaches must provide protection and supervision of students in the event of an accident or breakdown.
- Only assigned school personnel may travel via school transportation. (no spectators or parents.)
- Students who ride home with parents after events, must sign out with the coach/coaches.
- The coach in charge is responsible for returning buses in clean condition following the trips.

## Supervision of Athletes

- When athletes are transported to or from athletic contests, a coach must accompany the squad.
- Obscene language and roughhouse tactics will not be tolerated.
- The discipline and good behavior of the squad is the responsibility of the coach.
- All other policies included in the student handbook must be followed.

### Weight Room

A well-organized weight program is essential to a competitive athletic program. The weight room should be a safe and wholesome environment. It should stay clean at all times. Athletes should also, always wear shoes while working out. **Athletes are prohibited from working out in the weight room without the supervision of a coach.**

### Booster Clubs

Booster clubs are essential components of successful athletic teams and provide necessary financial support to athletes. However, booster clubs should limit their roles to lending financial support and not to help coach, schedule or administer the team. Any money raised by a booster club is solely for the benefit of the team. The booster club shall have a constitution with bylaws and procedures established. The monies that are raised by the club shall be spent at the direction of the athletic director and the head coach of that sport. An annual audit by the booster club and business department must be made and recorded.

### Tryouts

The MHSAA issued new tryout guidelines in the spring of 2011. A sport that begins in the fall must have its tryouts in the spring semester. A sport that begins in the spring must have its tryouts in the fall semester. The date(s) of your tryout must be approved by the MHSAA. Coaches need to submit your tryout date(s) to the

athletic director well in advance and should not conduct tryouts until your date(s) have been approved by the MHSAA.

## **NCAA DIVISIONS I AND II INITIAL-ELIGIBILITY**

**REQUIREMENTS** Additional information is available at

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

### **Core Courses**

- NCAA Division I AND Division II require 16 core courses.
- For students enrolling on or after August 1, 2017, NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.
- \* Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.

### **Test Scores**

- Division I uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements can be viewed on the eligibility website: [www.2point3.org](http://www.2point3.org).
- Division II requires a minimum SAT score of 820 or an ACT sum score of 68.

- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

#### Grade-Point Average

- Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- For students enrolling on or after August 1, 2017, the Division I GPA required to be eligible for competition is 2.300.
- For students enrolling on or after August 1, 2017, the Division I GPA required to receive athletics aid and practice is 2.000-2.299.
- The Division II core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.
- Please contact the NCAA Eligibility Center if you have questions: Toll-free number: 877-262-1492 or website: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## Rules and Guidelines

Members of West Marion and East Marion teams will exhibit quality sportsmanship in every game and practice. Being a member of the team is a privilege, not a right. Student athletes must respect and listen to all coaches, officials, and other adults in positions of authority while maintaining good sportsmanship on and off the field. Student athletes **will not** complain or argue with officials during or after an athletic event.

1. All student athletes are required to have a sports physical prior to participation in a sport, including practice.
2. Permission forms must be signed by a parent or guardian before participation in athletic programs.
3. Report all injuries to the Coach.
4. All players will abide by the rules and regulations stated in the MCSD Handbook and the Mississippi High School Activities Association Handbook. Any disciplinary infraction by a student athlete will be reported to the coaching staff and dealt with by the guidelines stated at the end of this code of conduct. MCSD and MHSAA prohibit the use of tobacco, steroids, and other banned or illegal substances. A player who violates this policy will lose his place with the team.
5. Only **players** are allowed on or near practice areas and in the dressing room during practice and games.
6. Any and all communication between players/coaches and fans will take place before or after a game or scheduled meeting the next day.
7. The amount of playing time and position played is at the coaches' discretion.
8. All players will be on time with the required uniforms and equipment.

9. No cell phones allowed during practice. A Coach will have a cell phone on the premises if an emergency occurs. If a parent needs to reach a child, contact the Coach first.
10. Attend all scheduled classes and attain the highest grade possible in every subject. As directed by the Mississippi High School Activities Association, students must have a 2.0 for year-end average of the spring semester to be eligible to participate in extracurricular activities during the first semester of the following year, and maintain the 2.0 average at the end of the semester to participate in spring athletics.
11. Extended to you is the privilege of representing East Marion High School and West Marion High School. Be an example for others at all times! Our actions portray what we think about our school, our program, and ourselves. Be a positive example for those around you.
12. Athletes are expected to take pride in representing MCSD Athletics as Eagles/Trojans by keeping athletic facilities clean at home and on the road. All trash should be put in receptacles and facilities left clean. This policy extends to restaurants and any other commercial establishment used by the team.
13. Valuables should not be brought to practice or games because of the lack of secure places to put them. Nothing of any value should be left on a school bus during road trips.
14. Be responsible with all equipment that is issued or loaned to you. This is our gear; make the best use of it to benefit the team and the athletic program. Attend every practice session and game with required equipment. All players will be on time with the required uniforms and equipment.
15. Get plenty of rest. Training is demanding and requires extra rest to prevent injury. Sleep regularly 7 to 8 hours daily to ensure good health.

