

MORAVIA MOHAWKS

“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what other think you are.”

– John Wooden



**Coaches' Handbook
2023-2024**

MORAVIA MOHAWKS

FORWARD

This handbook is designed as a reference guide for the administration of the athletic program in the Moravia Community School District. It includes many policies, regulations, and general information for the development and maintenance of the athletic program.

It is not possible to cover all the details of an athletic program in this handbook. In many cases, a coach must use discretion and common sense in resolving everyday problems that develop. Answers to problems of concern that are not found in this handbook should be sought in discussion with the athletic director, principal, and/or both.

It is the desire of the administration that a Student Athletic Handbook be developed by each coach for the sports under his or her supervision. We suggest that you have a page for students and parent to sign that they have read and understand all rules and expectation and keep these papers for future reference. The handbook should incorporate the areas in the coaches' handbook that pertain to the student-athlete and the requirements of the coach for the student-athlete in each sport under the jurisdiction of the coach. Be sure to read the JH/HS Student Handbook to reiterate any pertinent information for your athletes in your handbook.

It is our objective to have as many students as possible participate and benefit educationally from the athletic program. The continuing improvement of the program is a tribute to the members of the coaching staff who contribute so much to its operation and success. Our program will continue to improve as long as we strive to serve the best interests of the boys and girls in our school system.

PHILOSOPHY

The athletic program has been established in the Moravia Community School for the purpose of providing experiences that are not normally gained in the traditional classroom. It is an integral part of the entire educational process. It creates an opportunity for those students who volunteer to become members of the various teams to develop good physical, mental, psychological and social attributes.

Each sport is considered to be of the same magnitude, meaning there is no distinction between sports, such as a major or a minor sport. In this way, it is the prerogative of each athlete to feel that his/her sport is the most interesting and challenging activity of the season.

Each athlete is given the choice to volunteer to participate in the sport of his/her choice. An athlete who is undecided about the choice of a sport can consult with any coach and/or the athletic director for guidance in making a choice.

The coach and/or athletic director should do his or her best to direct the athlete into the activity most suited for the individual. It is not the intention to place an undue influence or pressure on a prospective athlete to participate in a particular sport.

As each athlete participates in a program, he or she will have a chance to demonstrate such qualities as leadership, sportsmanship, fair play, school spirit, and loyalty- loyalty not only to his or her teammates and coach, but to the school, community and his or her self as an individual.

When a need for a change in the athletic program seems apparent, the question comes to mind: Will the change improve the welfare of the participant and/or participants? If it does, it can truly be said, "The athletic program is for the student."

Parent/Coach expectations at Moravia CSD

Coaching and parenting have two very glaring similarities – both are very rewarding, yet both can be very difficult. When parents and coaches understand each other, an athlete's chance of succeeding will increase dramatically. We believe the following policies will increase positive relationships between the coaching staff, parents, and players.

Parents and spectators are encouraged to cheer on their teams with enthusiasm while exhibiting good sportsmanship. The school will not tolerate spectators being on the floor before, during, and/or after the game, or the berating of players, coaches and/or officials.

Parent Concerns

1. If a concern exists, the first step is to discuss the issue with your athlete.
2. If a concern still exists, the next step is to call the coach and set up an appointment to discuss the issue.
3. Any conversation between parent and coach will then be discussed between player and coach.
4. Do not attempt to confront a coach prior to or after a game or practice.
5. Do not address the issue by blurting out comments or concerns in an audience or game situation.
6. If the issue is not resolved after meeting with the coach, contact the Head Coach or Athletic Director for further discussion.

Parent/Coach Meetings

1. **No contact will take place with a coach before or after an event or game. All involved need to have time to calm down and think through what will be said rather than allowing your temper to dictate your words.**
2. All meetings should be arranged with the coach at least 24 hours in advance.
3. During the meeting, only your athletes' name can be used. If you wish to discuss other players their parents must be in attendance.
4. After the meeting, if you still have issues or concerns, you can set up a meeting with the Athletic Director.

If these procedures are not followed, the parent will face the following consequences:

1st Offense - parent(s) will not be allowed to attend the next competition at that level and a meeting with the administrative staff will take place.

2nd Offense – parent(s) will meet with the administrative staff and will not be allowed to attend any other games for that season.

These terms apply to home and away games. Suspensions not fulfilled will be carried over into the following year.

Expectation of Coaches

1. Communicate philosophy and expectations to players and parents (this will start with your Student Athletic Handbook)
2. Communicate clearly with locations and times of practices and games (as well as any changes should they arise).
3. Communicate clearly with parents in case of injury.
4. Communicate clearly any other team requirements.

Expectations of Parents

1. Express concerns directly to the coach in the proper manner that was listed prior.
2. Express concerns only to the coach, not to the player(s) and/or other parents.
3. Notify coaches of any issues outside of the activity that may be affecting the player's performance.
4. Notify coaches of any issues outside of the activity in which the coach may be able to assist the player or parent.
5. Parents are not to direct comments towards coaches or team at any time especially during games. It's embarrassing to our students, athletes, fans, and yourself.

Appropriate Parent Concerns

1. Ways to help a player improve.
2. Concerns about the player's behavior.
3. The treatment of the player mentally and/or physically.

Inappropriate Concerns

1. Other players
2. Playing time
3. Game strategy
4. Practice strategy
5. Pressure to increase playing time.
6. Team strategy
7. Play calling.
8. Other student-athletes/participation

CHAIN OF COMMAND

If you have an issue, please follow the chain of command as listed below:

Elementary
Teacher or Coach
Mr. Swenson

High School
Teacher or Coach
Athletic Director
Mr. Cochran
Mr. Swenson

ORGANIZATION AND ADMINISTRATION

IHSAA AND IGHSAU

The Moravia Community School District is a member of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The purpose of these organizations is to promote, develop, direct, and regulate amateur interscholastic competition and relationships between member schools and, to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. The State Board of Public Instruction has entered into an agreement pursuant to Chapter 23E, Code of Iowa, with the IHSAA and IGHSAU for the administration of the rules for athletic competition in the State of Iowa.

BLUEGRASS CONFERENCE

The Moravia (Mohawks) High School is a member of the Bluegrass Conference. Fellow members of this conference include Ankeny Christian (Eagles), Diagonal (Maroons), Lamoni (Demons), Melcher-Dallas (Saints), Mormon Trail (Saints), Moulton-Udell (Eagles), Murray (Mustangs), Orient-Macksburg (Bulldogs), Seymour (Warriors), and Twin Cedars (Sabers).

As stated in the constitution of the Bluegrass Conference, the primary purpose of this conference shall be to stimulate and promote the activities between member schools within the guidelines of the state activities policy groups. A secondary purpose of this conference shall be to discuss common educational, administrative and extra-curricular problems and policies, and to act, where necessary, for the mutual benefit of the member schools.

The executive council shall consist of the superintendent of each member school or his/her designated representative. The executive council shall transact all official business of the conference.

