



**MAQUOKETA COMMUNITY  
SCHOOL DISTRICT**

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



# **COACHES & SPONSORS HANDBOOK**

**Maquoketa Community Schools**

**2022 - 2023**



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**OUR MISSION:** To ensure all students and staff are learning at high levels.

**OUR VISION:** To develop a culture of collaboration and communication that supports continuous improvement for all.



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**Board Policy**

All policies in this handbook are board approved. If Board Policy is adopted or amended which causes the policies in this handbook to be incorrect, Board Policy takes precedence.

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### **Preface**

This handbook has been prepared to provide a source of information for staff members, administrators, and other persons that may be interested in the interscholastic athletic program of the Maquoketa Community Schools. All athletic policy and regulations listed in this handbook are subject to modification and change. Maquoketa School Board Policy takes precedence over any policy listed in this handbook.

### **Statement of Purpose**

The purpose of the high school athletic/activities program is:

- To provide opportunities that will allow our programs to serve as a laboratory where students learn to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
- To encourage students to represent our school in activities which may lead to lifelong learning and involvement.
- To strive for playing excellence that will produce winning teams and maintain an educational image for the high school and middle school activities.

### **Guiding Philosophy**

The major objective of the program is to provide wholesome opportunities for students to develop from their experiences, habits and attitudes that will enhance each student's ability to function in life.

The leadership would be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the athletic/activity program. Measurement of the success of the leadership should not be only in terms of tangible evidence of the win loss record or ratings of groups. The intangible personality development factors that are an outgrowth of the major objectives of the athletic/activities programs are also of the highest priority.

The athletic/activity programs must always be in conformity with the general objectives of the school. The athletic and activity coaches and sponsors should be in line with and support the general policies of the school district. At no time should the athletic/activities programs place the educational curriculum secondary in emphasis. These programs should constantly strive to develop each individual participant into a well-rounded, capable individual.

### **Organization and Administration**

The purpose of the Iowa High School Athletic Association shall be: "To promote, develop, direct, protect and regulate amateur interscholastic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state".

Maquoketa Community School is a member of the state association as well as a member of the **River Valley** Conference.

**River Valley** Conference schools are:

#### **North**

Dyersville Beckman  
Maquoketa  
Camanche  
Bellevue  
Anamosa  
Cascade  
Northeast  
Monticello

#### **South**

Tipton  
Durant  
Regina  
Mid Prairie  
Wilton  
West Branch  
West Liberty

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### **Board of Control**

Management of the conference is vested in the Board of Control, which is made up of the high school principals and superintendents from each of the member schools.

### **Maquoketa Community School District Board of Education**

The Maquoketa Community School District Board of Education has the responsibility of overseeing all aspects of the educational and extra curricular activities taking place at the Maquoketa High and Middle Schools. Their responsibility to develop and implement board policy and hire persons recommended to them by the superintendent to fill vacancies.

### **Superintendent**

The superintendent approves and recommends to the school board for their approval all policies and procedures, which affect school, related programming in academics, athletics and other extra curricular activities. The superintendent recommends all staff appointments for school positions to the school board for their approval.

### **Building Principal**

The school principals are directly responsible to the superintendent of schools and also to the Iowa High School Athletic Association.

### **Activities Director**

The Activities director is charged with the responsibility of recommending and directing the program of athletics in keeping with the aims and purposes of education as determined by the Maquoketa School Board, the Iowa Athletic Association and **River Valley** policies. The activities director is responsible for activities programming in grades seven through twelve.

### **Coaches/Sponsors**

The coaches and sponsors are directly responsible for organizing their program practices, communicating with students, parents, and the community and in general advancing and developing the talents of our school youth through a positive and supportive sports and activities environment. The coaches/sponsors report directly to the activities director.

All Varsity coaches are responsible for articulating basic expectations throughout their sport. Varsity coaches should meet regularly with JV ninth grade, and middle school coaches to ensure proper fundamental skills are being taught to student athletes.

### **Extra Curricular Priorities**

The following listing shows the priorities of extra curricular involvement for all extra curricular activities. The purpose of this list is to assist in avoiding conflicts for students as they participate in more than one activity at Maquoketa High School.

