

# **Tupelo Public School District Athletic Department Handbook**



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**Tupelo Athletic Department Handbook**  
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# **TUPELO PUBLIC SCHOOL DISTRICT ATHLETIC DEPARTMENT HANDBOOK**

## **INTRODUCTION**

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

## **MISSION STATEMENT**

The mission and goal of the TPSD athletics 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.

TPSD deems it necessary to have a comprehensive and well-organized athletic program to benefit all those who wish to participate. The major objective of the athletic program is to provide a wholesome environment in which participating in athletics will help a student to develop positive attitudes toward himself/herself, teammates, coaches and competition. Through the TPSD athletics program, each student will be afforded the opportunity to participate in any sport if he/she meets the requirements that the sport demands.

Interscholastic, club or intramural athletics will be conducted in a manner that will not discriminate against a student on the basis of gender.

## **CODE OF ETHICS**

All TPSD 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. TPSD strives to build character in its student athletes and encourages good sportsmanship and fair play at all times. At no time will misconduct, unfair play, cheating or any form of unsportsmanlike conduct be tolerated.

## **SPORTSMANSHIP AND THE IMPORTANCE OF ATHLETIC PARTICIPATION**

The process of successfully educating today's young people is a task that involves the whole school system and all of its resources, and interscholastic athletics in the Tupelo Public Schools definitely plays an integral role in the total education of student athletes. The Tupelo Public Schools have long recognized the fact that a strong commitment to excellence in academics as well as in athletics can, and should, be a top priority as we strive to meet the needs of our student body and to better prepare them for life's challenges.

Although the values and benefits of athletic participation are almost too numerous to list, there are many reasons why athletics are so important and essential to the development of today's youth. First, it should be noted that the leading cause of job failure is the inability of people to "get along" with each other in the work place. In the formative years of one's growth, athletic participation teaches and promotes the building of relationships that a student may not necessarily gain in the classroom. Teammates take care of each other, and being a part of an athletic team often teaches acceptance of those different from ourselves. In addition, athletics demand that one learn to follow directions and to exercise critical thinking skills. The value of teamwork is imperative to success in athletics, and young athletes quickly recognize the necessity of being able to work and to cooperate with members of a group. Other character traits such as discipline, leadership, responsibility, accountability, tolerance, forgiveness, and a strong work ethic are natural products of athletic participation.

Some people have argued that too much emphasis and too much time spent on the athletic field or court is counterproductive to academic achievement. However, athletes must learn good time management skills, and furthermore, they must be able to discipline themselves to simultaneously meet the demands of the classroom as well as their other responsibilities. The desire to do a job well and the satisfaction of knowing that an athlete has done his or her best nurture productive and ambitious attitudes among young people. Perhaps Vince Lombardi said it best when he took exception with the thought that "winning isn't everything; it's the only thing." Instead, Coach Lombardi said that "winning isn't everything, but wanting to win and to do one's best is."

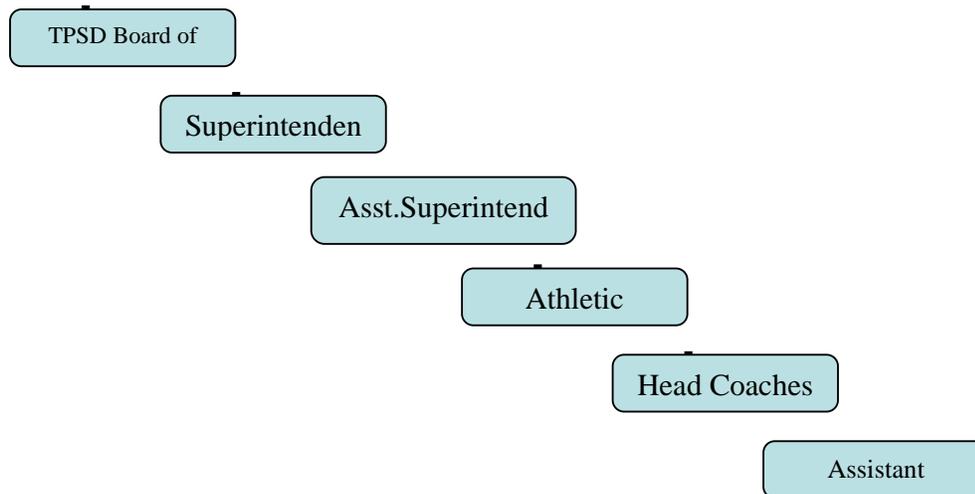
Aside from the many, many benefits that athletics provide for the participants, they also have enormous impact in many other ways as well. Athletics build community and school spirit, and they also provide good, wholesome family entertainment. The desire of a young person to play athletics is often a strong motivation for one to "not drop out" but rather to stay in school and to earn a diploma upon graduation. In addition, the Tupelo Public Schools are committed to drug-free athletic participation. The certainty of random drug screenings gives athletes another reason to "say no to drugs," and to save many young people from a life of drug use, failure, and despair.

The Tupelo Public Schools are proud of a long history of success and achievement in athletics. In fact, Tupelo High School has recently been recognized twice by *Sports*

*Illustrated* for the excellence of its athletic program, and the Golden Wave athletic program has won the *Clarion Ledger's* "All Sports Award" nineteen times since 1987.

Just as important is the fact that the Tupelo Public Schools recognize that there are going to be setbacks and failures in athletics as well as in life. However, athletes quickly learn that when one is faced with sometimes seemingly overwhelming adversity, one must regroup, bounce back, and continue to go on and do his or her best. This may very well be the greatest benefit of athletics.

## ORGANIZATIONAL CHART



## COACHING ASSIGNMENTS

It is the duty and responsibility of the athletic director and the principal to assign coaches to the various sports offered by TPSD.