BOARD OF EDUCATION

The Board of Education of the Moravia Community School District is directly responsible to the people of the school district and is the supreme agency of the school system. The duties of the Board of Education in athletic matters are the same as for education generally. They are:

1. Interpreting the educational needs of the community.
2. Develop policies in accordance with the law and in accordance with the educational needs and concerns of the district patrons.
3. Approve means by which professional agents and agencies may make these policies effective.
4. Furnish financial means within the law which will provide physical and educational conditions under which the athletic program can be organized and administrated.
5. Keep the people intelligently informed of the purpose, value, conditions, and needs of public education within the community.

SUPERINTENDENT OF SCHOOLS

The executive function is delegated to the Superintendent of Schools, who has the responsibility of devising ways and means for the efficient execution of the policies adopted by the Board of Education.

The Superintendent of Schools recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics.

All recommendations for new policies and procedures in the athletic department are subject to his/her approval and must be approved in accordance with school policy before being implemented.

PRINCIPAL

The principal is the administration head of the interscholastic athletic program in his/her building.

He or she is directly responsible for the Superintendent of Schools and for the State Athletic Association, as well.

Supervision of the athletic program is a cooperative matter between the principal and athletic director.

ACTIVITIES DIRECTOR

The activities director has the responsibility of organizing and administering the athletic program in accordance with the policies established by the DPI, IHSAA, IGHSAA, Bluegrass Conference, and the Board of Education. And to foster an athletic program that is in the best interests of the student body, the school district and the community.

He or she is responsible to the Superintendent and Principal for the direction of personnel, policies and activities of the athletic department.

1. Consults with and informs the Superintendent, and Principal of the activities, problems and progress in the department.
2. Recommends to the administration the assignment of personnel in the department.
3. Formulates and enforces department policies.
4. Interprets and enforces all state and conference policies.
5. Is responsible for all schedule making, hiring of officials and the making of contracts for games and meets.
6. Is responsible for communicating changes in schedule for all games and meets to coaches and community.
7. Is responsible for the purchasing of equipment and supplies and coordinates the financing of the athletic program.
8. Maintain an accurate inventory of all athletic equipment and supervises the cleaning, care and storage of all athletic equipment.
9. Works with the custodial staff in the maintenance and preparation of the physical facilities in the department for all practices and public performances.

10. Supervises all home athletic events (along with the principals and is responsible for the following at such events:
 - a. Ticket sales
 - b. Ticket sellers and takers
 - c. Faculty supervisors of crowd
 - d. Police
 - e. Parking
 - f. Visiting team arrangements
 - g. Radio and newspaper needs
 - h. Complimentary tickets
 - i. Officials parking, dressing rooms, and payment
 - j. Medical coverage
11. **Conduct coaches' meetings as needed with all head coaches mandatory and asst. coaches' welcome.**
12. Supervises and evaluates the coaching staff in their performance responsibilities and recommends to the administration the dismissal of coaches from their duties when the conditions warrant such a recommendation.
13. Coordinates the athletic program with the instructional program and the other activities in the school.
14. Arranges for all transportation within the department for participants and coaches.
15. Makes provisions for meals and lodging for athletes and coaches when necessary.
16. Coordinates the practice schedules for coaches and athletes on the fields and in the gym and wrestling room.
17. Maintain an accurate and current file of athletic injuries, insurance claims and physical examinations. Supervises the insurance coverage.
18. Administers all eligibility rules as set for by the IHSAA, IGHSAU, Board of Education and the Bluegrass Conference.
19. Arranges for the publication and distribution of athletic schedules to the students, faculty, public, host schools and news media.
20. Maintains a master schedule of all athletic events.
21. Arrange for the distribution of athletic rosters to faculty and host schools.
22. Attend seminars, conventions and professional meetings for the purpose of professional growth and to keep abreast with current knowledge and trends in athletics.
23. Attends meetings of the athletic directors in the Bluegrass Conference.
24. Submits all annual reports required by the IHSAA, IGHSAU, and the administration.

25. Works cooperatively with community groups that have a sincere interest in the athletic program.
26. Counsels' athletes that are having academic and behavioral problems.
27. Supervises the issuance of athletic awards and maintains an accurate and current record of all awards issued.
28. Maintain an accurate and current record of all students enrolled in the athletic program.
29. Coordinate the public relations program of the athletic department.
30. Work cooperatively with parents and coaches in the hosting of athletic banquets.
31. Coordinate the athletic program at the senior high school with the program at the middle school.
32. Such other responsibilities as deemed necessary by the Principal, Superintendent, and the Board of Education.

CODE OF ETHICS FOR COACHES

A coach should:

- Be loyal to his/her superiors and support the policies of his/her administration.
- Have lofty ideals and firm principles of right and truth.
- Always strive for more education and culture.
- Be a good-will ambassador between your school and the public.
- Teach and practice true sportsmanship.
- Be humble in victory and courageous in defeat.
- Neither knowingly nor unethically strives for another person's job.
- Respect and support officials at all times.
- Never publicly criticize other coaches or officials.
- Offer congratulations in public- win or lose.
- Never "run up the score."
- Dress in a manner suitable to the profession.
- Conduct yourself so as to earn the respect and confidence of all.
- Not engage in conduct detrimental to players, officials, or spectators.
- Conduct themselves to be a worthy member of the coaching profession.
- Be loyal to his/her profession.
- Be more concerned about obtaining the respect from your players than in running a "personality contest".

THE COACH AND THE PLAYERS

In his/her relationship with players under his/her care, the coach should always be aware of the tremendous influence he/she has, for good or bad. Parents entrust their dearest possessions to the coach's charge. The coach, through his/her own example, must always be sure that the athletes who have played under them are more decent men/women for having done so.

The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

The safety and welfare of the players should always be uppermost in his/her mind, and they must never be sacrificed for any personal prestige or selfish glory.

Every coach must remember that he/she is a living example to all the young men/women in the community in which he/she coaches. It is vitally important to the coach and to the profession which he/she represents, that his/her actions and behavior are always a credit to the school and athletic program.

THE COACH AS A LEADER

The function of the coach is to educate students through participation in sports. This 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 attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in athletics, nor can a coach guilty of such teaching have any right to be called a coach.

The coach should set the example for winning without boasting, and for losing without bitterness. A coach whose conduct is in accordance with these principles should have no fear of failure, for in the final analysis the success of a coach can be measured in terms of the respect he/she has earned from his/her speech, conduct and devotion to the program and athletes under his/her supervision and recognizes that character, not age, makes for good leadership.

THE COACH AND THE SCHOOL

In his/her relationship with the institution for which he/she works, the coach should remember that he/she is on public display as a representative of the institution. It is important therefore that you conduct yourself as to maintain the principles, the integrity, and the dignity of his/her school.

School policy regarding athletics should be adhered to, both in letter and in spirit. The coach should remember that other members of the faculty also have an interest in the institution and its students, and your conduct must be such that there arises no criticism of the efforts to develop the common interests and purposes of the school.

THE COACH AND THEIR PROFESSIONAL CONTACTS

In your relationship with other coaches, it should be assumed that all members of the coaching profession are men/women of integrity and are making an honest effort to follow the precepts of the Code. Therefore, opposing coaches should be treated courteously and as guests of the school. Moreover, the winning coach should do all in his power to ensure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

Sportswriters and sportscasters should not be used as a means of relieving ill feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty which is expected of them.

