

**Tripoli  
Community School  
District**



**Coaches Handbook**

**2017-2018**

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## **ATHLETIC CODE**

1. Tripoli Community School and Middle School rules must be followed in all cases of eligibility, physical examinations, insurance coverage, starting dates, use of school equipment and facilities. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and state regulations in these matters.
2. Students in activities must travel to and from contests away from Tripoli Community School in transportation provided by the school. Students representing Tripoli Community School will remain at the site of the contest unless transported by the supervisor. The only exceptions are:
  - a. Injury to the participant which would require alternate transportation.
  - b. Personal arrangements made by the participant's parent or guardian with the supervisor.
3. A display of unsportsmanlike conduct toward an opponent or official or use of profanity during a practice or contest will result in counseling by the head coach.
4. Unexcused absence from scheduled practice will be dealt with by the head coach.
5. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards, the exception being an injury which limits participation. No awards shall be given to any student suspended for the remainder of the season for violation of athletic code.

## **COACHES LEADERSHIP-HIGH SCHOOL AND MIDDLE SCHOOL**

The function of the coach is to educate students through participation in sports. The primary and basic function must never be disregarded. In teaching a sport the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. Any attempt to beat these rules, to take unfair advantage of an opponent or to teach deliberate unsportsmanlike conduct has no place in athletics.

The coach should set the example for winning without boasting and for losing without bitterness. A coach who conducts himself/herself according to these principals need have no fear of failure, for in the final analysis, the success of a coach can be measured in terms of the respect they have earned from each player and from their opponents.

The major objective of our programs is the development of behavior which is aimed at that which is best for the full development of our athletes. Coaches are to develop good sportsmanship, good athletes, good citizens and the type of behavior which will bring credit to the school, the community and the individual participant.

## **SPORTSMANSHIP GOALS FOR ATHLETES AND COACHES**

1. Greet and be courteous to opponent's coaches and players.
2. Respect officials and their decisions.
3. Compete vigorously and hard; be gracious to your opponent when he/she does the same. Recognize and appreciate the skills of all students participating.
4. Display concern for the physical well-being of your team and for the opponent.
5. Win with humility; lose with grace. Do both with dignity.

## **ALL COACHES' DUTIES AND RESPONSIBILITIES**

1. Make sure you are the last one to leave the building, all lights are off, and the doors are locked. Do not leave the school until all kids have left school property.
2. Family night is set aside for Wednesday. All practices should be finished and all athletes are to be out of the building by 7:00 p.m. for high school and 6:00 for junior high during the school year.
3. Coaches are held responsible for the conduct of squad members during practice, at games, and on trips.
4. No matter the activity coaches should cooperate with the coaches of the other activities in the school. Coaches should support each other in an ethical manner, never second guessing or otherwise criticizing another coach.
5. All coaches will adhere to the state and school regulations regarding their sport.
6. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with fellow coaches, the activity director, and the building principal.
7. Ensure that all squad members have a physical and concussion form turned in before they practice.
8. Ensure that training rule violations are reported to the athletic director and principal.
9. At the beginning of the season, turn in a roster and practice schedule to the Activity Director.
10. Provide information to the local newspaper for articles in a timely manner from contests by 9:00 am Monday morning.
11. Alumni cannot practice or scrimmage with high school teams during an organized practice.
12. The only scrimmages allowed will be those authorized by the state.
13. Authority to hold a Sunday practice must be received from the principal or AD prior to practice.
14. Fill out accident report for students when an injury occurs within 24 hours of incident. Turn in a copy to front office and AD.
15. Keep parents informed of any concerns.
16. All coaches/activity sponsors shall not use profanity at any time.
17. All coaches/activity sponsors are required to contact parent/guardian whenever a student injury occurs and complete an injury report to submit to the Activities Director.
18. Complete the online concussion course annually.
19. Keep updated on coaching licensure and renewal.
20. Completes an annual report to the AD within three weeks following completion of the season.
21. Inventories all uniforms and equipment and gives a prioritized list of items to the AD that is needed for the next year. This must be done if the coach wants items purchased for their program.
22. Schedule end-of-season evaluations with the Activities Director within 3 weeks of the conclusion of the season.