## SPORTS OFFERED

Currently, TPSD offers competitive teams at Tupelo High School in the following sports:

Archery	Football	Softball (slow pitch)
Baseball	Golf (B/G)	Swimming (B/G)
Basketball (B/G)	Power Lifting (B/G)	Tennis (B/G)
Bowling (B/G)	Soccer (B/G)	Track (B/G)
Cheerleading (Co-ed)	Softball (fast pitch)	Volleyball
Cross Country (B/G)		

Currently, TPSD offers competitive teams at Tupelo Middle School in the following sports:

Baseball	Football	Volleyball
Basketball (B/G)	Softball (fast pitch)	

Intramural sports are offered at both Tupelo High School and Tupelo Middle School in sports determined by the interests of the current student body. Currently, the sports offered include:

Basketball	Frisbee Football
Five-on-five Soccer	Track
Football	Lacrosse

## **EXPECTATIONS AND RESPONSIBILITIES OF COACHES**

All TPSD 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 with which they are associated as members of the athletic department are in compliance with the TPSD, MHSAA and State Board of Education policies.

## **EVALUATION PROCEDURES FOR COACHES**

The athletic director will evaluate all coaches at the end of the season or school year. The superintendent and/or the assistant superintendent will evaluate the athletic director. Should the athletic director also hold a position as a coach, the superintendent and/or the assistant superintendent will separately evaluate each position of the athletic director/coach. The assistant coaches will be evaluated by the head coach of that sport and by the athletic director. The athletic director and the will evaluate the junior high coaches and intramural coaches.

## **INTERSCHOLASTIC POLICIES AND PROCEDURES**

**INTRODUCTION:** It is the responsibility of the athletic director and the head coach of each sport to see that the participants meet the requirements of the MHSAA. Failure to abide by MHSAA rules may result in a coach being sanctioned, fined and possibly terminated from his/her position.

**ALCOHOL AND DRUG ABUSE POLICY:** The athletic department will not tolerate the abuse of alcohol, drugs or tobacco by coaches or student athletes.

**ATHLETIC DRUG SCREENING POLICY:** Pursuant to law, all athletes will be screened for drugs in accordance with TPSD's drug testing policy. This screening will include random drug testing as well.

**ATHLETIC EQUIPMENT:** TPSD strives to provide high quality athletic equipment. The athletic director and head coach of each sport shall keep abreast of the latest trends in athletic equipment. Safety is the number one priority when selecting and purchasing athletic equipment. When purchasing athletic equipment, the coach and athletic director must follow the guidelines of the purchasing department. If a coach checks out any athletic equipment, he/she must see that it is returned promptly. A fine will be assessed to any student for the misuse or loss of athletic equipment; which fine must be paid before grading period exams may be taken. In addition, at the end of the season, each head coach must provide an inventory to the athletic director.

**ATHLETIC INSURANCE:** All athletes who participate in a competitive sport in the school district must be covered by an insurance policy. Insurance is required on all athletes prior to practicing or competing in interscholastic sports. An athlete should be covered by the comprehensive MHSAA plan or school day insurance policy for minor sports or have a reliable individual/family policy. Parents must sign an insurance form giving the company's name and insurance number.

**AWARDS:** The booster club and support groups are responsible for athletic awards. If there is no booster club, then it is at the discretion of the athletic director to establish the award program. At the end of the season, the booster club of a sport may choose to have a banquet with the approval of the head coach at which awards may be presented.

**BOOSTER CLUBS AND SUPPORT GROUPS:** 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 support groups shall be spent at the direction of the athletic director and the head coach of that sport. An annual audit by the support group and business department must be made and recorded.

**COACHING CLINICS FOR HIGH SCHOOL COACHES:** TPSD coaching staff shall stay abreast of the latest techniques and mechanics being used to teach their respective sports. TPSD will reimburse each coach for the cost of attending one coaching clinic per year with the approval of the athletic director. Each coach may request approval to attend the clinic that he/she would like to attend, with preference being given to local clinics (The University of Mississippi or Mississippi State University).

**COACHING CLINICS FOR MIDDLE SCHOOL COACHES:** Coaches of middle school teams will be reimbursed for expenses incurred in attending one local clinic (University of Mississippi or Mississippi State University) with no over-night stay. Reimbursement for attendance at clinics is not offered to coaches of intramural sports. It is expected that the coaches attending clinics will share the information with their colleagues after returning.

**DISCIPLINE PROCEDURES:** All athletes are expected to deport themselves as responsible young men and women. This applies to the classroom as well as the athletic fields 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. If any athlete boycotts the team or coach for any reason, that athlete shall be suspended from participation in that sport and any other sport for the remainder of the school year. An athlete must comply with all written and oral directions given by the coach(es) of that sport.

1. Disciplinary action for minor offenses such as inappropriate classroom behavior, tardiness to class, missed practices and/or meetings without proper excuse, disrespect, inappropriate dress, etc.:
  - Disciplinary action at the coach's discretion including but not limited to verbal correcting, 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, vape devices, vape cartridges, and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc.:
  - Disciplinary action consists of a parental conference, sitting out a game or games, suspension from the program for a specific period of time, permanent dismissal from the program, and/or any other action deemed appropriate by the coaches and athletic director. If a player is permanently dismissed from the program, the coach will notify the player's parent or guardian of such dismissal.

These responses shall be cumulative to applicable disciplinary measures set forth within the student handbook. An athlete who commits a major offense may also be subject to suspension and expulsion. A copy of these policies and procedures shall be distributed.

**EJECTION OF ATHLETES/COACHES AND/OR PENALTIES:** TPSD follows all MHSAA rules relative to the ejection of an athlete or coach. If an athlete or coach is penalized, he/she must comply with the penalty. TPSD encourages all coaches to conduct themselves in such a manner that neither a fine, penalty nor ejection from a game will be warranted. However, should a financial penalty be imposed on a coach, it is his/her personal responsibility to pay the penalty. TPSD will not be responsible for payment of a coach's fine.