Officials are an integral part of the game and should be recognized that they too maintain high standards of integrity and honesty. Just as coaches can make mistakes, so can officials. It is important that their efforts to contribute to education of young men/women through sports be

recognized and supported. If a question on a call needs to be addressed, do so in a respectful and professional manner knowing that you may have to accept a call you do not agree with.

We hope that all spectators will behave in a respectable manner, but this may not always be the case. As coaches we ask that you try and encourage our spectators to respect the opposing athletes, coaches, and the officials. If issues arise with the opposing team's spectators, do not engage with them, speak with the opposing teams coach (staff) about addressing these issues if need be.

DUTIES AND RESPONSIBILITY OF ATHLETIC COACHES

General:

1. Coaches must always be teachers first; coaches second.
2. All coaches should be willing to help supervise or officiate at other school activities.
3. Coaches are to demand that their squad members always conduct themselves as ladies and/or gentlemen wherever athletes are under school supervision.
4. Coaches are not to smoke, vape, consume alcohol, or chew in the presence of athletes or managers at any time.
5. Coaches are held responsible for the conduct of the squad members during practice, at games, and on trips.
6. No school keys are to be issued to students under **any** circumstances.
7. Keys should not be used for personal reasons or when school is in session outside of your role as coach. We ask that you are a good example to other parents and visitors by using the main entrance when students are in class.
8. All coaches shall help to promote team morale and spirit.
9. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with the athletic director and/or principal as well as the other coaches in his/her sport.
10. No matter the sport, all coaches are expected to cooperate with coaches of other sports in the school. Coaches should support each other in an ethical manner, never second-guessing or otherwise criticizing coaching ability.
11. Coaches are to report promptly for all practice sessions and contests and to dress according to the standards established for that sport.
12. All coaching activities are to be organized and supervised by the coaches so as to ensure student safety. No "horseplay" is to be tolerated at any time in the gymnasium, on the athletic field, or in the locker or shower rooms.
13. **ATTEND COACHES MEETINGS THAT ARE SCHEDULED DURING THE SCHOOL YEAR.**

Head Coach

1. Cooperate with the athletic director and/or principal on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify all eligible students of the dates of equipment distribution and dates/times for practice sessions.
3. See to it that the facilities and the equipment are checked and ready for use.
4. Issue equipment necessary for your sport and keep accurate records of what is issued.
5. See to it that all coaches assigned to the sport know their duties and responsibilities.
6. Inventory all new equipment before using it. All equipment should be marked and labeled.
7. If desired, recruit student managers for the season and instruct and guide them.
8. Administer an affective system of lock and locker distribution.
9. Be responsible to the principal and/or athletic director for the total conduct of the sport.
10. Begin practices on the earliest date allowed by the regulation of the IGHS AU and IHSAA or of the school district.
11. Organize, oversee, and conduct all practice sessions.
12. See to it that your athletes all have a physical examination and that liability releases are complete and signed by the examining physician.
13. See to it that your athletes are all covered by school insurance or have a signed insurance waiver.
14. Supervise your athletes at all home and away competitions. Head Coaches should ride the team bus to and from contests unless approved by administration.
15. **Ensure your athletes have a copy of the sports rules-guidelines and understand the training rules set up by the state, district, and school/and or coach.**
16. See that all high school participants have on file a signed Parent Permission Release Acknowledgement Form.
17. See that training rule violations are reported to the principal and/or athletic director.
18. Instruct athletes on proper use and care of equipment, and the safety measures required in the use of such equipment.
19. Ensure equipment is cleaned and/or repaired whenever necessary.
20. See that locker rooms and equipment rooms are maintained in a neat and proper manner and outside doors are locked and secured.

21. Be sure to always have adequate locker room supervision.
22. See to it that all athletic injuries are cared for in a timely and professional manner.
23. Work out details of out-of-town transportation for tournaments with principal and/or athletic director.
24. Go through the principal's office for early dismissal permission involving long trips.
25. **Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose.**
26. Established a fundamental philosophy, skills, and techniques to be taught by staff under his/her supervision in grades 7-12.
27. Keep daily attendance records.
28. Keep and report statistics necessary for school records and Bluegrass Conference. All stats must be kept up to date according to state guidelines.
29. Award letters in accordance with awards requirements.
30. Be sure all equipment is checked in, repaired, cleaned, and stored. Keep an accurate log of returned and repaired items.
31. Inventory all equipment and recommend any need to purchase new items to the athletic director within two weeks of your season being completed.
32. Keep the athletic director informed of any lost equipment.
33. All equipment must be stored in the proper place at the school. This includes uniforms!
34. Rate officials, when required by the IHSAA and IGHS AU. Use professional language when doing so.
35. Compete and return any required forms and statistics to the principal or athletic director.
36. **Only students enrolled in the Moravia Community School District should be allowed to participate in practices and/or scrimmage. Failure to adhere to this could result in legal issues with liability.**
37. **Hold a post season gathering for athletes and their families to issue letters in reasonable time frame.**
38. Hold a parent meeting at the beginning of the season to communicate rules and expectations.
39. If applicable all coaches will hold a camp for younger athletes as an athletic fundraiser. Encourage your athletes to be involved in an effort to teach them leadership skills.

Assistant Coaches- Middle School Coaches

1. Help get facilities and equipment ready to be used and issued.
2. Help issue equipment.
3. Help enforce training rules and report violations.
4. Carry out all duties assigned by the head coach.
5. Help see that injury reports and insurance reports are completed when necessary and are on file properly.
6. Help see that locker rooms and equipment rooms are maintained in a proper manner.
7. Be present for all practice sessions and games, and/or be available for scouting assignments.
8. Assist in checking in and inventorying equipment.
9. Suggest to the head coach any new equipment needed.
10. Make constructive suggestions to the head coach as well as help organize and supervise the program. Always be ethical in your support of the head coach, never criticize his or her decisions in private or public.
11. Attend clinics and in-service sessions conducted by the head coach.
12. Attend preseason workshops as determined by the varsity coach in the program in which you coach.
13. Develop defensive and offensive strategies which are coordinated with the high school program.
14. Encourage participation.
15. Focus on teaching fundamentals and their importance in the development of skills.
16. In accordance with ability, give players a chance to play several positions.
17. Strive to play every athlete in every contest.
18. Assist varsity programs with scouting.
19. Report results to the press.

CHURCH NIGHT

Wednesday has been designated as Church Night in Moravia. All athletes should be out of the building by 6:00 p.m.

CLINICS AND TOURNAMENTS

Coaches are encouraged to attend clinics and schools to keep abreast of new developments and techniques in the sports they coach. Requests for absence to attend coaching clinics and state meets and/or tournaments should be submitted to your principal via the athletic director at least five (5) days prior to the projected absence. The request should be made on the Leave Request form and marked as School Business. If approved the following guidelines will prevail:

- a. Attendance at one clinic will be allowed per sport.
- b. School transportation may be used when available.
- c. When necessary, a maximum of one day of school may be missed for attendance at state meets or tournaments.
- d. A coach who coaches more than one sport may choose one tournament to attend, but not attend more than one in accordance with this policy.
- e. If students will be joining on any trips as a field trip, field trip forms must be given to all athletes by coaches (not the office). Coaches will collect all forms before departure and turn into the office, students without completed forms will not be able to attend.