It is important that all coaches and sponsors consult the district calendar and the activities director or principal before scheduling activities.

1. State level participation
2. District level participation
3. **River Valley** Conference participation
4. Inter school participation
- 5.. Practice

If there are problems in scheduling activities after considering the above list, a meeting will be held between parties involved to determine school participation.

### **Practice/Game/Activity Policies**

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### **Early Dismissal for Inclement Weather Practice Policy**

No before school activities will be held when school is delayed due to weather or other safety conditions. Practices for heat related early dismissals may be held later in the day. Contact the Activities Director prior to scheduling these practices.

As coaches we are responsible first and foremost for the safety of our squads. Always keep an eye on the weather. If conditions are unsafe stop practice immediately and seek shelter. Similarly monitor the heat and make sure players are drinking plenty of water and are educated on the benefits of proper hydration.

### **Sunday Practices**

Sunday practices are generally not approved. Exceptions may be granted by the Superintendent of Schools.

All Sunday practices or rehearsals must be considered optional. If a student is unable to attend these practices, they should not be denied any starting or other playing privileges in athletic contests.

Parents must be notified of a Sunday practice or rehearsal in advance of the practice. This is the coach or activity sponsor's responsibility. There should be no practice or performance on Thanksgiving, Easter, Christmas Eve/Christmas. Any other holiday practices must be approved by the Activities Director. These practices must be considered optional.

### **State Tournament Attendance**

Teams that qualify for state level competition will use transportation approved by the school administration to the site of the competition. All coaches who have coached that team are eligible to attend the state tournament with the team. This will be a professional leave.

Individuals or teams that qualify for state competition will have meals and lodging provided for them by the school district's student activity fund.

Individuals or teams attending state competitions, under the supervision of district employees, as spectators will be responsible for all expenses associated with the event. Coaches may use money generated from fund raising to help pay for expenses. Transportation to state events by non-qualified members will be by school vehicles and supervised by school staff. If a school bus is used the cost of the bus driver will be covered by the attending group.

Coaches wishing to watch the state tournaments in the sport they coach may take one day of professional. If additional chaperones are needed an assistant coach may attend as a professional leave day.

In individual sports such as cross-country, swimming, wrestling, track and golf additional athletes may be permitted to attend with the qualifying individuals if transportation and hotel accommodations allow. Those non-qualified individuals will be responsible for all expenses.

In the case of either team or individual attendance at state competition it is the responsibility of the athletes to communicate with teachers on homework or work that needs to be made up in advance of the trip.

In the individual sports where only a part of a team has qualified any additional students attending the state competition would normally be selected from the team on the basis of contributions throughout the year or in some cases seniors who have been with the team over the course of year/years. Communication between athletes and coaches at the beginning of the season as to how this selection will be made will usually make this decision easy to defend. Due to state auditor regulations these non-qualifying athletes expenses may not be paid for by district funds (either school or fundraised).

Responsibilities of the head coach or activity sponsor as students miss school to attend state events.

- Discuss planned trip to the state event with the athletic director or building principal prior to making plans.

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- Inform the high school office of the date students may miss classes so make up work for students may be completed. A complete list of students attending the event is also required for the high school office.
- Schedule appropriate transportation with transportation director.
- Arrange lodging for staff and students in a timely manner.
- Consult with the activities director to determine funds available.
- Communicate with parents of those students attending to make them aware of travel and lodging plans.
- Develop a detailed itinerary to be given to the AD, Principal and team members.

### **Non State/Conference/District Athletic Contests**

Athletic team or individual participation in school approved non state/conference/district contests will be allowed to miss school as per the guidelines stated in State Tournament attendance above. Entry fees, participant and coaches meals will be provided by the District. Lodging and other associated costs will be paid for from the appropriate athletic special account, additional approved fundraising, or from donations.

### **Game, Meet and Practice Regulations**

All coaches should be aware of the game limitations as established by the IHSAA and IGHSAU. Scrimmages do not count in the number of games allowed, but must be scheduled in accordance to athletic association limits. Scrimmages and practice sessions may not be conducted where students are competing against post high school graduates unless they are assigned coaching responsibilities for which they are qualified. These coaches must have a valid coaching authorization.