**ELIGIBILITY:** All coaches must be knowledgeable of and comply with the MHSAA rules governing eligibility of student athletes, which require that a contestant must:

- Have enrolled no later than the 15<sup>th</sup> day of any semester of participation, carry six major subjects and deport himself/herself satisfactorily;

- Not have become 19 years of age prior to August 1 (\$1000 fine to the school for this infraction)
- Not be a graduate from a four year high school;
- Not have enrolled in college or junior college or participated in athletics beyond the high school level;
- Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are instructional personnel or licensed employees of the district
- Have a certified copy of his/her birth certificate on file with the school
- See MHSAA handbook for recognized exceptions.

Any student who is not a bona fide resident of the district or who is not living with his/her natural parents within the district must obtain approval from the athletic director prior to competing.

### **ELIGIBILITY: SCHOLASTIC REQUIREMENTS**

**The MHSAA requires students participating in MHSAA sanctioned competitions to make “satisfactory progress toward graduation”. Each school district shall determine the requirements for “satisfactory progress toward graduation” through its graduation requirements and shall interpret this rule according to its requirements.**

According to Mississippi law, as student must maintain a grade point average of at least a 2.0 or “C” average in order to participate in interscholastic sports/activities. Grade point averages will be calculated at the conclusion of the first semester using the semester averages of **all** courses the student is taking. Students who do not have a 2.0 or “C” average for the first semester will be ineligible for the second semester.

At the end of the school year, each student’s grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. A student who does not have a grade point average of at least a 2.0 or “C” average, will be ineligible for the fall semester.

High school eligibility begins when a student enters ninth grade. To be eligible for the fall semester, a student must be promoted to ninth grade with at least an overall 2.0 or “C” average of **all** eighth grade courses.

A student may become eligible for the second semester only once during his/her high school career if he/she fails the year-end average the previous year, by achieving at least an overall 2.0 or “C” average at the end of the first semester.

A 2.0 or “C” average may be calculated in two ways:

Grade point average: A=4, B=3, C=2, D=1, F=0

Numerical average: Place all semester or year-end averages in the local grading scale. If the overall average is a “C” or better, the student is eligible.

## **ELIGIBILITY: JUNIOR HIGH/MIDDLE SCHOOL SCHOLASTIC REQUIREMENT**

For participation on the junior high/middle school level, a student must be promoted (**if not promoted, they are ineligible for the entire year**) and have passed any from basic courses (any subject that meets the equivalent of at least 250 minutes per week or meets the State Department requirement) with a 2.0 or “C” average the previous semester (computed numerically or by GPA).

The year-end average of four basic courses passed will be used to determine eligibility for the fall semester. The same guidelines apply at the end of the first semester for spring participation. Students must be on track to be promoted to be eligible.

A student on the junior high/middle school level, who was promoted but is not eligible at the beginning of the school year due to his academic average, may become eligible for the second semester only once during the student’s junior high/middle school career by passing four basic courses with an overall average of 2.0 at the end of the first semester.

## **ELIGIBILITY: SEVENTH AND EIGHTH GRADE PARTICIPATION ON THE HIGH SCHOOL LEVEL**

In order to participate in the fall, a student must be promoted (**if not promoted, they are ineligible for the entire year**) having passed the four core courses (English, math, science and social studies), and the average of those four core courses must be a “C” or above. For spring semester eligibility, the student does not have to be passing all four core courses, but the average of those four core courses must be a “C” or above

Students who are allowed to participate on a high school team in any sport/activity shall not be allowed to participate on a junior high school team in the same sport/activity at the same time or at a later date.

Students who are playing up (seventh to eighth) are not allowed to participate on the seventh grade team in the same sport/activity at the same time or at a later date.

Ninth grade participation shall be considered as Junior Varsity participation keeping in mind the number of quarters or innings participating during a school week.

## **ELIGIBILITY: SPECIAL EDUCATION REQUIREMENTS**

Special education students making satisfactory progress according to the committees reviewing their Individual Education Plans (IEP) shall be academically eligible. Special education students must maintain attendance according to district policy, be assigned a date entering ninth grade corresponding to other students of that age, and be subject to all other rules and regulation of the MHSAA.

## **ELIGIBILITY: FOREIGN EXCHANGE STUDENT REQUIREMENTS**

A foreign exchange student participating in an established program accepted by the Council of Standards for International Education Travel (CSIET) shall be immediately eligible to participate in MHSAA sanctioned sports/activities in the school district in which the host family is a bona fide resident. Eligibility is granted for one year provided there is no evidence of recruitment of the student by the school or another entity.

**GAME AND PRACTICE SUPERVISION:** All head coaches must ensure that proper security and fan supervision is in place prior to an athletic contest/event. Further, no game or practice may be held without a coach present.

**MULTIPLE SPORTS PARTICIPATION:** TPSD 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, it is hoped that 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 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. TPSD may seek dismissal of 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 the sport that he/she quit is over. (Example: John Doe quits basketball late in the season to play baseball. John Doe will not be able to play baseball until basketball season is over.)

**OUTSIDE TEAM PLAY:** The sport or activity in season with the TPSD always takes preference over any outside team play or practice. TPSD is very concerned about injuries among the athletes since many are over exposed to practice beyond the high school practice during the high school season. It will be TPSD policy that any athlete that chooses to miss practice or games to participate in outside team play will be subject to dismissal from the program.

Soccer: Prior to scheduling games, the coach will ask for suggestions concerning particular weekends of interest for outside team play during the high school season from players and parents. The coach will then attempt to schedule around one tournament (one day of missed practice for travel will be included) during the high school season to give the players the opportunity to showcase their talents in outside play. After the coach has chosen that weekend, any other missed practices or games are subject to the following punishments:

1<sup>st</sup> missed practice (any part of practice): one game suspension (next game)

1<sup>st</sup> missed game: two game suspension (next two games) and loss of lettering privilege in that sport for that year

2<sup>nd</sup> missed practice (any part of practice): two game suspension (next two games) and loss of lettering privilege in that sport for that year

2<sup>nd</sup> missed game: dismissal from program

**PHYSICAL EXAMINATION/WAIVER:** All athletes are required to complete a parental permission form, an insurance form and a physical examination form prior to participating in a practice or game. The physical examination must be conducted by a licensed physician or a nurse practitioner under the guidance of a licensed physician. All students who wish to try out for an athletic team must have a physical examination form or a physical exam waiver on file.