COACHES EVALUATION

Each head coach will be evaluated formally by the athletic director during the school year. Assistant coaches will be informally evaluated by the head coach, a report on the details of this evaluation will be given to the Athletic Director. The athlete will do a further evaluation when necessary. A conference may be held to discuss the evaluation and recommendations for employment and recommendations for employment for the following school year. Other recommendations concerning the overall program in which the coach is involved may be discussed at this time. Informal conferences may be held periodically during the season. Once the conference is completed, the coach and athletic director will sign copies of the evaluation. The coach will receive a copy of the signed evaluation. The athletic director will place a copy on the file.

DRESS AND GROOMING

While representing Moravia Schools, the athlete is expected to maintain a well-groomed appearance. Individual coaches may require specific attire for out-of-town trips. Coaches will be expected to enforce the school dress code outside of uniforms (can be found on page 31 of Student Handbook) and stress the importance when representing our school and community.

EMERGENCY PHONE NUMBERS

Police.....911
Sheriff.....911
Centerville Hospital.....(641) 437-411
Albia Hospital.....(641) 932-2134
Ambulance.....911
Fire Department.....911

EQUIPMENT CARE OF EQUIPMENT AND SUPPLIES

1. It is the responsibility of the head coach to properly care for and store all supplies and equipment during the season and after the season. An assistant coach can be delegated to help with some of these responsibilities.
2. School equipment is to be used only at practices and scheduled athletic events. Uniforms and practice gear are not to be worn by the athlete for personal use.
3. All equipment and supplies checked out to the athlete should be recorded on a record form by item and number. The athlete will be held accountable for its return at the end of the season. The athlete will not be permitted to participate in another sport until all items have been returned or the school has been reimbursed.
4. Only coaches and student managers should be permitted in the equipment room.
5. Keys are not to be loaned to athletes or student managers. A manager may require the use of a key but it must be returned immediately to the coach after use.
6. Storage areas are to be kept locked at all times.
7. All equipment is to be inventoried at the end of each season. The inventory of the previous year will be made available. A complete inventory of all equipment should be in the hands of the athletic director within two weeks after the end of the season.

COACHING EQUIPMENT

1. Any school furnished equipment shall be used for the intended purpose, and not for personal use.
2. Individual athletic clothing shall be furnished by the individual coach.

CUSTODIAL EQUIPMENT

1. Always return custodial equipment to the proper storage area.
2. Notify the head custodian and athletic director of equipment that needs of repair or supplies that may need replaced when depleted.

DISCARDED EQUIPMENT

Equipment that is no longer safe and/or serviceable should be discarded in such a manner that it cannot be reclaimed by an athlete. All such equipment should be discarded with the approval of the athletic director and Board of Education.

Clothing items that are no longer usable for competition may be sold to the athletes. The head coach and athletic director will set a nominal price, and the money will be placed in the athletic fund.

PURCHASING

When purchasing items, coaches/sponsors are encouraged to use local vendors. When appropriate, bids should be obtained, and the low bid should be taken. All requisitions, including t-shirts, must be approved by the athletic director, and signed off by the superintendent.

Use of the school credit card will be limited. P.O.'s must be approved prior to using the credit card. Administration must approve any use prior to the P.O. being approved. The credit card must be signed in and out. Any school purchases made on personal credit cards must be preapproved also.

PURCHASING OF EQUIPMENT

1. Equipment needs should be determined at the end of the season for the following school year.
2. **All purchases must go through the athletic director and be placed on a purchase order. All purchases will need the approval of the principal and superintendent. Competitive prices should always be explored before deciding on supplies. Make sure you include any shipping charges.**
3. Purchase requests must be complete as to size, color, quantity, price, etc. and the Athletic Director and Superintendent must okay all uniforms to be ordered.
4. Incidental items that are needed periodically during the season should be approved by the athletic director.
5. Always purchase quality equipment. This does not necessarily mean the most expensive but means avoiding buying poor or inferior quality items. All uniform purchases must be approved by the Athletic Director and Superintendent.
6. Uniforms will be ordered on a rotation basis.

FACILITIES

Because more than one team may use the same facility, everything must be picked up and in order after use - this includes the coach's office and training room. Equipment is to be kept in the areas provided for storage.

If you use something, put it back where it was originally stored and if you borrow something from another program or the custodial staff, return it as soon as you are finished. If any facility is not in working order, report the issues to the custodial department and the athletic director and/or principal as soon as possible. When using the facilities, the following guidelines should prevail:

Gymnasium

1. No street shoes, stockings, or bare feet will be allowed on the gym floor.
2. All balls and equipment should be put away after every practice and games.
3. Secure all doors and shut off all lights after each practice.
4. Custodians are responsible for raising and lowering the baskets and moving the bleachers in and out.
5. Scoreboard panel should be kept under lock and key when not in use.
6. The use of school facility by the public must be in accordance with school policy and approved by the administration.

Locker Room

1. Balls are not to be thrown in this area.
2. During football and track, muddy shoes should be removed.
3. The last coach to leave after practice or game must:
 - a. Pick up all the towels and other gear.
 - b. Check showers.
 - c. Check and flush sanitary facilities.
 - d. Close and lock all doors.
 - e. Turn off all lights.
4. Make sure locker rooms are clean.

Practice and Game Fields

1. Put equipment away.
2. Close and lock doors and gates.
3. Secure covers on high jump pit.
4. Inspect fields periodically for safety hazards and report needs to athletic director and custodial staff.
5. When necessary, assist custodial staff in assuring that the proper field markings are in place for a particular sport.
6. The public use of these facilities must be in accordance with school policy and approved by the administration.

FIRST AID KIT

Coaches are responsible for adequately stocking first aid kits at the start of every practice and contest. Do not depend on the manager to audit the kit. This could be delegated to an assistant coach. Carry Medical Release Forms for each student including managers.

FIRST AID SUPPLIES

All first aid supplies are ordered during the summer for the following school year. Coaches should advise the athletic director of specific items that are unique to his/her sport by the end of the current school year. The athletic director will compile a list of total supplies in the office of the athletic director. These supplies are stored in the Training Room.

INJURIES

Sound teaching techniques and proper supervision are important in the prevention of athletic injuries. When injuries do occur, proper judgement must be exercised. When in doubt, call a doctor or ambulance. The coach in charge is to file an "injury report" in the office of the athletic director within 48 hours of the injury.

No athlete with a serious injury is to participate in practice or a contest written until approval has been granted by a doctor.

All athletes are to be instructed to report all injuries to the coach immediately and an "injury report" is to be completed.

Make sure the parents are informed of the injury and the proper action is taken.