### **Practice limitations**

Practices for activities may not be scheduled to begin prior to the date established by the athletic association. There are fewer Athletic Association rules regarding coaches working with their athletes in the summer. The rules are that summer sports have priority for scheduling and playing games, practices, and facility use. Coaches of other sports may work with their athletes as needed during the summer considering the rule above. These summer practices must not be considered mandatory.

### **Family Night**

Family night in the Maquoketa Schools is on Wednesdays. All practices and events must be concluded by 6:30 pm with students on their way home.

### **Press Releases**

It is the head coach of each sport's responsibility to see that scores and other appropriate information is called in to newspaper/television and radio sports editors. All sports game scores and statistics should be reported for publication. This will also include any District, Conference, State mandated scores and stats (quikstats). Communication should be especially strong with the Maquoketa Press Sports Department. This line of communication assists in building a recognition and reputation for each program in our school.

### **Transportation/Accommodation Policies**

#### **Pep Buses**

Pep Buses are scheduled for high school events if the student demand is sufficient. The pep bus will be chaperoned by a school approved adult or cheer leading sponsor. The cheerleaders will ride the pep bus when scheduled. Student sign up will be in the High School office. The athletic coaches will have no responsibility concerning the pep bus. If a pep bus is being taken during the school day (ex: State Wrestling), students wishing to ride must "be in good standing academically and behaviorally" to be allowed this privilege.

#### **Student Transportation to Events**

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The coach/sponsor may expect that all team members ride school transportation. It is an expectation that your team act appropriate on the bus at all times. The coach's role is to supervise the students. The bus driver should be able to focus on getting you to and home from events safely without dealing with commotion from the students. All occupants must have a seat with seatbelt if the vehicle is other than a school bus. Food is OK on the bus as long as team and coaches make sure they are cleaning up after themselves and not making a mess. It is a good idea to have large garbage bags with you on road trips to help with cleanup. Coaches/sponsors taking their children with them on school transportation must be sure Iowa law regarding transporting children safely are followed. The maximum capacity of any school vehicle cannot be exceeded. After returning home a coach or designated player should make sure bus is picked up and clean. No cleats should be worn on the bus at any time.

STUDENTS RIDING WITH A PARENT HOME FROM EVENT MUST HAVE PARENT TALK TO THE COACH OR RECEIVE PERMISSION FROM THE ACTIVITIES DIRECTOR PRIOR TO THE EVENT. Coach should have a signature from the parent as a record and for easier roll call on the bus.

### **Use of District Vehicles**

Mileage will not be paid if a personal vehicle is driven to an approved event unless there was no school vehicle available.

School vehicles may be used to transport student teams to camps or summer school related activities. A school employee or approved volunteer must drive the school vehicle. (Approval for volunteers is granted through a driving background check which can take up to 5 days to receive back once filed, so please plan accordingly.)

Any request to use a school vehicle during the summer must be approved prior to registration for the summer activity.

- Coach role: supervise and manage kids.
- Drivers Role: Get teams safely to contests and back home.

All Head Coaches will contact the Transportation Director, if they want changes to the original bus request leave times, pick up locations, and destinations for all away contests.

### **Hotel Accommodations**

Prior approval for hotel accommodations must be made through the activities director well in advance (at least 2 weeks) of the activity/event. Coaches/sponsors are responsible for making the reservations. MCS D does not use purchase orders as a method of payment for travel. Direct billing or credit card authorization shall be used for all hotel reservations. These forms must be requested from the hotel and then turned in to Central Office for processing (at least 1 week prior to event/activity).

Please ensure that all hotel rates fall within the guidelines of Board Policy (~~\$125/night per person~~). Special approval may be made by the superintendent for rates that exceed the ~~\$125~~ limit. This approval should be made prior to booking the rooms.

### **Communication Policies**

#### **Handbooks for Student Athletes**

Each sport or activity should have a handbook, which details expectations for students who choose to participate. This handbook must be given to each participant and the AD and reviewed with all parties. Each athlete/activity participant should have parents acknowledge their awareness of the Good Conduct Policy by signing and returning a form to the coach or sponsor.