16. Eat well-balanced meals. A balanced diet will go a long way toward making you strong, healthy, and successful.
17. Properly hydrate yourself before, during, and after practice and games. Your body needs sufficient levels of water for many reasons including properly cooling itself while training.
18. Attendance to practice and game is **REQUIRED**. The MCSD Athletic Department has rules set in place for all sports. Any student athlete competing in a MCSD sport that has a starting date before another sport is bound to the sport which started first and cannot be counted absent in the second sport. Furthermore, the student athlete must have the permission of the first sport's coach to participate in the second sport until the completion of the first sport's season. A student athlete who quits a sport must wait for that sport's season to end before starting another sport unless the first sport's coach releases them. These rules include tryouts.
19. Travel after an away game: Players are allowed to ride home with parents if the following apply: (1) Written consent **prior** to departure for the game, (2) **Sign** checkout form upon completion of the game. Players who are not riding back on the bus **must** present coaches with a written letter stating they will ride back with parent(s). Letters will be signed by the player's **parents** only.
20. Participation in the behavior of a minor or serious nature will result in the forfeiture of the playing status for a **minimum** of one game and up to **permanent dismissal** from the team.



## **Discipline Procedures**

All athletes are expected to maintain proper standards of behaviors during school, practice, contest, and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitments to the athletic program, he/she may be suspended from that sport. **An athlete must comply with all written and oral directions given by the coaches of that sport.**

1. Disciplinary action for **minor offenses** such as: inappropriate classroom behavior, tardiness to class, missed practices or a meeting without a proper excuse, disrespect, inappropriate dress, etc. Action taken will be at the coach's discretion, including but not limited to, verbal correction, or sitting out of a game, and conference with parents.
2. Disciplinary action for **major offenses** such as: defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student, using alcohol, tobacco and/or other drugs, exhibiting a poor attitude, lack of self-discipline, etc. Action taken may include a parental conference, sitting out of a game or games, dismissal from the program for a specific time, permanent dismissal from the program, or any other action deemed appropriate by the Coaches, Athletic Director, and Principal.

These responses shall be cumulative to those disciplinary measures set forth within the student handbook. An athlete who commits a major offense may also be subject to suspension and expulsion. The MCSD Coaching Staff and Athletic Director reserves the right to determine the severity of any disciplinary actions and enforce the appropriate disciplinary, as declared by this handbook. A team member may be removed from the team, suspended, or receive a lesser reprimand

for conduct that is in violation of the rules even when the act is not related to a school function if the act deems to create a disruption to the team or a detriment to the best interest and welfare of the school and or team as a whole.

**Marion County School District  
COACHES EVALUATION FORM**

**NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_

**LEVEL:** (circle one)    Varsity                      J.V.            Freshman Assistant            Middle School

The Coaching responsibilities listed are rated on the following scale:

**A - Acceptable performance            U - Unacceptable performance**

**I - Improvement needed                X - No basis for judgment**

**I. COACHING PERFORMANCE**

	<b>Self Evaluation</b>	<b>A.D. Evaluation</b>
1. Is knowledgeable in the technical aspects and strategy of the sport	1. _____	_____
2. Plans for all aspects of the program (conditioning, NCAA, recommendations etc.)	2. _____	_____
3. Prepares for daily practices so that maximum instruction is presented	3. _____	_____
4. Uses a variety of coaching techniques for individual and group instruction	4. _____	_____
5. Provides an environment that attempts to prevent injuries	5. _____	_____
6. Properly cares for injuries when they occur	6. _____	_____
7. Communicates with athletes in a positive constructive manner	7. _____	_____
8. Is understanding and sensitive in dealing with players	8. _____	_____
9. Encourages enthusiasm and dedication in players	9. _____	_____
10. Creates positive interpersonal relationships with players	10. _____	_____
11. Is punctual in attending and ending team practices, meetings and contests	11. _____	_____
12. Demonstrates self-control and poise in all areas relating to coaching responsibilities	12. _____	_____
13. Attempts to improve self as a coach by attending clinics, workshops, and other professional development activities	13. _____	_____
14. Effectively communicates team roles to players	14. _____	_____
15. Promotes positive character in athletes involved in the program	15. _____	_____
16. Adheres to all Board policies, rules and regulations	16. _____	_____
17. Serves as a positive role model for students	17. _____	_____

**II. TEAM MANAGEMENT AND SUPERVISION**

1. Chooses personnel in an objective and consistent manner	1. _____	_____
2. Has full control of the team in all matters pertaining to coaching and athletic discipline	2. _____	_____
3. Informs athletes/parents of all rules and regulations pertaining to discipline that have been established for the team, being sure these rules are consistent with athletic policy	3. _____	_____
4. Provides supervision at each practice session and at all contests of the sport This includes supervision of the locker and shower rooms, practice fields, parking lots after contests and buses	4. _____	_____
5. Properly cares for, stores, distributes, collects, inventories school equipment and uniforms	5. _____	_____