Coaches are to maintain an accurate and up to date file on all the injuries requiring a report. Each coach should have a medical release form available to them when at competitions both home and away.

Head injuries should always receive the attention of a physician. In sports where protective headgear is required, new headgear should be issued and the old headgear taken out of circulation, labeled with the date and nature of the injury and placed on file with the administration.

LIABILITY IN TODAY'S COACHING

There is an increased tendency for people to seek answers to problems occurring in athletics through hiring an attorney and taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and the courts will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. If you follow the guidelines listed below you will rarely have difficulty.

1. Never miss match participants, i.e., put a 140 lb. athlete in a wrestling match against a 200 lb. athlete or a beginner with a seasoned athlete.
2. Always have adequate instruction period. Do not put an athlete in a game the first day they report.
3. Have adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. (The competency of a coach can be challenged)
5. Do not allow athletes to use faulty equipment. i.e., check all athletic equipment, etc.

6. Do not allow athletes to use faulty facilities. i.e., if your practice field has gopher holes in it alert the athletic office so they can be filled.
7. Treat any injury with first aid then send the athlete to a doctor, if it is serious and the athlete needs immediate attention call the emergency vehicle. If parents choose not to seek treatment for their children, a signed note by the parent stating this will be required and kept on file.
8. Make certain the facilities are adequate for the competition or drill. i.e., Don't put too many basketball players on the same court or sprint players too short a distance and run them into the wall.
9. Set high standards of behavior for your team. Rowdiness on a bus, in a gym, or any athletic area is a potential problem,
10. Athletes must be supervised in a gym, on the field, or in the locker room.
11. Do not allow an athlete to treat their own injury.

There is no substitute for good judgment. The coach, who uses good judgment and has their squad and program under control rarely has difficulty with court cases and should have no fears if they should occur.

LOCKER ROOM ASSIGNMENTS

Each athletic team has been assigned a specific locker room. Team members are not authorized to be in locker rooms for which they are not assigned. Locker rooms are to be locked when not in use or practice in session. After a practice session, or game, coaches are not to leave the building or stadium until the locker rooms are clear of athletes and secured.

SCHOOL ATHLETIC PRACTICE SCHEDULE

No student activities mandatory or optional will start before 6:30 a.m. year-round.

LOCKER ROOMS FOR VISITING TEAMS

The visiting football team will use the Jr. High Boys' and Girls locker room. Boys' basketball teams will be in the boys' PE locker rooms. Visiting wrestlers will use the girls' PE locker room. Girls' basketball teams will use the girls' PE locker room.

OFFICIALS

The athletic director will hire all officials for home contests. Coaches may make recommendations for officials to be hired.

PHYSICIAN

An ambulance will be in attendance at every varsity football game. Phone numbers for emergency personnel should be posted by the phone in all coaches' offices.

PRACTICES

Bad weather: practices and other activities:

As a general rule, in situations where school is canceled due to severe weather, practices and other student activities will be postponed or canceled. Special permission may be granted to hold a practice or activity after the existing and/or projected weather and road conditions have been re-evaluated by the administration and authorization has been granted. The same procedure would apply on the days school is not in session and a traveler's advisory has been issued.

First practice session:

It is important that all team members understand the rules and conditions under which they can participate. Head coaches at all levels are requested to discuss the following with their athletes at the first official practice session or team meeting.

Friday practices/open gyms will be limited to no more than 2 hours in length. All practices/open gyms must be from 8-10am or after 4pm, this does not apply to Friday Game Days. Junior high is not permitted to practice on Friday's.

PRACTICE STARTING DATES

It is important that all coaches understand when practice may start for various sports. The IHSAA and IGHSAA have set dates that are fair and equitable. The starting dates for all sports are included at the front of this handbook.

SUNDAY PRACTICES

In general, Sunday practices are prohibited unless required by special circumstances such as an IHSAA and IGHSAA tournament on Monday. Special exceptions to this policy should be discussed with the athletic director and/or principal and superintendent.

SPORTS PROGRAMS

The following activities are offered in the program:

1. Football: Varsity, Jr. Varsity, JH
2. Girls Volleyball: Varsity, Jr. Varsity, JH
3. Cross Country: Varsity boys and girls, JH
4. Wrestling: Varsity, Jr. Varsity, JH
5. Boys' Basketball: Varsity, Jr. Varsity, JH
6. Girls' Basketball: Varsity, Jr. Varsity, JH
7. Boys' track: Varsity, JH
8. Girls' track: Varsity, JH
9. Golf: Varsity and Jr. Varsity

10. Baseball: Varsity, Jr. Varsity, JH
11. Softball: Varsity, Jr. Varsity, JH
12. Swimming: Varsity
13. Trap Shooting: Varsity
14. Cheerleading (Football, Wrestling, and Basketball): Varsity
15. Dance Team: Varsity

CUTTING TEAM MEMBERS

It is not felt that cutting a team to a certain number of athletes is consistent with the philosophy of the athletic program. Naturally, only a limited number of athletes are suited up for competition on the day of a game or meet.

It seems that the athletes usually cut themselves from interscholastic competition as they progress in school from year to year, realizing their own lack of skill. A coach in good faith should counsel any prospective athlete as to his or her potential ability in a particular sport. If it becomes necessary to cut an athlete because of numbers, facilities, and equipment, or because of the nature of the sport, the coach should discuss the conditions that exist with the athletic director and/or principal before the final decision is made.

PROCEDURE FOR ATHLETES DROPPING FROM TEAM

1. The athlete should notify the coach.
2. The coach should pick up all equipment and supplies that have been issued.
3. Report the athlete's name and reason for leaving the team to the athletic director.
4. If necessary, communicate with the athlete's parents by phone or in writing.
5. Athletes will not be allowed to change sports during a season, unless the change is agreed upon by each coach.

SUPERVISION

Coaches' Responsibilities: Each head coach will be responsible for the supervision of the team. This responsibility can and should be shared with the assistant coaches. The head coach should be aware of the individual and group actions of their athletes, these actions indicate the amount and the quality of supervision that they are receiving. However, all coaches are reminded of some policies and regulations that require positive direction on the part of the coach. If you are splitting your team ie. weight room and your practice area please make sure all students are supervised.

Locker Room: Do not allow your team members to enter the building unless you are supervising them. The locker room should always remain locked unless it is attended by a coach. After practice or after a contest is concluded, the coach should see that all team members are out of the

gymnasium and locker rooms; then secure the area (showers turned off, towels and equipment picked up, windows closed, lights turned off, and doors locked.)

No personnel other than the coaching staff, players, or managers will be allowed to enter the locker rooms for at least ten minutes after the conclusion of an athletic contest. This will give the coaching staff an opportunity to discuss events intelligently and if necessary, settle ruffled emotions. If there is a lesson associated with winning or losing, the lesson can best be learned when details of the contest are foremost in the minds of everyone concerned.

Coaches' Office: With the hope of maintaining a private meeting and dressing room for members of the coaching staff, it is suggested that no athlete, student, or manager be allowed in the coaches' room at any time unless requested and accompanied by a coach. Coaches are to inform members of the squads to knock three times on the coaches' room door and be recognized before they enter the room.