**PUBLICITY AND PROMOTION:** It is the responsibility of the athletic director and the head coach to promote athletics in the community. See job descriptions.

**RELIGIOUS NEUTRALITY:** TPSD recognizes the right of every person to make personal decisions about religion free from school or governmental involvement. TPSD encourages all students and staff to appreciate, respect and be tolerant of each other's religious decisions and views. Coaches and/or district employees may not lead, plan, encourage, discourage or prohibit prayers or religious activities at school and/or school events.

**SAFETY PROCEDURES FOR ATHLETES:** The safety of athletes in practice and games is a top priority in TPSD. The athletic director and the supervising coaches must take all necessary precautions to insure the safety of the athletes.

**SCHOOL ATTENDANCE ON GAME DAY:** In order to be eligible to participate in a competition on a school day, an athlete must attend school at least sixty percent (60%) of the school day on the day of the competition. A school-related/administrative absence is not subject to this 60% rule. Final judgements will be rendered by the athletic director.

**TRAVEL:** The athletic director and head coach are responsible for transporting the athletes to games/contests in an approved state vehicle. Alternative travel may be arranged only in accordance with TPSD Board policy (EDAE).

Rules for travel to State playoff games/contests:

1. If the athletic contest begins prior to 12:00 noon, TPSD approves and will pay the costs associated with travel to the game location on the day preceding the date of the contest.
2. If the athletic contest begins at 12:00 noon or later, the team will travel and return on the same day.
3. If the playoffs are scheduled for consecutive days, TPSD will pay for the cost of spending the night between the two dates, subject to 1 and 2 above.

Reimbursement for travel to games/contests that are not part of state playoffs will be at the discretion of the athletic director.

**WEIGHT ROOM:** A well-organized weight program is essential to a competitive athletic program. TPSD encourages all staff involved with the weight program to attend clinics in order to stay current with the latest weight training techniques. The weight room should be a safe and wholesome environment. Athletes are prohibited from working out in the weight room without the supervision of weight room staff.

## **JOB DESCRIPTIONS**

### **Athletic Director**

Qualifications

1. Mississippi Educator License
2. Master's degree in Administration and Supervision
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to Superintendent / Assistant Superintendent for Secondary

Job Goal To provide each enrolled student of secondary school age and 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 fair play.

### Performance Responsibilities

1. Organizes and administers the overall program of extracurricular athletics (with the exception of high school intramural).
2. Provides leadership in the selection, assignment and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization of and scheduling of all interscholastic athletic events and submits all athletic schedules to the proper administrative unit for approval.
5. Hires officials, team physicians and police officers as required, and assumes general responsibility of the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Arranges provision for meals (and lodging, if necessary) for athletes and coaches when participating in play-off competition.
8. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Verifies and monitors each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and submits eligibility forms to MHSAA as required.
10. Prepares and administers the athletic program budget.
11. Requisitions program supplies and equipment.

12. Supervises all ticket sales and fund-raising events of the athletic program and assumes responsibility for proper handling of funds.
13. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services and field assistance, as appropriate.
14. Makes arrangements for non-school use of playing fields and facilities.
15. Arranges field and gym practices schedule.
16. Provides for the physical examination of all athletes prior to the beginning of each season.
17. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims.
18. Keeps records of the results of all junior and senior high school athletic contests.
19. Directs an in-school extracurricular program designed to foster support for the athletic teams and school spirit among participants.
20. Plans and supervises an annual recognition program for school athletes.
21. Coordinates the drug testing of athletes in accordance with district policy.
22. Sees that all facilities are kept clean and safe; submits requests for repair or improvement of facilities.
23. Coordinates the selling of season tickets and individual tickets for each game.
24. Serves as the liaison between the school and the booster clubs; coordinates all booster club activities as they relate directly to the school.
25. Establishes and oversees the varsity lettering program.
26. Has knowledge of and adheres to all policies/guidelines of the district and the MHSAA.
27. Exhibits exemplary personal conduct and good sportsmanship at all times.
28. Encourages coaches to attend clinics; keeps staff informed; attends MHSAA clinics, meetings, etc.
29. Other job related items as established by the administration.

Physical Demands See complete job description on file in the Human Resources Office.

## **Head Coach**

Qualifications

1. Mississippi Educator License
2. BA or BS degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to Athletic Director

Job Goal To provide athletic opportunities for students, to teach and train them in the skills of the sport, to foster a sense of worth, competence, knowledge and understanding of the pleasures of sport and competition, and to exhibit and encourage the principles of fair play and good sportsmanship.