Your policies should be specific about what you expect from each participant to ensure that they are members in good standing of your sport or activity. Be sure your discipline consequences are worded clearly and provide enough flexibility for

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special situations, which undoubtedly will occur. Remember to keep parents, and activities director informed as disciplinary situations arise.

### **Coach - Parent Communication**

Continuing communication between parents needs to occur so we can make our seasons as successful as possible. Besides making handbooks available to students, parents should also get this information. Whether that is done through a parent meeting, mailings, emails, websites, or google docs is up to each sport. Be sure to highlight your expectations, the district Good Conduct Policy, schedules, contact information and any other information parents need to know. The activities director should also be given this information.

Communication should be ongoing not just at the start of the season. Schedules change, postseason dates are set, and other things always come up. Keep parents abreast of these changes so there are no surprises. While email is a great and quick way to communicate, remember that some conversations are best done face to face or at least through a phone call.

### **End of the Season Wrap-up**

End of the season celebrations are a great culminating activity to wrap up your seasons. This can be done by sport, once these dates are set, they should be added to the district calendar well before the athletic season or activity ends. This will allow banquet/meeting dates to be put on the district newsletter calendar to inform parents well ahead of the planned banquet or end of the season meetings.

### **Coaching Evaluations**

The head coaching staff will be evaluated by the athletic director with assistance from the High School Principal. The current evaluation form is included at the end of this handbook.

### **Volunteer Coaches/Sponsors**

All volunteer coaches/sponsors must be pre approved by the activities director and the Maquoketa School Board before any coaching/sponsor duties are assigned. No unapproved or unqualified coaches/volunteers will be allowed to participate in school programs. According to state rules all volunteers who work with athletes must hold coaching authorization certification and a copy of the authorization certificate must be on file in the District office.

### **Youth Programs**

If sports invite youth organizations to a “pack the gym night” or similar event, the kids in these events are to be allowed in for free but their parents are to either pay or use their activity card. Coaches will make sure ticket takers have an updated pass list for these students.

### **Beginning of school year Dance and Cheerleading Tryouts**

Students new to the District prior to the start of school, will have the opportunity to try out for Maquoketa High School Dance teams and Football Cheerleading. New students will be made aware of tryouts the first day of school through student announcements. Interested students will sign up in the high school office.

Dance tryouts will be scheduled and all tryouts completed by the end of August. Cheerleading tryouts will be scheduled and completed prior to the first home football game. Students trying out for Dance will be rated using the same scale as students who tried out in the Spring of the previous school year. The Dance coaches will hold the tryouts and determine each student’s score and possible placement on the appropriate dance squad.

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Students trying out for Cheerleading will be rated using the same scale as students who tried out in the Spring of the previous school year. The Football Cheerleading coach will hold the tryouts and determine each student's score and possible placement on the appropriate cheer squad.

## **General Information**

### **Medical Policy**

No student should participate in games or practice unless they have physical, concussion, and insurance forms turned in. Remind student-athletes and parents of this well in advance. Coaches should be aware of the medical history of their athletes. Contact should be made with the school nurse to learn of any health problems of their athletes. Coaches/activity sponsors must have the red emergency medical form binder with them at all times. The binder contains student medical information.

Providing health/enhancement supplements to student athletes is not an approved practice. No coach should put themselves or the school in the position of providing substances or advise to use substances to enhance athletic performance.

A med kit must be taken on the road for first aid type injuries. Be in communication with parents, nurse, and athletic training staff if there are medical issues and remember we are not doctors and we cannot override or second-guess a doctors evaluation of a student.

### **Professional Development**

Any request to attend a coaching clinic or similar offering must be pre approved by the building principal and AD. Money is budgeted for the Head Coach for each sport for this purpose.

Decisions will be made by understanding how attending the clinic will improve our program, the number of coaches/sponsors attending a clinic, the cost of the clinic as well as available transportation and sub availability. Head Coaches will be allowed one day of professional leave to attend a clinic.