### III. PROFESSIONAL QUALITIES

- |  |          |       |
|--|----------|-------|
| 1. Submits all requested paperwork, information and schedules accurately & promptly  | 1. _____ | _____ |
| 2. Works cooperatively with the Director of Athletics and/or Head Coach  | 2. _____ | _____ |
| 3. Assists with budget preparation   | 3. _____ | _____ |
| 4. Understands and complies with all rules and regulations outlined in the<br>MHSA Athletic guidelines and MCSD handbooks                      | 4. _____ | _____ |
| 5. Keeps the Director of Athletics and/or Head Coach informed of unusual events within<br>the sport activity                                   | 5. _____ | _____ |
| 6. Is cooperative in sharing and safeguarding facilities   | 6. _____ | _____ |
| 7. Conducts himself or herself in a professional manner to all members of the high<br>school staff, parents, community and media organizations | 7. _____ | _____ |
| 8. Adheres to the ethical guidelines established in the FCPS Athletic Guidelines   | 8. _____ | _____ |
| 9. Maintains Coaching Certificate/ First Aid & CPR   | 9. _____ | _____ |

IV. Identify a minimum of three coaching accomplishments that were made during the past season.

V. List a minimum of three personal goals for coaching improvement to be pursued next season.

Signature of the Evaluated Coach

Date

The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion. The coach will receive a copy of the evaluation.

Signature of the Head Coach (for Assistant Coach Evaluations)

Date

The signature of the head coach does not supersede the authority of the Athletic Director who makes the final recommendation for employment.

Comments/Recommendations of the Director of Athletics:

Signature of the Director of Athletics

Date

Signature of Administrator

Date

**Employment recommendation (For Coaching Position Only)**

- ☐ Recommend for continued employment
- ☐ Recommend for continued employment with the understanding of areas to be improved
- ☐ Not recommended for continued employment. cc- personnel file  
cc- athletic coach



## REQUEST FOR FIELD TRIP

School: \_\_\_\_\_

Date(s) of field trip: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Name of Bus Driver: \_\_\_\_\_

Destination of field trip: \_\_\_\_\_

\_\_\_\_\_  
City, State

Group(s) attending: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Explain the reason/benefits for going on this field trip: \_\_\_\_\_

Source of funding for all expenses: \_\_\_\_\_

Estimated cost:

Travel

(Mileage/Air Travel)

Hotel

Meals

Fees

Other

Bus Driver

**Total**

Please attach information you received concerning this field trip request.

\_\_\_\_\_  
Bookkeeper's Signature

\_\_\_\_\_  
Date

Respectfully,

Approved by:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**This request must be submitted to the Central Office 30 days prior to trip request.**



## Fundraising Request

School: \_\_\_\_\_

Organization Sponsoring the Fundraiser: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Contact Person's Phone Number: \_\_\_\_\_

Date(s) Fundraiser will be conducted: \_\_\_\_\_

Time of Day Fundraiser will be conducted: \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_

Proceeds to be used for the purpose of: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Bookkeeper's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Central Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### PRE-ACTIVITY ESTIMATES

#### Expenses:

- Purchase of \_\_\_\_\_
- From (company) \_\_\_\_\_

#### Revenue:

- Admission fee of \$ \_\_\_\_\_ for student and \$ \_\_\_\_\_ for adults.
- Sale price of product(s) to be sold \_\_\_\_\_

#### Profit:

- Expected profit in the amount of \$ \_\_\_\_\_

### POST ACTIVITY

Total Amount Spent:

\$

Total Amount Collected:

\$

Total Amount of Profit/Loss:

\$

Contact Person Signature/Date

Principal Signature/Date

Marion County School Board Action

Complete the top of the form and the PRE-ACTIVITY ESTIMATES section. Obtain Principal approval and submit to Central Office. Upon completion of fundraiser, submit original form within 5 days with POST ACTIVITY reported and approved by principal to the Central Office. See Policy JK for further guidelines.

Revised: July 2014

Marion County Schools  
Teach, Inspire, Challenge  
1010 Hwy 13 N, Suite 2  
Columbia, MS 39429

Requisition #: \_\_\_\_\_

Date \_\_\_\_\_

Vendor #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Requested by:

Name: \_\_\_\_\_ School: \_\_\_\_\_

**Make sure you use a current catalog**

Item Number	Description	Quantity	Price	Total Price

Activity / Athletics / Budget/Title 1/Title 6

Shipping \_\_\_\_\_ % \_\_\_\_\_

Total Cost \_\_\_\_\_

Account #	Amount

Principal's Signature \_\_\_\_\_



**MAINTENANCE WORK ORDER**

<b>Requested by:</b>	
----------------------	--

<b>Date of Request:</b>	<b>Date Needed for Completion</b>

<b>School</b>	<b>Building</b>	<b>Room</b>

<b>Description of Need</b>

<b>Signature of Administrator</b>	
<b>Date Submitted to Maintenance</b>	

<b>Date Received By Maintenance</b>	<b>Date Completed by Maintenance</b>

<b>Who Completed the Work</b>	<b>Time to complete task</b>

<b>Signature of Maintenance Director (Signifies the work is Complete)</b>	<b>Date Submitted to Central Office</b>