### Performance Responsibilities

1. Coordinates the overall athletic program of the particular sport.
2. Coaches and trains athletes in the appropriate skills of the sport.
3. Has thorough knowledge of and adheres to all policies and guidelines of the district and the MHSAA.
4. Establishes and maintains appropriate training and safety rules; advises athletic director of any work and/or improvements necessary for the facilities.
5. Prepares practice and game schedules and submits them to the athletic director for approval prior to the start of the season.
6. Submits bids and/or quotes for the requisitioning of equipment, uniforms, etc.
7. Supervises, inventories and cares for equipment and locker room during season.
8. Ensures that all required forms are completed prior to the start of practice, including physical forms, insurance forms, parental consent forms, eligibility forms, drug testing forms, etc.
9. Determines and monitors student eligibility prior to and during the season.
10. Selects and trains student managers.
11. Provides leadership in directing assistants; encourages professional growth by encouraging clinic attendance and staff development.
12. Stays current with athletic trends and techniques.
13. Oversees arrangements for travel, lodging and meals.
14. Attends to accommodations for visiting teams.
15. Provides supervision at all practices, games, on trips, in locker rooms and elsewhere.
16. Provides first aid to all injured athletes; completes all required reports pertaining to injuries; contacts parents in the event of injury.
17. Supervises conduct and appearance of all athletes during all times associated with the sport.
18. Develops and oversees lettering requirements (in conjunction with the athletic director).
19. Arranges and publicizes try-outs; prepares and distributes "cut policies".
20. Enables and encourages athletes to participate in other sports and activities.
21. Provides leadership in promoting positive attitudes and good relationships between the program and the community.
22. Ensures statistics and promotional information is provided to local and state media.
23. Cooperates with and provides information to college coaches and recruiters and relative to student athletes; assists athletes in securing information concerning scholarships/aid.
24. Maintains a current bus license, & ensures that assistant coach does.
25. Maintains discipline and works to increase morale and self esteem.
26. Refrains from profanity and the use of tobacco while coaching.
27. Additional responsibilities established by the administration.

Physical Demands See complete job description on file in the Human Resources Office.

## **Assistant Coach**

The assistant coach reports to the head coach, carries out responsibilities as assigned to him/her by the head coach, assists with scheduling, practices, maintaining current paperwork and forms, promotes safety, stays abreast of latest techniques, supervises his/her athletes, builds rapport with other athletes and players, encourages participation in all sports, etc.

## **Athletic Trainer**

The athletic trainer is an employee provided by the North Mississippi Medical Center to assist with the proper medical care of all athletes, including those who are injured and/or recuperating. His/her job responsibilities include attending practices and game preparation, monitoring athletes during contests, consulting with doctors and head coaches regarding injuries, recommending removal from practice and/or games, being available to all coaches for help and consultation, contacting doctors and ambulance service for athletic events as necessary.

## **DRUG TESTING POLICY – STUDENT ATHLETES, DRIVERS, EXTRACURRICULAR PARTICIPANTS (TPSD Policy JCDAB)**

### **I. BOARD POLICY**

The Tupelo Public School District (“TPSD”) recognizes that drug and alcohol use by students participating in athletics, extracurricular activities and those who drive and park on campus (hereinafter “participating students”) present special concerns about the dangerous combination of drugs or alcohol and participation in these activities. While the misuse or abuse of alcohol, illegal drugs, prescription and even non-prescription drugs is unsafe for any student, the additional demands placed upon participating students make such misuse or abuse dangerous.

In response to the serious health risks and other risks posed by participating students’ drug and alcohol use, TPSD has implemented a drug and alcohol testing policy which is designed to provide early detection of drug use and to eradicate or reduce significantly use and influence of prohibited drugs, alcohol and other chemicals by participating students.

In pursuit of these purposes, TPSD declares that the use of prohibited drugs and alcohol, or intoxication and physical influence thereof, by participating students is inherently unsafe. Such use, intoxication or influence should be detected and prevented and such participating students should be counseled, educated and monitored.

All students enrolled in TPSD who are in 7<sup>th</sup> grade or higher and who (1) participate or who have expressed an intention to participate in any Tupelo High School and Tupelo Middle School athletic program and/or extracurricular activity or (2) obtain a parking permit to allow them to drive and park on the THS campus shall be subject to drug and/or alcohol testing to the extent and manner provided for in this policy.

The Board authorizes the superintendent to implement procedures in furtherance of the goals of this policy.

### **II. DEFINITIONS**

“Alcohol” or “alcoholic beverage” means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing ethyl alcohol.

"Anabolic steroids" mean a class of synthetic compounds which resemble the natural male hormone testosterone or which promote muscle tissue growth at a rate above that which can be obtained through training and nutrition, leading to increased muscle mass, power and strength.

"Athletic Department" shall mean the Tupelo High School Athletic Department.

"Confirmation test" means a drug and alcohol test on a specimen to substantiate the results of a prior drug and alcohol test on the specimen. The confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous drug and alcohol test.

"Drug and/or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or alcohol in a person's bodily fluids.

"Illegal drug" means (a) a prohibited drug as set forth below, (b) a drug listed as illegal under Mississippi law, or (c) a drug which is illegal to use under Mississippi law without a prescription.

"Initial test" means an initial drug test to determine the presence or absence of drugs or related metabolites or of alcohol and its metabolites in specimens.

"Medical Review Officer" or "MRO" means a licensed physician, either a Doctor of Medicine or Doctor of Osteopathy, or other medical or scientific expert knowledgeable in drug abuse disorders, employed to help the TPSD interpret, evaluate and monitor its drug testing program.

**DRUG AND STEROID USE IN SCHOOL ATHLETICS (TPSD Policy JCDAB)**

"Negative drug test" means a drug or alcohol test that does not show evidence of alcohol or a prohibited drug in a person's system.

"Participating Students" are students participating in athletics and/or extracurricular activities and/or those who obtain a parking permit to allow them to drive and park on campus.

"Positive drug test" means a drug or alcohol test that indicates the presence of alcohol or a prohibited drug in a person's system.

"Prescription medication" means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.

"Prohibited drug" means any drug which is considered a part of the group of drugs listed in Section III.2. of this policy.

"Random testing" means a neutral selection basis of testing for drugs and/or alcohol which provides a mechanism for selecting participating students for testing that: (i) results in an equal probability that any student from a pool of students subject to the selection mechanism will be selected, and (ii) does not give TPSD and school personnel the discretion to waive the selection of any student selected under the mechanism.

"Reasonable suspicion drug or alcohol testing" means drug and alcohol testing based on a belief that a student is using or has used drugs in violation of this policy as indicated in Section III.7.

"Specimen" means a tissue or product of the human body chemically capable of revealing the presence of drugs or alcohol in the human body.