Trips: When planning for athletic trips, absences from classes must be avoided whenever possible. When it is necessary to miss classes, the amount of time missed will be held to a minimum. The coaches should inform their team members to arrange with their teachers to make up classes and/or assignments missed before the date of the game or meet. The athletic director will prepare an early dismissal schedule for all trips that request the loss of school time. Each coach, who is a faculty member, will have a copy of this schedule and it will be posted for the athlete. Faculty members will have rosters for all athletes in a particular season.

It is the policy of Moravia School District that all athletes, managers, and cheerleaders ride and return from away athletic contests in authorized school transportation (bus, car.) When obtaining private cars for the transportation of athletic teams, students are not to be used as drivers.

The coach and team managers should check the condition of the host schools' locker room upon arriving and after all athletes have cleared the facilities. The locker room should be in as good a condition after using it, as it was upon arrival. Any losses or damage that occurred while using the locker room should be reported to the host school authorities immediately, as well as our school administration.

Whenever a coach has advanced purchase orders or credit cards for meals, it is his/her duty to supervise the ordering of food, paying of all bills, and collecting a receipt (to be turned into the office) for all money spent. Lodging for tournament trips must be approved by the athletic director. The school is to be directly billed by the motel.

TRAINING ROOM

1. Should be kept locked when not in use.
2. Athletes using the whirlpool should be under constant supervision.
3. Always empty water from the whirlpool.
4. Whirlpool should be sanitized frequently.
5. Keep first aid supplies under lock.

TRANSPORTATION

Coaches will fill out bus requests. They will include the date of the trip, destination, time of the event, departure time, and bus. It will be submitted to the athletic director and transportation specialist. All coaches will receive a copy of the schedule.

Requests for transportation that are not on the schedule must be approved by the athletic director and the transportation director.

The transportation policy in the Student Handbook Code will prevail for trips.

WEIGHT ROOM

1. Should be kept locked when not in use.
2. Athletes must be properly instructed in the use of the weights and **always under direct Supervision.**
3. The athlete should know his or her limits, and use a spotter in the lifts that require one.
4. Free weights should be under lock when not being used.
5. Administration should be informed of lifting schedule before and after school, and in the summer.
6. A coach or teacher will always attend each session.

EMERGENCY

MOST IMPORTANT- The injured student takes priority over everything.

REMEMBER

1. Keep the injured individual still, comfortable, and reassured.
2. When in doubt, do not move an injured athlete.
3. Send someone for the athletic trainer or nurse. (If available.)
4. Send someone to call for an ambulance.
5. Contact the school's athletic director or school administrator.
6. Contact or ask the administrator to contact the parent of injured child.

PHONE NUMBERS

SCHOOL: 641-724-3241

LOCAL HOSPITAL: Centerville Hospital (641) 437-411

Albia Hospital (641) 932-2134

LOCAL POLICE, SHERIFF, AND AMBULANCE: 911

WHEN MAKING AN EMERGENCY CALL

1. State name
2. Give exact location.
3. Give a present phone number.
4. State nature of injury

TITLE 9 STATEMENT

(Public Notice)

Moravia Community School in accordance with Section 504 prohibits discrimination against students and staff members.

All individuals who are disabled under the individuals with Disabilities Education Act (IDEA) are also considered to be handicapped and therefore protected, under Section 504. However, all individuals who have been determined to be handicapped under Section 504 may not be disabled under IDEA. These children require a response from the regular education staff and curriculum.

If our district has reason to believe that, because of a handicap as defined under Section 504, a student need either special accommodations or related service in the regular setting in order to participate in the school program, the district must evaluate the student; if the student is determined to be handicapped under Section 504, the district must develop and implement a plan

for the delivery of all needed services. Again, these steps must be taken even though the student is not covered by the IDEA special education provisions and procedures. See the 7-12 Principal, phone number: (641) 724-3241.

TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

(Policy Title: Extra Curricular Activities, Bus Service No. 701.1)

EXTRA CURRICULAR ACTIVITIES BUS SERVICE

The use of school buses will be restricted to transporting pupils to and from school and to and from extra- curricular activities sponsored by the school when such extra- curricular activities are under the direction of a qualified member of the faculty.

All pupils must return to Moravia under the direct supervision of the sponsor and in the vehicle prescribed by the administration to the activity.

EXCEPTION: Parents may request that pupils participating in an extra- curricular activity return with them (parents) or another adult (21 years or older) and permission may be granted. Coaches will have a form to be signed at the contest for those approved. The parents must make such a request in writing and prior to the activity.

Parents can request to have students potentially picked up or dropped at a location between points A & B.

THREATS OF VIOLENCE

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior:

- The background of the student, including any history of violence or prior threatening behavior.
- The student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student.
- The mental and emotional maturity of the student.
- Cooperation of the student and his or her parent(s) or guardian(s) in the investigation.
- The existence of the student's juvenile or criminal history;
- The degree of legitimate alarm or concern in the school community created by the threat.
- And any other relevant information from any credible source

TRUANCY

Any student who is absent from school without the knowledge and prior approval of his/her parents and/or school authorities is TRUANT. A phone call the day of or before the absence and a note the day the student returns to school are required in order for the student not to be considered TRUANT. A student who skips or leaves a class without permission after reporting to school is TURANT. An athlete cannot participate in practice or games in unexcused for any part of the day. Details on disciplinary action the students will face is in the student handbook.

TRUANCY-UNEXCUSED ABSENCES-

Code 501.10

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. The board will not tolerate truancy. Any student, who is absent more than seven (7) days a semester/two consecutive terms, may be referred to the assistant county attorney for truancy. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a referral for truancy will be made.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

WEATHER BULLETINS

You may also register for our school messaging system to be notified by text message or email of no school days, late starts, and early outs. You can call the school office to get signed up.

Please refrain from calling the superintendent or principal in reference to the possibility of school closings. Every effort will be made to have such announcements between 6:30 a.m. and 7:00 a.m.

MORAVIA WEIGHT ROOM RULES

1. Users must follow the Moravia dress code. Clothing should be appropriate. No street shoes are to be worn while working out, but gym shoes are required – no bare foot.
2. No foul language.
3. Weight room will be available to the public only when not being used for school activities.
4. Leave the room the way you found it – all weights, bars, apparatuses, etc. must be put in their proper places before you leave the weight room.
5. All guidelines for safe weightlifting must be always followed.
6. For safety reasons, no one is allowed to lift weights or exercise alone. Spotters must be used whenever appropriate. Lifting and exercising will only be allowed in groups of 2 or more.
7. All users must agree to follow these rules, and they are asked to make sure that anyone entering the weight room must also follow the rules.
8. Violations of these rules can cause the weight room to be closed for a period of time.
9. Wrestling Mat use is prohibited.
10. Prior to facility use, all participants are required to sign the liability release form and attend a facility orientation. Students must be always supervised by someone over 18 years of age.
11. No food, gum, cups or drinks are allowed in the workout areas. Plastic water bottles are allowed.
12. No throwing of any objects – No horseplay of any kind.
13. Bring a towel to wipe off the equipment with disinfectant when finished using any apparatus. Disinfectant will be furnished.
14. Report all injuries and equipment/facility irregularities immediately to a staff person.