All coaches and sponsors are expected to attend District Coach/Sponsor Professional Development meetings. Practices must be scheduled to allow all coaches who teach in the district to attend these meetings. Students are not to be left to practice on their own or be in the building or athletic sites unsupervised. Professional development days will be announced so adequate notification can be given to athletes and parents.

Head Coaches wishing to watch the state tournaments in the sport they coach may take one day of professional leave if they are sponsoring a group of Maquoketa student athletes from that sport. If additional chaperones are needed an assistant coach may attend as a professional leave day. The coaches ticket, subs, and mileage (if no school vehicle available) would be paid by the district.

## **Coaching Clinics**

Coaching Clinics that require overnight or exceptional costs need to get approval from the activities director before attending.

### **Head Varsity Coaches**

The Head Varsity Coach is allowed 1 Clinic / Professional opportunity per year. This event should be used to help the coach better his/her coaching methods and the program as a whole. Coach must get clinic approved by the AD before signing up for the clinic. If there is a substitute needed, fill out paperwork and give to the Athletic Director and then to the building principal for final approval.

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### **Additional Coaches/Clinics**

If the head coach feels that assistants would benefit from the clinic (or if they can show the benefits of attending another clinic), these would be funded out of that Specials Account. Head coach should get clinic/learning approved by the AD before signing up for the clinic. If substitutes are needed, fill out paperwork and give to the AD. Depending on number of subs available, the leave would need final approval by the building principal. All expenses: clinic registration, hotel will be paid from specials account.

### **Use of District Facilities**

Use of the school facilities for summer programs should be approved by the Activities Director.

Charges for Maquoketa facilities will be determined according to the facilities usage guidelines.

### **Money Collection**

**Coaches and sponsors should not be collecting money from students.** Students should be turned in directly to the building office (Central Office during the summer). All money will be receipted. Money from school sponsored camps, lessons, etc., must be deposited into the appropriate school activity account.

### **Keys and Building Security**

School keys and fobs should not be given to students or others who are not coaches. Any time students are in the school building the coach or sponsor must be with them. Unsupervised students cannot be in the building at the request of a coach or sponsor. Coaches should be the last to leave the school building after practices or games. It is the coach's responsibility to be sure the building is secured and lights are off.

The key fobs can be changed as to when they will open doors. A reminder that the alarms may also be on if you arrive back to school late, be sure to talk with the AD to prevent alarms from going off in those instances.

### **Purchase Orders**

All supplies needed for a sport or activity must be purchased with a District purchase order. The electronic Activity Fund purchase order forms will be completed by the person requesting the order and forwarded to the building principal or athletic director. No supplies should be ordered or travel scheduled with out prior approval from the building principal or athletic director and superintendent to ensure funds are available and the purchase is needed.

### **Fundraising**

All fundraising must be approved by the administration and school board prior to the event being scheduled or items sold. Fundraiser approval forms can be picked up from Mr. Gruenwald. Do not order or plan any new fundraising events without prior approval. If you are in doubt about whether you have approval for a fundraiser, you should talk to the AD. The fundraising calendar will be approved at the regularly scheduled Board meetings each month. You must include specific intended purposes for the profits of this fundraiser on the fundraising approval form.

All money collected from fundraising activities must be deposited into an Activity account. Any and all checks written should be made payable to **Maquoketa Community School District or MCSD**. An "Activity Fund Raising Project Report" must be completed after the fundraiser and submitted to the Central Office. (form has been included in this handbook). It is the head coach/sponsor responsibility to ensure this report is completed.

All payments for fundraisings items must be received before any orders. At no time should an order for t-shirts/other items being sold be made if payment has not been collected and deposited. There may be exceptions made for fundraising that involve perishable items but prior approval shall be received from the AD and Business Manager.

### **Employee Gift Law**

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Iowa's gift law (Iowa Code chapter 68B) prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a "restricted donor." A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee.

There are some exceptions to the prohibitions in the gift law. The ones that would most commonly occur regarding school employees are as follows:

- Non-monetary items with a value of \$3.00 or less that are received from any one donor during one calendar day.
- Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
- Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient. The consequences for violating the gift law are severe. A person who knowingly and intentionally violates the gift law may be punished in ALL of the following three ways:
- Both donor and recipient are guilty of a serious misdemeanor. Serious misdemeanors are punishable by up to one-year incarceration and a fine between \$250.00 and \$1,500.00, plus 30% surcharge and court costs.
- The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law.
- Finally, violation of the gift law is a violation of the Board of Educational Examiner's Code of Ethics. Therefore, the public employee who is also licensed by the BoEE could lose his or her license.