"THS" shall mean Tupelo High School.

"TMS" shall mean Tupelo Middle School.

"TPSD" means the Tupelo Public School District.

### **III. ADMINISTRATIVE PROCEDURE**

#### **1. Concurrent Drug Testing Policies.**

This policy and the TPSD Drug and Alcohol Testing Policy, JICH, shall be administered separately and concurrently. Tests occurring under this policy shall not be used for or considered for the purposes of the TPSD Drug and Alcohol Testing Policy, but test results under Policy JICH may be considered for the purposes of eligibility to participate in athletics and/or other extracurricular activities or to drive to and park on the THS campus and for testing or monitoring under this policy. Participating student are subject both to Policy JICH and to this policy.

#### **2. Prohibited Drugs/Alcohol.**

The list of prohibited drugs is attached to this policy as Exhibit 1 and incorporated herein by reference. The THS Principal shall designate those drugs for which tests shall be administered.

#### **3. Implementation.**

All participating students and their parents or guardians will be notified of this policy upon (1) entrance of a student into an athletic program or extracurricular activity, or (2) a student seeking a THS parking permit. The THS and TMS Principals shall be responsible for the fair, impartial and complete implementation of this policy and for ensuring the no-notice, surprise nature of all testing. The TPSD Athletic Director shall be responsible for the coordination and execution of all testing.

#### **DRUG AND STEROID USE IN SCHOOL ATHLETICS (TPSD Policy JCDAB)**

#### **4. Consent/Refusal to Consent**

All participating students and their parents/guardians shall be asked to sign a consent form acknowledging this policy, authorizing the test for prohibited drugs and alcohol as provided for in this policy and consenting to the release of the tests results to the Principal, TPSD Athletic Director and the parents/guardians of the participating student. Results may also be released to the Superintendent or his designee and coaches or advisors on a need-to-know and confidential basis. [See Form 1 attached to this policy.] If a participating student and/or his or her parent/guardian declines or fails to sign the consent form, the student will be ineligible to participate in any TPSD athletic or extracurricular program or to drive and park on the THS campus.

#### **5. Annual Testing.**

As an annual prerequisite for participation in a TPSD athletic or extracurricular program, or for permission to drive and park on the THS campus, each student must submit to an unannounced drug and/or alcohol test. Any student who tests positive for drugs and/or alcohol may be ineligible to participate in TPSD athletic or extracurricular programs or to drive and park on the THS campus as provided in this policy, or, in the discretion of the Principal or Athletic Director, may participate subject to the provisions of Section III.10. of this policy.

#### **6. Random Testing.**

Participating students will be tested on a random basis for use of prohibited drugs and/or alcohol. Random tests shall be initiated by the testing laboratory or MRO without prior notice, except that the THS Principal shall receive notice from the MRO or testing laboratory not more than one (1) hour prior to the commencement of collection of specimens. The random testing shall not be announced or revealed prior to the time of commencement and shall be conducted on a no-notice, surprise basis. The TPSD Superintendent and THS Principal shall determine the percentage of participating students tested in any one (1) random test, not to exceed ten percent (10%).

#### **7. Reasonable Suspicion Testing for Steroid Use.**

TPSD may require any participating student to submit to a drug test if there is reasonable suspicion that the student has been or is using anabolic steroids. Reasonable suspicion must be based on observable physical, behavioral or performance indicators of probable anabolic steroid use.

The following observation indicator constitutes the primary factors for reasonable suspicion testing for anabolic steroids:

1. Rapid, marked increase in body muscle, mass, strength and performance which cannot be explained alone by training, nutrition and exercise.
2. In addition to the primary factor listed above, reasonable suspicion may be confirmed by:
  - a) Jaundice due to liver dysfunction
  - b) Virilization in females (increased body hair, deepening of voice)
  - c) Breast enlargement in males
  - d) Insomnia
  - e) Depression

Any TPSD staff member who reasonably suspects that a participating student is using an anabolic steroid shall report such suspicions to the student's Principal. The staff member and the Principal must agree that the observable indicators constitute reasonable suspicion of possible steroid use before a student can be tested under these provisions.

#### 8. Specimen Collection.

All breath, urine and blood specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Universally accepted standards for testing, labeling, storage and transportation of specimens will be strictly followed by the testing facilities. The MRO will request information before each confirmation test regarding prescription and non-prescription drugs and any other information which could lead to a false positive test. No TPSD staff shall be involved in the collection, storage, labeling, or handling of specimens from random testing.

#### **DRUG AND STEROID USE IN SCHOOL ATHLETICS (TPSD Policy JCDAB)**

#### 9. Testing Procedures.

A laboratory certified by the National Institute of Drug Abuse will be designated by TPSD to perform all initial drug and alcohol tests. The laboratory and the MRO will be responsible for the handling and safe delivery of all positive specimens to the confirmation laboratory and such delivery will be accomplished through proper chain of custody procedures.

#### 10. Finding of Drug and/or Alcohol Use Consequences

##### First Violation

If the initial test for drugs or alcohol indicates a negative result, no further test will occur unless there is good reason to suspect the quality of the specimen sample. If the initial test indicates a positive result, a confirmation test will be conducted immediately. Should the confirmation test also indicate a positive result for a participating student, the following consequences shall be imposed:

- (1) The Principal will notify the student and his or her parent/guardian in writing of such positive test results.
- (2) The student shall be suspended from participation in all athletics and extracurricular activities (which encompasses, for purposes of this policy, all participation including: tryouts, practices and competitions) and from driving to and parking on the THS campus for a minimum of thirty days.
- (3) The student shall submit to a mandatory drug test on or about thirty days after the date on which TPSD received notification of the confirmation tests' positive result. TPSD will be responsible for the cost of the test and the date it will be administered. A positive test result shall constitute a separate violation of this policy and shall be treated as a second violation.
- (4) The student shall be required to attend a drug counseling or education program. A TPSD drug counselor shall determine the length and manner of counseling which suits the best interest of the individual student. Refusal to participate in the counseling program, as set forth in this paragraph, will be treated and handled as a second positive test result.
- (5) The student will not be allowed to resume participation until he/she has had a negative drug test.
- (6) The student will be required to submit to periodic or unannounced retests during the calendar year of the violation.