### **ADDITIONAL HEAD COACH PROGRAM RESPONSIBILITIES**

1. Responsible for the overall supervision and coordination of the total program for 7<sup>th</sup>-12<sup>th</sup> grades. Submits to the middle school and the athletic director a list of fundamentals to be taught and other guidelines.
2. Responsible for the assignments and duties of the assistant coaches.
3. Responsible for keeping practice periods for sports within the confines of the time specified by the AD and keeps the AD informed of practice schedule during holiday periods.
4. Send stats to state and conference/district as directed by AD and IHSAA or IGHSAA Quikstats deadlines.
5. Call in scores and submit online on the night of home events.
6. Completes and returns any required forms and statistics to the AD and principal.
7. Responsible for coordinating off-season leagues, clinics, and camps.
8. Enforces discipline, sportsmanlike behavior, and athletic code at all times, and establishes and oversees penalties for breach of such standards.
9. Organize and attend a player/parent meeting prior to or on the 1<sup>st</sup> practice week of the season. You should provide the parents and players the following information:
  - a. Introduce yourself and other coaches for the program
  - b. Verify contact information for parents, players, and coaches
  - c. Outline rules, expectations, grievance process, and lettering criteria for the players and team
10. Provide a list of rules, expectations, and lettering criteria to the Activities Director prior to the beginning of each season.

### **ADDITIONAL HEAD COACH PERSONNEL RESPONSIBILITIES**

1. Responsible for assuring the assistants and self know the rules of the state association pertaining to their sport.
2. Responsible for the conduct of squad members during practice, at games, on trips, and at other times when under the coaches jurisdiction.
3. Cooperates with coaches of sports, school administrators, AD, and other activities at school.
4. Responsible for seeing that each participant has a completed physical, concussion form, and injury information card before being involved in any competition.
5. Responsible for explaining all district policies involving activities and team rules to all members of the squad.
6. Supervises practices, travel, performances and shower room and oversees the safety condition and conduct of student present.
7. Makes students aware of criteria for lettering.
8. Keeps abreast of newly developed, innovative ideas and techniques by attending clinics and readings in set areas.
9. Motivates young people and builds a positive enthusiastic program and serves as a role model for young people.
10. Supports other coaches in an ethical manner.

## **ADDITIONAL ASSISTANT COACH & JUNIOR HIGH COACH RESPONSIBILITIES**

1. Supports the head coach loyally and in an ethical manner at all times.
2. Assists head coach in getting equipment and facility ready for the season.
3. Carries out duties and responsibilities assigned by the head coach.
4. Attends all contests and practice sessions regularly.
5. Conducts self in an ethical manner during practice and contests.
6. Assists in inventorying and sorting of equipment at completion.
7. Completes reports needed by the head coach and AD.
8. Follows the chain of command.
9. Keeps abreast of newly developed, innovative ideas and techniques by attending clinics and readings in set areas.
10. Cooperates with coaches of other sports, school administrators, AD and other extracurricular activities in the school.
11. Enforces discipline, sportsmanlike behavior and athletic code at all times.
12. Responsible for the general health and welfare of students under direct supervision.
13. Motivates young people and builds a positive enthusiastic program and serves as a role model for young people.
14. Responsible for keeping practice periods within the confines of the time specified by the AD, and keeps the AD informed of practice schedules during any holiday period.
15. Responsible for general upkeep and protection of equipment.

## **ACTIVITY TRAVEL**

1. Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with the building principal prior to the event.
2. A student's parent may personally appear and request to transport the student home from a school sponsored event in which the student traveled to the event on a school district transportation vehicle.
3. If a parent wishes their student to stay at an activity site to be picked up by them after an activity and the parent is not there by the time the activity bus is ready to return home, the student will ride the bus home and will not be left at the site for their parents.
4. Parent release notes should include the following:
  - a. Students name
  - b. Parent transporting assuming responsibility for transportation home
  - c. Date
  - d. Signature of student's parents.

## **TRIPOLI ACTIVITIES USE OF FACILITIES**

Because more than one activity group uses the same facility, everything must be picked up and in order. Return items to their place of storage after use. If any facility is broken or in non-working condition, report the problem to a custodian and activities director.

At least one coach/director of the squad must be present prior to the practice time and before departing time on a trip. The same applies to leaving after practice, rehearsals or games. It should be clearly understood which coach/director has this responsibility on which days. Coaches will remain until the last squad member has exited the athletic area or the school building.

The coach/director of the last group to use a facility shall lock doors, turn off lights, store equipment, turn off showers, tidy the room, store towels, etc.

When using the Tripoli High School or Middle School gyms and weight room please observe the following:

1. Gymnasium
  - a. Only the coach or trained manager are permitted to raise or lower the baskets and divider net.
  - b. Only a trained coach or trained manager is permitted to use the sound systems.
  - c. Balls and equipment must be stored following practice.
  - d. Scoreboard lights are to be turned off except when in use.
  - e. Scoreboard control box is to be returned to proper storage area at all times.
  - f. Gym lights should be turned off.
  - g. Hanging on the rims is not allowed.
  - h. Climbing on stacked bleachers is not allowed.
  