STUDENT CONDUCT

Moravia Student Conduct/Violations/Penalties

STUDENT CODE OF CONDUCT

To retain eligibility for participation in Moravia High School extracurricular activities, students must always conduct themselves as good citizens both in and out of school. Students who represent the school in an activity are expected to serve as good role models for other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period, as described below. Students who must serve a period of ineligibility may not be allowed to join a sport they have not previously been a part of for the sole purpose of serving the period of ineligibility. Students must also finish the sport in good standing for the period of ineligibility to count. If they do not finish in good standing the ineligibility will be served during the next activity. A student may lose eligibility under the Good Conduct Rule. The Administration has the sole discretion in determining a breach of discipline constituting a violation of this Code. It is possible that students who are serving discipline or Good Conduct Violations at the time of the graduation ceremony or other senior activities, including senior trip, will not be allowed to participate. In the event of a student being involved in more than one activity at the time of the infraction the Principal, Athletic director, and all sponsors will meet to decide which events that student will miss. They can include but are not limited to the following:

- Illegally possess, consume, use, sell, purchase or distribute any alcoholic beverages.
- Illegally possess, consume, use, sell, purchase or distribute controlled substances, as they are defined by the Code of Iowa.
- Possess, consume, use, sell, purchase or distribute tobacco, in any form.
- Commit theft, vandalism, assault or any act that would be a violation of the law and grounds for arrest or citations in the criminal or juvenile court system, excluding minor offenses such as traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated of the act(s).
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, serious hazing or harassment of others. Such harassment does not have to rise to the level of the district's anti-bullying/harassment policy but may include inappropriate and/or disparaging comments made to, or about others, whether made verbally, in writing or by electronic means.

A student will be found to be in violation of the District's Good Conduct Rule if the violation is (1) observed by a staff member or a law enforcement official, (2) the student admits the violation or (3) the violation is supported by substantial evidence presented to school officials or presented in a judicial or administrative proceeding.

FIRST OFFENSE

The student will be suspended from competition for 25% of the current extracurricular activity season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The above-mentioned activity's season must be completed in good standing with the coach for the suspension to be served. A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a first offense from suspension of 25% of an activity season to 10% of an activity season.

SECOND OFFENSE

The student will be suspended from competition for 100% of the current extracurricular activity season (including any post season competition) or a period not to exceed 6 months. If the

student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. The above-mentioned activity's season must be completed in good standing with the coach for the suspension to be served. A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a second offense from suspension of 100% of an activity season to 50% of an activity season.

THIRD OFFENSE

The student will be suspended from competition in all extracurricular activities for a period of one year (including any post season competition), effective immediately. If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity the student is involved in. A student who self-reports or admits their Good Conduct Rule violation in a good-faith and honest manner, prior to being confronted by a school official or within 24 hours after school officials begin questioning other students about the same incident, may receive a reduced penalty for a third offense from suspension of one year in all extracurricular activities to suspension of 100% of an activity season.

FOURTH OFFENSE

The student will be suspended for the remainder of the student's high school career.

DETERMINATION & APPEALS PROCESS

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information that supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the activities director and principal will decide regarding the alleged violation of the Good Conduct Rule. If the activities director and principal determine that the student had violated the Good Conduct Rule, the activities director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the principal and the student. At that time, the length of the period of ineligibility and a specific explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student's parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the principal's decision will be in effect and considered final.
2. If the student or parent(s) wish to appeal against the principal's decision, they must do so in writing to the superintendent within three (3) business days of the receipt of the principal's decision. The Superintendent shall consider the circumstances and evidence of the case and shall decide, which will be communicated in writing to the student, parent(s), activities director and principal. The decision of the Superintendent shall be made within 14 business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal against the Superintendent's decision, they must do so in writing to the Moravia Board of Education within (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the board at the earliest feasible opportunity.
4. The District School Board shall schedule a special meeting for the purpose of reviewing the matter with all individuals involved. At the board meeting, both the student and his/her parent(s) and the administration will have an opportunity to present evidence and information in support of their position. The meeting will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Education

must be taken at an open meeting. The District School Board shall issue a written decision, which includes finding of fact and conclusions.

5. During the appeal procedure the student will be ineligible to participate in any extracurricular activities.

STUDENT GOOD CONDUCT POLICY-REFERENCE **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

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 a lifetime.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether at our school or away.

Students who wish to have the privilege of participating in the extra-curricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subjected to disciplinary measures.

Students will be under the jurisdiction of these rules starting the first school day of their 7th grade year and will remain under them during the school year and summer months until they have completed the 8th grade eligibility and the 9th grade eligibility begins. On the first school day of their 9th grade year, the eligibility will start over and continue through their high school career. All previous violations must be completed in full before starting under the new time frame.

ACADEMIC ELIGIBILITY

To be eligible for an activity, students participating must:

1. Be enrolled or dual-enrolled.
2. Have earned passing grades in at least six full-time classes the previous semester; or be enrolled in the Rathbun Area Career Academy (RACA).
3. Be earning passing grades in all classes in the current semester; for students in athletics, music, or speech activities, be under 20 years of age; grades will be checked every 2 weeks. If the student does not pass at the time grades are checked the student will be ineligible for the next two weeks.
4. For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less.
5. For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in college contest nor engaged in that sport professionally.
6. Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

ATTENDANCE ELIGIBILITY

Once an athlete has decided to participate in an activity, it is their responsibility to be in regular attendance and on time to practices, meetings, games, and performances, as designated by their sponsor/coach. Their commitment to their teammates and sponsors must be a top priority. If, for some reason, they must be absent from any practice they must be sure to inform the sponsor as soon as possible well in ADVANCE of the practice. If the sponsor or coach is not available, inform the athletic director or principal as early as possible. Higher expectations may be set within each coach's team handbook.

A student must be in school **on time and present the entire day** (including all early morning classes that are receiving a grade for) in order to compete in a game/meet/practice that evening. Excused appointments will allow a player to play with no penalty, BUT any such appointments must be cleared through the High School Principal's office ahead of time. **An unexcused absence will make that athlete ineligible for that day's contest.** This will include even short absences such as leaving school to get a uniform and returning, be sure your athletes understand this.

NUMBER OF COACHES FOR EACH SPORT

Football:	3 Varsity/JV and 2 Jr. High
Cross Country:	1 Varsity/JV (Girls and Boys)
Volleyball:	2 Varsity/JV and 1 Jr. High
Wrestling:	2 Varsity/JV and 1 Jr. High
Girls Basketball	2 Varsity/JV and 1 Jr. High
Boys Basketball	2 Varsity/JV and 1 Jr. High
Boys Track	2 Varsity/ JV and 1 Jr. High
Girls Track	2 Varsity/JV and 1 Jr. High
Golf	1 Varsity/JV
Baseball	2 Varsity/JV
Softball	2 Varsity/JV
Cheerleading	1 Head Football & Wrestling/ 1 Head Basketball
Drill Team	1 Varsity

PRACTICE MEMORANDUM

Coaches,

As the school year and athletic practices are upon us, I would like to share with you my expectations regarding coaching.