##### Second Violation

Should a participating student test positive for a second time, the following consequences shall be imposed.

- (1) The Principal will notify the student and his or her parent/guardian in writing of such positive test results.
- (2) The student shall be suspended from participation in all athletic and extracurricular activities and from driving to and parking on the THS campus for a minimum of sixty days.
- (3) The student shall be required to attend a drug counseling or rehabilitation program at the expense of the student/parent/guardian. A TPSD drug counselor shall refer the student to a TPSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the Principal before participation/eligibility is reinstated.
- (4) The student shall submit to mandatory drug testing during the calendar year of the violation as often as deemed appropriate by the administration. The student will not be allowed to resume participation until he/she presents a negative result on a retest.

### Third Violation

Should a participating student test positive for a third time, the following consequences shall be imposed.

- (1) The Principal will notify the student and his or her parent/guardian in writing of such positive test results.
- (2) The student shall be suspended from participation in all athletic and extracurricular activities and from driving to and parking on the THS campus for a minimum of one calendar year.
- (3) The student shall be required to attend a drug counseling or rehabilitation program at the expense of the student/parent/guardian. A TPSD drug counselor shall refer the student to a TPSD approved outside drug counseling agency. Documentation of attendance and completion of counseling must be submitted to the Principal before participation/eligibility is reinstated.
- (4) The student shall submit to mandatory drug testing during the calendar year of the violation as often as deemed appropriate by the administration. The student will not be allowed to resume participation until he/she presents a negative result on a retest.

### **DRUG AND STEROID USE IN SCHOOL ATHLETICS (TPSD Policy JCDAB)**

No positive test results as described in this policy will be used as grounds to discipline, suspend or expel a participating student, except for the guidelines provided in this policy. Any student who intentionally evades a preseason or random test will be suspended from practice and competition until a test is taken and may be subject to discipline for the evasion.

#### 11. Appeal.

A participating student has the right to appeal a decision of the Principal by following the complaint procedures as outlined in School Board Policy JIA, Student Due Process Rights. Participation in athletic and extracurricular programs and parking at Tupelo High School is a privilege only and a student has no property right or interests in such participation.

#### 12. Medical Review Officer.

As part of this policy, TPSD will utilize the services of a medical review officer (MRO) as designated by TPSD. The MRO will interpret, monitor and evaluate all positive test results so as to determine whether any alternative medical explanation could account for the positive results. The MRO must be a licensed physician, or group of licensed physicians, knowledgeable in drug abuse disorders.

#### 13. Confidentiality.

The results of a student's drug and/or alcohol test shall not be released to anyone other than the Medical Review Officer, the Principal, the Athletic Director and the student's parents/guardians. Results may also be released to the Board of Trustees, the Superintendent or his designee, school attorney, athletic department personnel and/or school advisor on a need-to-know and confidential basis. No other person may receive the test results without the express authorization and consent of the participating student and his or her parent/guardian.

#### 14. Cost.

TPSD will bear the cost of drug and alcohol tests required by TPSD under this policy. The participating student or his or her parent/guardian will pay the costs of any retest requested by the student and of all tests required after a violation of this policy, as outlined in Section III.10. above.

#### 15. Use of Prescription or Legal Non-prescription Drugs.

TPSD recognizes that from time to time its students, for medical reasons, may take certain drugs prescribed by their physician including certain prohibited drugs. TPSD also recognizes that students may, from time to time, for various medical reasons take certain non-prescription drugs. Any student who needs to take prescription or legal non-prescription drugs may (but is not required to) notify the Principal, the Athletic Director or an athletic department staff member or advisor and provide a copy of the prescription, or in the case of non-prescription drugs, a note from the parent/guardian that the student has permission to possess and take the non-prescription drugs. The prescription or the note should state how long the student will be taking the drugs. Both the prescription and the note should be specific about the type or description of drug to be taken. The Principal, the Athletic Director and staff member(s) shall keep the information confidential and in a secure location.

Prior to an initial drug and alcohol test, a participating student may voluntarily disclose the use of any prescription or non-prescription drugs, but will not be required to do so. If the initial test results are positive, the MRO shall request from the student and/or the parent/guardian information regarding what, if any, prescription and non-prescription drugs, the student was using at the time of the test

Information regarding a student's need for and possession and use of prescription and non-prescription drugs is considered confidential, sensitive and private. The information is necessary and will only be used for the assistance and safety of the student needing the medications, the safety of other students, and, in the event of a positive initial test result, to assist the MRO in determining possible causes of a false-positive test.

The information should only be available to the Principal, the Athletic Director or athletic department personnel to the extent practical.

#### DRUG AND STEROID USE IN SCHOOL ATHLETICS (TPSD Policy JCDAB)

#### JJIE - EXHIBIT I

#### PROHIBITED DRUGS

1. The following is a list of prohibited drugs:

**(a.) Psychomotor stimulants:**

Amphetamine	pemoline	methylamphetamine
benzphetamine	phenmetrazine	methylphenidate
chlorphetermine	pipradol	norseudoephedrine
cocaine	ethylamphetamine	phendimetrazine
diethylpropion	fencamfamin	phentermine
dimethylamphetamine	meclofenoxate	prolintane and related compounds

**(b.) Sympathomimetic amines:**

chlorprenaline	methoxyphenamine	methylephedrine
ephedrine	isoprenaline	phenylpropanolamine
etafedreine	isoetharine	and related drugs