2. Weight Room
  - a. Must be supervised by a coach.
  - b. Only appropriate music without profanity or racial slurs is allowed over speaker system.
  - c. Must be locked when not in use.
  - d. Participants must be properly instructed in the use of the weights and under direct adult supervision at all times.
  - e. The participant shall use a spotter in the lifts that require one.
  - f. Activities Director shall be informed of the lifting schedule.
  - g. Coaches must post a schedule outside the weight room to notify the community when the weight room/gym is closed for school use.
  
3. All other facilities and classrooms leave as you find them.

## **EQUIPMENT/FACILITY USAGE/RENTAL POLICY AND PROCEDURES**

See Code No. 905 Use of School District Facilities and Equipment

Elementary gym	Contact Sarah Figanbaum, Elem. Princ.
MS gym, HS gym, equipment, football fields	Contact Ethan Kleitsch, AD
MS/HS rooms	Contact Kim Block, HS Secretary

### **Facility**

Priority for use or rental of any facility is as follows:

1. Tripoli K-12 Activities/Athletics
2. Community Youth Sports
3. Community Organizations (for example: Scouts, 4H, Blood Drive)
4. \*Organizations outside the Tripoli Community School District

\*Rental fees will be charged to groups or individuals. See Board Policies 900 Series.

Note: Organizations are considered within the Tripoli community if they include at least one (1) Tripoli K-12 student. Organizations outside of the Tripoli community must be approved by the School Board.

### **Equipment**

Any use of school district equipment outside of the sport season and outside of the school must be rented by the student. Equipment includes, but is not limited to, items such as bats, balls, helmets, etc. A deposit and rental fee will be required.

### **Procedure to rent facilities/equipment**

1. Contact the appropriate individual listed above based on the facility you need to inquire about.
2. Complete the "Community Use of School District Facilities & Equipment Application Form" and/or "Equipment Rental Form."
3. Within 48 hours prior to the event, the user/renter returns any necessary forms and pays the deposit and/or rental fee(s).
4. Meet with the appropriate individual listed above based on the facility you need to go over set-up and clean-up procedures.
5. Check a key out from the office staff if needed.
6. Once the key/equipment is returned and determination is made items are placed back into their proper place and no damage was done, the deposit will be refunded. (The equipment rental fee will not be refunded.)

## **SCOUTING**

Scouting can be done with the use of the school vehicle. The coach must check availability of the vehicle first at the high school office. If vehicle is available the coach will then sign for use of the vehicle. The person scouting should also contact the host school to notify them.

## **MAIL**

Mail that comes in will be put in the mailbox in the high school lounge. All coaches, including off-staff coaches; it is your responsibility to check your mailboxes.



## **SPECIAL MEETINGS**

1. Rules Meeting: Prior to each high school athletic season, held online. For head coaches of boys and girls sports, attendance is mandatory each year. For all other coaches attendance at these meetings is highly recommended.
2. Concussion Course: All sport coaches at all levels including volunteers are required to complete annually online before the first day of practice.
3. All-Conference Selection: Head coach is required to attend

## **LETTER WINNERS/PARTICIPATION AWARDS**

Remember to turn in your letter winners/participation awards recipients (including and managers) to the AD a week or so BEFORE you need the awards so that they have time to get them together for you. Along with your letters, you will be receiving letter winner certificates signed by the AD. Distribution of all awards is YOUR responsibility, so you'll want to turn your lists in to the AD in plenty of time (a week or so) to have them back to hand out at your banquet, last game, etc. Athletes will receive a letter and a chevron bar in the first year they letter. Separate letters are given for cheerleaders, managers, and athletes. An athlete will receive a maximum of one additional bar per year after his or her initial letter.

## **EMERGENCIES**

1. To summon police or ambulance dial 911.
2. Notify parents.
3. Use health and injury information card and consent for medical treatment form (that is filled out at the beginning of season) to get needed medical attention.
4. Fill out accident report form and give one copy to office and one to AD.

## **STATE TOURNEYS AND EVENTS FOR TEAMS NOT QUALIFYING**

1. The high school coach or sponsors are allowed one professional day to attend state tourney or event with the team.
2. This day will be a field trip day for students. Homework and assignments will be done before student is allowed to go. Field trip forms are at HS office it is the coach's responsibility to make sure everyone going has a form turned in.
3. Tripoli Community School district will provide transportation only.