**If you have questions on what is permissible ask before you purchase or receive items.**

#### **Iowa Licensure and Mandatory Courses**

All coaches must be approved and licenses current with the BOEE. This is the responsibility of the coach to know when his/her license is up for renewal. The state also requires all coaches to take an online concussion safety course each season. These typically open in July, but the AD will send info on this when it is available.

#### CPR Certification - Coaching

The BOEE has adopted amendments to the Iowa Administrative Code that will require current CPR certification for certain coaches. The changes affect the following applicants:

- \* Applicants applying for their first coaching endorsement
- \* Applicants applying for their first coaching authorization
- \* Applicants renewing their coaching authorization

This new rule will not affect teachers who already hold a coaching endorsement on their teaching license.

At this time, school districts and activities directors will not be responsible for tracking this certification. The BoEE will track this for new applicants and coaching authorization renewals.

ONLINE ONLY PROGRAMS DO NOT MEET THE OSHA FIRST AID AND TRAINING REQUIREMENTS AND WILL NOT BE ACCEPTED. This helpful website gives tips regarding online CPR certification scams. We will accept any official CPR training through reputable organizations such as the following:

- \* American Heart Association
- \* American Red Cross
- \* American Safety and Health Institute (ASHI)
- \* National Safety Council (NSC)
- \* Medic First Aid

#### **Equipment**

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All coaches and sponsors must distribute their equipment responsibly. All equipment distributed must be marked so that each student can be held accountable for the return of equipment checked out to him or her. At the end of the season each coach/sponsor is responsible for the return of the equipment and ensure it is in good repair. The student must pay for equipment not returned or returned in less than the condition it was issued.

### **Good Conduct Rule Philosophy**

The Board of Directors of the Maquoketa Community School offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

### **Good Conduct Rule**

The following will be considered violations of our conduct code for participants in activities:

1. Usage or possession of tobacco, alcohol or other drugs (controlled substances); or abuse / deliberate misuse of over the counter drugs.
2. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); (ie. Arson, vandalism, assault, battery, theft, criminal mischief, etc.)
3. Violations of regulations established by activity sponsors to develop and administer their specific programs.

*All participants are required to begin and complete each season in "good standing" in order to fulfill all requirements to regain eligibility once participant has violated the code of activities or been declared academically ineligible. If a participant does not complete a season in "good standing" then participant will be ineligible for the next activity for which he or she participates.*

#### **Penalty-First Offense**

- Suspension from squad/individual competition for 1/3 of the season (fall, winter, spring, summer), from the first date of competition, or extra-curricular activity (intra-squad scrimmages and team scrimmages are not considered competitions).
- This offense includes a counseling session with the Activities Director, Head Coach, Parents of Violator, and Violator before the student returns to competition.

#### **Penalty-Second Offense**

- Suspension from squad/individual competition for 3/4 of the season (fall, winter, spring, summer), from the first date of competition, and/or any other extra-curricular activity (intra-squad scrimmages and team scrimmages are not considered competitions).
- Required attendance at four (4) counseling, training, or abuse workshop. All costs will be considered a parental expense. School assistance locating programs will be made available upon request.

#### **Penalty-Third Offense**

- One year suspension from squad/individual competition, or the next extra-curricular activity, from the first date of competition, or extra-curricular activity.
- Recommendation is additional counseling, training, or abuse workshop. All costs will be considered a parental expense. School assistance locating programs will be made available upon request.

#### **Penalty- Fourth and Subsequent Offenses**

- One year suspension from squad/individual competition, or the next extra-curricular activity, from the first date of competition, or extra-curricular activity.