**(c.) Miscellaneous central nervous system stimulants:**

amiphenazole	crolethamide	nikethamide
bemigrade	doxapram	picrotoxine
caffeine	ethamivan	strychnine
cropropamide	leptazol	and related compounds

**(d.) Anabolic steroids:**

clostebol	methenolone	oxymesterone
dehydrochloromethyl-	methandienone	oxymetholone

	testosterone	nadrolone	stanozolol
	fluoxymesterone	norethandrolene	testosterone
	mesterolone	oxandrolone	and related compounds
(e.)	<b>Alcohol</b>		
(f.)	<b>Diuretics:</b>		
	bendroflumethiazide	ethacrynic acid	metolazone
	benzthiazide	flumethiazide	polythiazide
	bumetanide	furosemide	quinethazone
	chlorothiazide	hydrochlorothiazide	spironolactone
	chlorthalidone	hydroflumethiazide	triameterene
	cyclothiazide	methyclothiazide	trichlormethiazide and related compounds
(g.)	<b>Street drugs:</b>		
	amphetamine	marijuana	
	cocaine	MDMA "Ecstasy"	
	heroin	THC (tetrahydrocannabinol)	

2. Exceptions may be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES (TPSD Policy EDAE)**

The primary concerns of the Tupelo Public School District for students who are being transported to school events and school-related activities are safety and security. Whenever possible, student transportation to school events and school-related events will be in school buses or other school district vehicles that have been approved for student transportation. Drivers of school owned vehicles are directed to use and ensure the use of all safety equipment, such as seat belts, and to observe all safety rules and traffic laws.

However, in certain instances, transportation provided by the school district is not practicable, and students, and their families, must make arrangements for transportation to school events and school-related activities, even when the transportation commences during school hours. In these situations, the school district does not provide transportation to students, and it is the policy of the school district that parents or guardians of students acknowledge the provision of transportation by other persons, including students, and that the parents or guardians agree to the transportation and release the school district before the transportation is allowed. It is the responsibility of the parent or guardian to ensure the driving capability and safety record of the driver, the safety and maintenance of the vehicle, and the security of the transportation are sufficient.

Transportation of students to school events and school-related activities in private vehicles, commencing after school hours, is the responsibility of the student and his or her parents or guardians and does not fall within the scope of this policy.

In individual cases where a student will need to travel to a school event or school-related activity in the private vehicle of another person, either one time or on a recurring basis, a copy of this policy should be provided to the student's parents or guardian and at least one parent or the guardian should read and sign a release form.

**TRAVEL RELEASE**

I am the parent or legal guardian of \_\_\_\_\_, who is a student of the Tupelo Public School District. I acknowledge that I have read and understood the policy of the school district regarding the

transportation of students to school events or school-related activities in private vehicles. I acknowledge that transportation in private vehicles is not provided by Tupelo Public School District. Arrangements have been made with my approval for my child to be transported to the following event(s) or activities in a privately owned vehicle:

\_\_\_\_\_  
\_\_\_\_\_

If this transportation is not available, I have instructed my child on alternative transportation to the event or activity. I hereby release and hold the Tupelo Public School District, its trustees, administrators and employees harmless, and agree to indemnify them, from any and all liability arising out of any injury or damage relating to the transportation of my child to school events and school-related activities in privately owned vehicles.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**TUPELO HIGH SCHOOL  
Athletic Information Form  
(Please Print Clearly)**

Name: \_\_\_\_\_  
Last Middle First

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS#: \_\_\_\_\_ Birth Certificate #: \_\_\_\_\_

Sport(s): \_\_\_\_\_ Year Enrolled TPSD \_\_\_\_\_ Grade: 7 8 9 10 11 12

Current Address \_\_\_\_\_  
Street City Zip

Previous Address (if different) \_\_\_\_\_  
Street City Zip

Home Phone #: \_\_\_\_\_ Other Phone #s: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Do You Live With: Both Parents \_\_\_\_\_ Mom \_\_\_\_\_ Dad \_\_\_\_\_ Other \_\_\_\_\_

Parent's Work #: Mom: \_\_\_\_\_ Dad: \_\_\_\_\_

**EMERGENCY INFORMATION**

In case of an emergency all efforts will be made to contact the parent(s). However, if the parents cannot be reached, please list the following:

Person(s) to contact in case of an emergency: \_\_\_\_\_

Relationship to Athlete: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_  
Insurance Address: \_\_\_\_\_  
Name on Policy: \_\_\_\_\_ Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_  
List any known allergies: \_\_\_\_\_  
List current medications: \_\_\_\_\_  
List past or existing medical conditions that we should be aware of: \_\_\_\_\_  
\_\_\_\_\_

**PARENTAL PERMISSION FOR EMERGENCY TREATMENT**

I hereby authorize and give permission for emergency medical treatment to be rendered for and on behalf of my child, \_\_\_\_\_, for any injury received while participating in any supervised school related sports activity. This authorization includes, but is not limited to, any treatment deemed necessary by certified personnel, physicians, hospital emergency room physicians and hospital.

\_\_\_\_\_  
Printed name of parent or legal guardian

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF DRUG TESTING**

I, the parent or legal guardian of \_\_\_\_\_ acknowledge that I have received the Tupelo Public School District Drug and Steroid Use in School Athletics Policy. I further acknowledge that this student will be subject to pre-season testing, random testing throughout the year and to testing for steroid use in the circumstances of reasonable suspicion.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date

**ATHLETIC AUTHORIZATION FORM**

I/we give our permission for \_\_\_\_\_ to participate in organized high school athletics, realizing that such activity involves the potential for injury which is inherent in all sports. I/we acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of the rules, injuries can be so severe as to result in total disability, paralysis, or even death.

I/we acknowledge that I/we have read and understand this warning.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Player's Signature

**CERTIFICATION OF RECEIPT OF ATHLETIC HANDBOOK**

I, the parent or legal guardian of \_\_\_\_\_ certify that I received the Tupelo Public School District Athletic Handbook.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date