## **STATE PARTICIPATION FOR TEAMS/INDIVIDUALS QUALIFYING**

1. Meal allowance will be \$10.00 for half a day and \$15.00 for a full day when a team meal is not provided. If a complimentary breakfast is served at the hotel, students will be given a half-day allowance. Adults must turn in receipts.
2. The arrangement for meals will be made by the head coach/director, taking into consideration nutrition, participation, and expense.
3. Lodging will be provided based on a determination made by the coach/director and Activities Director. Factors that shall be considered are distance, length of tournament, expense, and providing an appropriate opportunity for success.
4. Coach's/Director's itinerary sheet must be submitted to the Activities Director and Principal in advance of each trip.

## **COACHING CLINICS**

1. The Tripoli Community School encourages coaches to go to clinics.
2. TCS will help pay for costs of clinics when approved by principal and AD.
3. A purchase order will need to be approved prior to attending.

## **CHAIN OF COMMAND**

1. Parents with concerns or questions will need to use the following order:
  - a. Talk with coach first.
  - b. If parents are not happy with coach conference then talk to AD.
  - c. If parents are not happy with coach and AD conference, talk to principal.
  - d. If parents are not happy with any of the above they can contact the superintendent.
2. Coaches should not discuss with parents, family, or fans any concerns immediately before or after a practice or game. An appointment should be scheduled for a different time.
3. Varsity level participation in competitions will be determined by the coaching staff only and playing time may be unequal. Coaches should not discuss playing time with parents but should focus conversation on skills the athlete can work on to improve his/her skills.
4. Junior high athletes should be given fair opportunities to participate in competition.

## **MEETINGS DURING SCHOOL DAY**

Coaches/sponsors are to schedule meetings ahead of time through the athletic director to avoid conflicts with other coaches and activities. IHSAA and IGHS AU allow only one meeting prior to the beginning of the season unless during the summer.

Meeting times and dates:

Monday 2:54-3:15

Tuesday 2:54-3:15

Wednesday 11:17-11:36

Thursday NO MEETINGS (unless approved by principal)

Friday 2:54-3:15

## **COMBINING PRACTICES/MOVING ATHLETES UP**

Although the IHSAA and IGHS AU now allow girls and boys in grades 7-12 to practice together, any practices held combining girls and boys or middle school (7-8) with high school (9-12) must receive prior approval by the Activities Director. Situations which will be given approval may include, but are not limited to, low number of students able to practice or coach conflicts. In any approved situation, coaches must be vigilant in the supervision and instructions of students with such differences in ability and skill levels.

6th grade may begin playing junior high baseball and softball after the last day of school. 8th grade will play junior high baseball and softball. Due to low numbers, students can be given the choice to play both junior high and high school or remain playing junior high. Only if the athlete will have a significant contribution on varsity determined by the head coach and approved by the activities director, will the athlete be allowed to play varsity only.

## **PURCHASE ORDERS**

**No one is allowed to purchase anything without prior approval or without a purchase order number. Prior approval means a purchase order number is assigned to your online requisition after approved by the superintendent/principal AND athletic director.** When selecting Approval Tree ID while completing the electronic PO, Elementary teachers will submit POs to “ELEM”, MS/HS teachers will submit POs to “MSHS”, and Athletic/Fine Arts will submit POs to “ACTIVITY”.

## **RESALE ITEMS**

1. Get prior approval from activities director/principal prior to talking with students. It is advised to plan ahead to allow time for orders to be processed.
2. Approve any t-shirt design with Activities Director.
3. Present resale opportunity to students.
4. The staff member is responsible for collecting and turning in money prior to receiving a PO. It is recommended that accurate records of sales and deposit receipts are kept by the staff member.
5. All monies must be deposited at the office or left with an administrator on a nightly basis.
6. Once all the monies are deposited to the main office, the secretary will email the AD and you may submit a PO form to the AD and superintendent for approval. The staff member will prepare the purchase order listing items and amounts for each item ordered. The deposit amount must be equal or more than purchase order amount.
7. Once approved electronically signed the staff member will use the approved purchase order to place the order.
8. Staff members that do not follow the above procedures may be personally responsible for any lost/stolen money/goods.

## **ATHLETE OF THE YEAR AWARD**

The purpose of this award is to encourage our student-athletes to strive for excellence, participate in multi-sport programs, and learn the importance of ethical behavior, good sportsmanship, and positive values.

- The name of the award shall be “Athlete of the Year Award.”
- Two awards will be given annually to one female and one male senior athlete who best exemplify the term “student-athlete” by achieving excellence in academics athletics, and character.
- Selection will be made by a vote of all varsity head coaches.