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*Penalties (number of events suspended) will be based on the maximum number of regular season contests allowed by the appropriate state association (IGHSAU or IHSAA). If the activity is involved in post-season and athlete is still suspended he/she will continue to serve suspension during post season play. If athlete can't complete his/her penalty prior to the end of the season, the portion remaining on the penalty will be carried over to the next sport which the individual participates.*

*Example: Student is suspended for first offense with one football game remaining, 1/3 of football would be 3 games, however, the athlete can not complete suspension so he would have 2/9 of the next season to serve, so if he played basketball he would be suspended for the next 5 games of basketball to complete suspension.*

**Multiple penalties will be served consecutively. Each penalty begins after the prior one has been served. If a student violates the policy while under suspension, the penalty will begin immediately after he/she would have become eligible.**

### **Reduction in Penalty**

**Reduction of Penalty:** If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced to ¼ of the season for a first violation or reduced to 2/3 of a season for a second violation. **There is not a reduction allowed on the 3<sup>rd</sup> violation.** *Individual has 48 hours after the offense to self-report in order to receive this reduction*

### **Appeals**

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent in writing within 3 days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session.

The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

### **Academic Eligibility**

#### **Semester Ineligibility-State Mandated Scholarship Rule**

Freshmen students will be eligible as they enter high school after their eighth grade year. If a freshman student fails a class(es) the first semester of his/her freshman year, that student is academically ineligible for the first 30 consecutive days of their current or next sport. All students who are academically ineligible will not be allowed early dismissal to attend performances, games, events, nor will they be allowed to "suit up" or "dress" for the activity.

Student athletes are ineligible for 30 consecutive calendar days of their current sport or of the next sport in which they participate. Students become eligible on the 31<sup>st</sup> day.

Students must successfully complete the entire athletic season for a period of ineligibility to be satisfied. An ineligible student who does not complete an athletic season/activity will have the entire 30 days of ineligibility carry over to his/her next sport in which he/she participates. Ineligibility begins the first day grades are posted. Senior students failing a second semester course would be ineligible for the 30 days following the end of the second semester for a summer sport. Students would regain eligibility on the 31<sup>st</sup> day.

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If a student becomes ineligible prior to their athletic season of participation the ineligibility begins with the first day the Iowa High School Athletic Association allows competition to begin in the student’s next sport. The athletic director will have all competition start dates. Cheerleading will follow their sport competition date. Dance will follow the football competition start date. Students participating solely in non athletic events will become ineligible in the same manner as students in athletics. Students failing a first semester class will serve a 30 consecutive day ineligibility period beginning with the first day grades are posted. Students will be ineligible for 30 consecutive days from the start of the next school year for failing a second semester class. In either case eligibility resumes on the 31st day.

Non-athletic summer events and activities do not fall under the Academic Eligibility policy. The guidance from the IGHSAU, IHSAA, Dept of Education, IHSSA and IHSMA will be consulted to address any unresolved questions about the Academic Eligibility policy implementation.

**Athletic Dual Sport Policy**

The guidelines below will be followed when students express interest in participating on more than one sports team in a season. Participating in more than one sport in a season is very time consuming and rigorous. Final decisions regarding allowing a student to participate in more than one sport in a season rest with the athletic director and administration.

1. Student expresses interest to the head coaches in both sports and the athletic director prior to the first competition date of either sport.
2. The athletic director will hold a meeting with head coaches of each sport and athlete to discuss the dual sport participation. The athlete and parents will sign off on a form which will detail both coaches expectation of practice attendance, game attendance, or other aspects of each sport for which there may be a potential conflict. One sport will have to be identified as the “major” sport with the other sport being the “minor” sport.
3. The coaches and athlete will be expected to follow the expectations noted on the Dual Participation form.

Any changes to the information and expectations on the form will include the athletic director and parent contact. Students will be expected to complete both seasons in good standing in order to be considered for post season play, lettering, receiving certificates of membership, etc.

The coach of each sport will determine the level of play and playing time of the shared athlete as they would any other athlete on the team.

**By signing this coach’s handbook I am affirming that I have read and understood the conditions addressed above.**

**Signature of Coach or Sponsor:** \_\_\_\_\_

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



Form for Dual Participation

Student athlete name:

Date of meeting:

To be completed prior to a meeting with coaches, athletic director and parents.