### **Other award criteria:**

The winner will be selected based on

- Senior status
- Participated in at least two sports
- Earned a minimum 2.5/4.0 cumulative GPA
- Demonstrated superior athletic achievement and brought significant recognition to Tripoli High School
- Contributed significantly to the team’s season (starter or other significant role).

## **CHECKLIST FOR COACHES**

### **Pre-season**

- \_\_\_\_\_ Complete online concussion course annually.
- \_\_\_\_\_ Complete online rules meeting and review rules and changes.
- \_\_\_\_\_ Check first aid supplies, emergency procedures, and athletes' telephone numbers.
- \_\_\_\_\_ Submit preliminary roster with grades to AD, principal, nurse, and secretary.
- \_\_\_\_\_ Check all athletes for concussion and physical forms before allowing any participation.
- \_\_\_\_\_ Check with AD and principal to confirm player eligibility.
- \_\_\_\_\_ Check bus times, field locations, and other transportation arrangements as appropriate.
- \_\_\_\_\_ Give a copy of your practice schedule to AD.
- \_\_\_\_\_ Give a copy of your expectations, rules, and letter winner criteria to AD.

### **In-season**

- \_\_\_\_\_ Make sure all players have a medical consent card filled out before traveling.
- \_\_\_\_\_ Conduct a parent meeting within the first 1 of practice. Inform students of expectations, rules, and letter winner criteria.
- \_\_\_\_\_ Provide proper care and storage of all equipment and uniforms.
- \_\_\_\_\_ Check out game uniforms and record all information needed. Give a copy of this information to the AD.
- \_\_\_\_\_ Instruct team members about game etiquette.
- \_\_\_\_\_ Prior to last contest, inform athletes of their responsibility to check in issued uniforms.
- \_\_\_\_\_ Complete all-district, all-state, and other award ballots as necessary.

### **Post-season**

- \_\_\_\_\_ Have students complete the Coaches Evaluation from Players.
- \_\_\_\_\_ Give a list of letter winners and participants to AD and AD secretary.
- \_\_\_\_\_ Give end-of-season summary to AD and Yearbook including:
  - \_\_\_\_\_ list of letter winners
  - \_\_\_\_\_ complete roster of all participants including grades
  - \_\_\_\_\_ season summary of games with scores
  - \_\_\_\_\_ stats
  - \_\_\_\_\_ list of athletes that received special award
- \_\_\_\_\_ Put all uniforms and equipment in storage. (It is recommended that you collect uniforms after the last game to ensure that uniforms are collected in a timely manner. It is your responsibility to launder uniforms before putting them in storage. Coaches are responsible for collecting all uniforms.)
- \_\_\_\_\_ Give an inventory list to AD.
- \_\_\_\_\_ Present a prioritized list to AD with items that are needed for next season.
- \_\_\_\_\_ Schedule and attend an evaluation with AD within 3 weeks after season ends.

## **TRIPOLI COACHES EVALUATION FROM PLAYERS**

1. In regard to playing on this team, what are you most satisfied with?
2. What are you most dissatisfied with?
3. Do you feel physically challenged? Explain why or why not?
4. Do you think you are a better player now than you were at the beginning of the season? Explain why or why not?
5. What do you like most about practice?
6. What do you like least about practice?
7. What is your impression of me as a coach?
8. What can I work on to be a better coach?
9. What are some things that you've learned this season?
10. Please make any comments about the season, the program, or me which were not covered in the questions above.

# COACHES-PERFORMANCE APPRAISAL FORM-High School & Middle School

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ SPORT: \_\_\_\_\_

ATHLETIC DIRECTOR'S APPRAISAL (To be completed at the conclusion of the coaching assignment, then reviewed with the coach.)

FOUR POINT RATING SCALE: 1-Exemplary 2-Satisfactory 3-Needs Improvement 4-Unsatisfactory

The prime objective of this appraisal is to reinforce your effectiveness and recognize possibilities for self-improvement.