1. Reason for dual sport participation:
2. Student athlete’s strengths/experience in the major sport:
3. Student athlete’s strengths/experience in the minor sport:

“Major sport” game, practice, post season, expectations:

“Minor sport” game, practice, post season, expectations:

\_\_\_\_\_ Student approved for dual participation

\_\_\_\_\_ Student not approved for dual sport participation.

Student Coach

Parent Coach

Athletic Director



## Maquoketa High School Head Coach Evaluation Form

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_  
**Date** \_\_\_\_\_

### Evaluation Rating Scale

1. Excellent
2. Above Average
3. Satisfactory
4. Below Average
5. Unsatisfactory

N/A Not Observed

### **Administrative Responsibilities**

- \_\_\_ Cooperates with athletic office regarding preseason paperwork (rosters, eligibility, health forms, etc) prior to first practice.
- \_\_\_ Cooperates with requests for information from athletic office on time.
- \_\_\_ Abides by all relevant Board of Education policies, administrative, and IHSAA/IGHSAU.
- \_\_\_ Follows proper procedures for ordering supplies and equipment.
- \_\_\_ Supervises practice area, and locker room before and after practice.
- \_\_\_ Publicizes team and individual accomplishments to the media and school.
- \_\_\_ Demonstrates care of school facilities and equipment
- \_\_\_ Prepares detailed inventory of team equipment and updates after each season.

### **Relationships**

- \_\_\_ Communicates with assistant coaches in regards to roles, duties and expectations.
- \_\_\_ Communicates effectively with athletes and parents.
- \_\_\_ Demonstrates a positive attitude for working with high school athletes
- \_\_\_ Promotes all school activities and encourages students to participate in a variety of activities.
- \_\_\_ Maintains cooperative relations with the media regarding team information, statistics and interviews.
- \_\_\_ Shows an interest in the academic experience for all participants.
- \_\_\_ Keeps commitments and is punctual.
- \_\_\_ Works with coaches at all levels below HS to develop athletes.

### **Coaching Performance**

- \_\_\_ Teaches the fundamental philosophy, skills, and knowledge essential to the activity.
- \_\_\_ Develops a well-organized practice schedule, with specific objectives for each practice.

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- \_\_\_ Uses positive reinforcement for positive performance.
- \_\_\_ Offers constructive criticism when needed.
- \_\_\_ Maintains effective individual and team discipline at practice and games.
- \_\_\_ Teams performance reflects enthusiasm, motivation, and proper fundamentals.
- \_\_\_ Learns new strategies and trends in the sport by attending clinics.

**Activities Director's Comments**

**Head Coaches Comments**

**Head Coach Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Activities Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Maquoketa Community School District  
Fundraising Request & Approval Form**

**Important Note:** All fundraising must be pre-approved by the Board of Education. A Fundraising Summary Report **MUST** be completed when fundraiser is complete.

Name of fundraiser: \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_  
Sponsor Name: \_\_\_\_\_  
Start Date of Fundraiser: \_\_\_\_\_ End Date: \_\_\_\_\_  
Expected Profit % OR dollar amount (**sum of revenues – expenses**): \_\_\_\_\_

Description of Fundraiser:

Purpose of Fundraiser (**Please identify specific items/events that profits will be used on**):

**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Denied**

**AD/Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office Use Only:**

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



**Maquoketa Community School District  
Fundraising Project Recap Summary**

**Important Note:** The fundraising project summary form is due 2 weeks after the fundraising activity end.

Name of fundraiser: \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_  
Sponsor's Name: \_\_\_\_\_

<b>Fundraiser Revenue</b>	Sales	_____
	Donations/Contributions	_____
	Other (specify)	_____
	<b>Total Revenue</b>	_____

<b>Fundraiser Expenses</b>	Product Cost or Services	_____
	Facility Use/Labor	_____
	Other (specify)	_____
	<b>Total Expenses</b>	_____

**Fundraiser Profits (Revenues - Expenses)** \_\_\_\_\_

**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AD/Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office Use Only:**

Account Number: \_\_\_\_\_  
Actual Profit Margin %: \_\_\_\_\_ Expected Profit Margin %: \_\_\_\_\_