## 1. PROFESSIONAL QUALITIES

- |  |   |
|--|---|
| <input type="checkbox"/> Supports and enforces school and State policies, rules, and regulations | <input type="checkbox"/> Cooperates with athletic director, principal, and superintendent         |
| <input type="checkbox"/> Goes through proper chain of command                                    | <input type="checkbox"/> Cooperates and communicates with parents                                 |
| <input type="checkbox"/> Cooperates with newspaper and radio in reporting results and schedules  | <input type="checkbox"/> Enthusiastic working with students                                       |
| <input type="checkbox"/> Supports total activities program                                       | <input type="checkbox"/> Preparation of written reports (on time & organized)                     |
| <input type="checkbox"/> Oversees safety and welfare of athletes                                 | <input type="checkbox"/> Interest in and attends other co-curricular activities                   |
| <input type="checkbox"/> Appropriate dress (practice and games)                                  | <input type="checkbox"/> Attendance at coaching clinics and meetings                              |
|  | <input type="checkbox"/> Innovation in new coaching techniques or ideas and use of proven methods |

## 2. TEAM MANAGEMENT

- |  |  |
|--|--|
| <input type="checkbox"/> Supervision of locker room, training room and other school-related facilities before and after school | <input type="checkbox"/> Care of equipment, storage, and inventory                       |
| <input type="checkbox"/> Utilization of time available for instruction (individual/team)                                       | <input type="checkbox"/> Care of facilities  |
|  | <input type="checkbox"/> Prepares for daily practice so maximum instruction is presented |
|  | <input type="checkbox"/> Example in manners, behavior, and language)                     |

## 3. COACHING PERFORMANCE

- |  |  |
|--|--|
| <input type="checkbox"/> Knowledge of the sport being coached                  | <input type="checkbox"/> Execution of specific assignments for assistant or middle school coaches (overall program supervision and leadership) |
| <input type="checkbox"/> Sympathetic, fair, tolerant and patient with athletes | <input type="checkbox"/> Appropriate conduct at games and practices toward players, fans, opposing team players                                |
| <input type="checkbox"/> Promotes sportsmanship                                |  |
| <input type="checkbox"/> Recognition of individual differences and abilities   |  |

4. Strength Areas:

5. Refinement Areas:

6. Plan of Action

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Signature of Athletic Director

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Date

---

\*Signature of Coach

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Date

\*Signature indicates that the coach has read and received a copy of the appraisal.

## CODE OF CONDUCT

### **Activity Participation Eligibility**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extra-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extra-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities that are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

### **Activities Included, But Not Limited To:**

Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all co-curricular clubs, all honorary and elected offices (i.e., Homecoming King/Queen/court, class officer, grand march, student government officer, or representative), state contests, and performances for cheerleading, dance team, FFA events, and mock trial. These rules also apply to those extra-curricular parties, dances, and trips sponsored by the school outside of specific classroom activities.

1. This policy applies to Grades 6 through 12 and includes all activities.
2. Penalties will apply to all students for violations that occur 365 days a year.
3. Report of Conduct.

Any student observed breaking the Code of Conduct in the following formats, which may include but are not limited to, text messages, websites, electronic media, and photographs may be observed by the following people:

1. a school employee;
2. a school board member;
3. a law enforcement official; or
4. any student who admits at a judicial or administrative proceeding.

An infraction occurs when a student has been found by some evidence to have violated any of the following, regardless whether the student was cited, arrested, convicted, or adjudicated for the act(s):

1. being in a vehicle or attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave immediately despite having a reasonable opportunity to do so;
2. possessed alcoholic beverages with knowledge, intent, or control thereof;
3. consumed alcoholic beverages;
4. possessed controlled substances as they are defined by the Iowa Code, with or without legal prescription, and with knowledge, intent, or control thereof;
5. used controlled substances, as they are defined by the Iowa Code and without a legal prescription;
6. used or possessed tobacco in any form, including e-cigarettes and vaporizers with or without nicotine as they are defined by the Iowa Code;
7. committed theft, vandalism, or other serious offenses, including those which would violate the Iowa Code (except minor traffic violations, curfews), as to make the student unworthy to represent the ideals and standards of the Tripoli Community Schools;
8. exceedingly inappropriate or offensive conduct that may include, but not limited to, assaulting staff or students, gross insubordination, serious hazing or harassment of others (to be determined by administration).



If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

Any student found in violation of the Good Conduct Policy shall be ineligible to represent the school in any performances, scheduled contest, program or trip (unless deemed academically necessary by instructor with administrator's approval) but will be permitted to practice until reinstated by the administration and sponsoring teacher/coach.

For eligibility purposes, the student has to start the beginning of the season and finish the entire season to count off ineligibility time relative to this section.

This policy applies for students in Grades 6-12 and consequences are cumulative. An example of this would be if a student violates in April of his/her freshman year (1st offense) and then violates the Good Conduct Policy in October of his/her junior year. The second offense would apply. Consequences for Grades 6-8 will be removed from the student's record when they enroll in Grade 9. Summer offenses, preceding middle school or high school, will count toward the grade the student is going into. Each student will start with a new probation period in the middle school (Grades 6-8) and the high school (Grades 9-12). However, if the violation occurs during the year and is not fully served, the penalty will carry into the next school year.

1. If the student is not currently participating in an activity within any category, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve months in a category would be eligible.
2. If a student enters an activity in which he/she has not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants.
3. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor, the coach/sponsor shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.

**Note: Consequences may be modified at the discretion of the Administration, depending upon each circumstance.**

#### First Offense

Penalties shall be all of the following:

1. Athletics - Ineligibility for half of the season from intra-and/or inter-school performances or competition. The student will be ineligible for the time period covering one-half (1/2) of the playing dates at the time of the declaration of ineligibility (See chart). If the student is involved in other extra-curricular or non-graded activities during the period of time, the student will also lose those events. (If Category 1 – Athletics does not apply, then go to Category 2 – Instrumental, Vocal Music, and Drama.)
2. Instrumental, Vocal Music and Drama - Ineligibility will be four weeks, which must include one performance. If there are not any events during this time, the first event after the four-week period will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 2 – Instrumental, Vocal Music, and Drama does not apply, then go to Category 3 – Speech.)
3. Speech – 25 percent of the season. If there are not any events during this time, the first event after 25 percent of the season will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 3 – Speech does not apply, then go to Category 4 – Organizations/Activities.)
4. Organizations/Activities – Four weeks, which must include one meeting. If there aren't any meetings during this time period, then the first meeting after the four-week period will be applied.

Other Requirements:

Students will serve five (5) hours of school services under the direction and with prior approval of the activities director.

1. Students will continue to practice, ride bus, and sit with the team at the events (students cannot dress in uniform at the events).
2. During the student's ineligibility period, the student will not be allowed to participate as a class officer, or Homecoming queen/king, or any other appointed or voted on committee member, etc. (This does not count toward the student's playing dates.)
3. Students will not be eligible until penalties and requirements that apply are met.
4. Students will not be eligible for senior release.

Reduction in Penalty (for 1<sup>st</sup> offense)

1. **Honesty Provision** - Students who violate the Good Conduct Policy and report violations voluntarily prior to their next event, before an administrator becomes aware, or within 24 hours (whichever comes first) to a school official (coach, activities director, teacher, or administrator), may have their penalty reduced by 1/2.

**NOTE:** Students, who (in an attempt to maintain their eligibility or delay their ineligibility) withhold information, lie to or mislead school officials concerning dates or details concerning arrests or violation(s) will automatically be declared ineligible for the maximum time of the violation.

2. **Reduction in Penalty Provision**

- a. If the violation is tobacco or alcohol-related, students may have their penalty reduced by 1/2 by participating in Prevention Education Classes offered online through Pathways Behavioral Services or a school-approved online course.
- b. If the violation is not tobacco or alcohol-related, students may have their penalty reduced by 1/2 by participating in ten (10) additional hours of community service.

**NOTE:** Students cannot use both the honesty provision and reduction in penalty provision simultaneously.

3. **2<sup>nd</sup> Chance Provision** – After the 1<sup>st</sup> violation of the Good Conduct Rule, a student who has no more Code of Conduct violations for a period of 12-calendar months will be allowed to start over with their 1<sup>st</sup> offense. This will only be allowed one time throughout a student's high school and/or middle school activity career.

**NOTE:** No reductions in penalty may take place when the 2<sup>nd</sup> Chance Provision has been used and another violation of the Code of Conduct occurs.

2<sup>nd</sup> Offense

Penalties shall be the following:

1. Athletic – Ineligibility for 2/3 activities from intra-and/or inter-school performances or competition (see chart). If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 1 - Athletics does not apply, then go to Category 2 – Instrumental, Vocal Music, and Drama.)
2. Instrumental, Vocal Music, and Drama – Eight weeks, which must include two performances. If there are no events during this time, the next two events after the eight-week period will apply. If the students are involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 2 – Instrumental, Vocal Music, and Drama does not apply, then go to Category 3 – Speech.)
3. Speech – 50 percent of the season. If there are not any events during this time, the first two events after 50 percent of the season will be applied. If the student is involved in other extra-curricular activities during the period of time, the student will also lose those events. (If Category 3 – Speech does not apply, then go to Category 4 – Organizations/Activities.)
4. Organizations/Activities – Eight weeks, which must include two meetings. If there aren't any meetings during this time period, then the first meeting after the eight-week period will be applied.

Other Requirements:

1. If the violation is tobacco, drug or alcohol-related, students will be required to participate in Prevention Education Classes offered through Pathways Behavioral Services or a school-approved online course and serve five (5) hours of school services under the direction of the activities director. Payment for the classes is at the parent/student's expense.
2. If the violation is not tobacco, drug, or alcohol-related, the student will have ten (10) hours of school service.
3. Students will continue to practice, ride bus, and sit with the team at the events (students cannot dress in uniform at the events).
4. During the student's ineligibility period, the student will not be allowed to participate as a class officer, or Homecoming queen/king, or as any other appointed or voted on committee member, etc. (This does not count toward the student's playing dates.)
5. Students will not be eligible until penalties and requirements that apply are met.
6. Students will not be eligible for senior release.

Reduction in Penalty---None

3rd Offense

Suspension from participating in all activities for one calendar year. The ineligibility time will start when administration is fully aware of the violation.

Reduction in Penalty---None

Other Requirements:

Student can apply for reinstatement after the twelve-month period to the School Board.

4<sup>th</sup> Offense

1. Suspension from participating in all activities for the remainder of their high school career.
2. Ineligibility time will start when administration is fully aware of the violation and parents have been contacted.

High School Activities

<u>Activity</u>	<u>Playing Dates</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>
Football	9	5	6	12 mo.
Basketball	21	11	14	12 mo.
Track	12	6	8	12 mo.
Wrestling	15	8	10	12 mo.
Cross Country	10	5	7	12 mo.
Golf	12	6	8	12 mo.
Baseball*	30	15	20	12 mo.
Softball*	30	15	20	12 mo.
Soccer*	15	8	10	12 mo.
Bowling*	12	6	8	12 mo.

Middle School Activities

<u>Activity</u>	<u>Playing Dates</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>
Football	6	3	4	12 mo.
Basketball	12	6	9	12 mo.
Track	7	4	5	12 mo.
Wrestling	9	5	6	12 mo.
Volleyball	9	5	6	12 mo.
Cross Country*	7	4	5	12 mo.

\*The number of baseball and softball, soccer, cross country, and bowling games will change each year and when applied to the Code of Conduct, the activities director must verify the dates for that particular year.

The administration, activities director, and coach will determine whether to use the varsity or junior varsity playing schedule for a penalty but may not use a combination of junior varsity and varsity dates.

Procedure for Hearing and Review:

A student who is dissatisfied with the penalties assigned for a violation of this policy may appeal the decision. To appeal, the student must submit a written request to the superintendent within five (5) school days of the assignment of the penalty. The penalty will be in effect pending the superintendent's decision. The request for the hearing must include the student's basis for his/her objection(s) to the decision. A conference shall be held for each appeal. The student's parent(s) or guardian(s) may be present during the appeal hearing. Legal counsel may represent students and parents. The superintendent shall state his/her decision in writing. Following the decision, the student and/or his/her parent(s) or guardian(s), if dissatisfied, must file with the superintendent a written request for a Board of Directors hearing within five (5) school days of notification of the superintendent's decision. The request for a hearing must include a statement of the basis for the objection to the superintendent's decisions. The penalty will remain in effect pending the outcome of the meeting with the Board.

Any appeal procedure following the initial decision by the administrator shall NOT delay the period of ineligibility as determined by the administrator; and in such an instance, the period of ineligibility shall remain in effect until such time as the decision of the administrator has been reversed by one of the appeal bodies.

## MUSIC/FINE ARTS SCHEDULE

### FALL

September	(*) Marching Band - Home Football Games
October	State Marching Band Contest All State Auditions - All State Music Festival
November	Fall High School Musical/Play (alternate years) (*) Conference Vocal/Band Festival (alternate years) All State Music Festival

### WINTER

December	(*) Winter Pep Band NEIBA Middle/Senior High Honor Band (*) Middle/Senior High Winter Concert
January	State Swing Choir/(*) Jazz Band Contest District Large Group Speech Contest
February	State Large Group Speech Contest (*) Band/Vocal Pops Concert Conference Speech Festival IHSSA All State Large Group Festival District Individual Speech Contest

### SPRING

March	(*) NEIBA Jazz Band Contest NEIBA Middle School Solo Contest National Honor Society Inductions State Individual Speech Contest (*) NEIBA Middle School Large Group Band Festival IHSSA Individual All State Festival
April	HS State Music Contest Solos and Ensembles ICDA MS Vocal Festival Jr./Sr. Prom Performances
May	(*) Middle/Senior High Band Concert (*) State Music Large Group Contest (*) Middle/Senior High Vocal Concert Art Show (*) Commencement - Large Group Performance Memorial Day Parade/Ceremony

### SUMMER

August	Band Performances at Tripoli Days Parade (August)
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(\*) Ineligibility shall not interfere with participation in course-required large group events throughout the year because the students receive a letter grade for their performance.