- 1) **All coaches and sponsors are expected to read and understand the Moravia Coaches' Handbook. Coaches are also expected to stay abreast of any revisions to the handbook.**
- 2)
- 3) **Swearing and cursing by coaches/sponsors and athletes/participants has become a problem.**
 - a) Coaches/sponsors are to set a positive example for students. Swearing in front of or at students sets a negative example.
 - b) Nothing is gained by swearing at or in front of students.
 - c) Coaches/sponsors must instill in students in their charge that swearing at school events and functions is not appropriate and will not be tolerated.
 - d) Coaches/sponsors shall implement consequences they deem to be appropriate for students who swear at practices/events.
 - e) All coaches are responsible for curtailing swearing during practices/events. The head coach bears ultimate responsibility.
- 4) **Coaches/Sponsors should in no way belittle participants either publicly or privately.**
 - a) There is no reason or excuse for belittling a student or calling a student names.
 - b) Participants can be coached without belittling.
 - c) You may think you are saying something in a joking manner, but bear in mind the student has a different perspective and may perceive you are belittling them.
 - d) You are the adult. Maintain your composure and behave in a professional manner.
- 5) **Coaches/Sponsors and students should dress appropriately for practices and events.**
 - a) Coaches should be dressed in an inappropriate fashion for practice and any time they are being a representative for our school.
 - b) Clothing referencing alcoholic beverages, illegal or illicit drugs, partaking of alcoholic beverages and/or illegal or illicit drugs, sexual innuendo or references and swear/curse words are not appropriate for coaches/sponsors or students and will not be worn at practices and/or events.
 - c) Coaches should dress within student dress code policies as well as enforce them for practice and games.
- 6) **Requiring athletes to "check-in" with the coach before the school day is unnecessary and should not be done.**
- 7) **All texts, e-mails and other forms of electronic communication as well as written communication i.e., letters from coaches to athletes must be copied to an administrator and to any parent who requests a copy.**
 - a) Electronic communication must be completed before 9 PM.
 - b) Electronic communication in the morning should be avoided before the start of the school day, with the exception of emergency situations such as inclement weather.
- 8) **If the start of the school day is delayed due to inclement weather:**
 - a) There will be no morning practices.

b) There will be no morning weightlifting or conditioning.

9) If school is dismissed early due to inclement weather practices will be canceled.

10) If school is canceled:

- a) Coaches should contact the Activities Director regarding the feasibility of holding practice.
- b) Activities Director will confer with the appropriate administrator(s) to determine whether or not practices may be held.
- c) If practice is allowed, under no circumstances will this practice be considered mandatory and there will be no punishment or repercussions for anyone who does not attend the practice.
- d) If practice is allowed, it will be for the varsity team. JV and 9th grade team members may attend if they are able. There will be no organized team practice in the Middle School, 9th grade or JV level.
- e) If practice is allowed, the practice must be concluded at such a time as to allow all participants to shower and dress and be able to drive home before dark.

11) There must be a paid school employee with a coaching endorsement or coaching authorization present at all times when athletic practices for school sponsored events are occurring (including weight training and conditioning).

12) Allowing or encouraging “captain’s practice” or practices overseen by “volunteer coaches” before school, after school, when school is postponed or canceled, or on non-school days as a method of circumventing district policy, procedure, or mandate will not be permitted. Furthermore, “captain’s practices” shall be discouraged by coaches.

13) School employees/board approved volunteers will not give or loan their school keys/fob to students or others (i.e., club team coaches, parents, community members) at any time under any circumstances. Furthermore, school employees/board approved volunteers are not to open any District building for use by any individual or organization that has not been approved by administration or the school board. Keys should also not be used during the school day to let yourself into the school. It has become an issue where individuals are letting themselves in for events unrelated to their role within the school.

Failure on the part of a district employed coach or board approved volunteer to comply with any of the above may result in disciplinary action up to and including termination from employment as a coach or discharge as a board approved volunteer.

A copy of this letter will be placed in all coaches’ personnel files. As such this letter may be considered a public record.

STUDENT ACTIVITIES PROGRAM
MORAVIA COMMUNITY SCHOOL
MORAVIA, IA

Dear Parent/Guardian/Student:

The attached forms must be completed and on file in the respective school office before participation can be permitted in the first practice or event. In athletics and cheerleading a completed and current physical examination must also be on file.

The purpose of the form is as follows: (1) to assure the school that the parent/guardian/student have read the policies governing the student activities program; (2) to acknowledge that there can be some hazards involved with participating in the activities program; (3) to authorize the student to participate in the program; (4) to verify that the student is covered by insurance for those activities which require insurance coverage (athletics, cheerleading); (5) to provide the school with information that would be helpful in administering emergency medical care in the event the need may arise; (6) to authorize the school to obtain emergency medical care in the event of an emergency; (7) to absolve the school of any responsibility, if you decline to authorize the school to provide emergency care for your son or daughter.

We appreciate you taking the time to complete the forms. If you have any questions concerning the forms, please contact the school.

Sincerely,

Sam Swenson
Moravia Community Schools
Superintendent

Annual End of the Season Report

Under head coach responsibilities, it is the responsibility of each coach/director of our extra-curricular and co-curricular programs to please submit a written report and equipment **inventory within three weeks following the close of your season/activity** to the Athletic Director. Junior varsity coaches are responsible for assisting with issuing and collecting uniforms. Junior high coaches are to assume all the responsibilities of a head coach (uniforms, reporting, etc.). All uniforms are to be cleaned, turned in, and properly stored within the same time constraint. I see this procedure as extremely important and should be addressed ASAP. These reports are reviewed by the Athletic Director and included in their annual report to the Board of Education. Please include the following details as part of your report:

1. Name of Event.
2. Name of Coach (Head Coach, Assistant Coach, Junior High Coach)
3. Season Record: Varsity, JV, JH.
4. Participants: Varsity, JV, JH. List by grade. (Don't forget managers)
5. Letterman
6. Special Awards Recognition: All-Conference, MVP, etc.
7. Final statistics
8. Equipment Inventory: When purchased, current condition, requests for next season.

**MORAVIA COMMUNITY SCHOOL DISTRICT
HEAD COACH EVALUATION FORM**

(NAME OF COACH)

(ASSIGNMENT)

(SCHOOL YEAR)

.Personal and Professional Relationships	Satisfactory	Needs Improvement
a. Attends coach's clinics or other educational opportunities		
b. Uses appropriate language		
c. Abides by the MCSD coach's handbook		
d. Shows respect for players, coaches, bus drivers, janitors, admins, other staff, parents/community		
e. Works cooperatively with coaching staff, AD, and secretaries		
f. Gives direction and includes all staff, including middle school (has a "program" philosophy)		
g. Keeps the AD and administration informed of potential problems/concerns		
h. Handles problems/concerns with parents promptly and professionally		
OVERALL EVALUATION Comments (if applicable):		
II. Coaching Performance		
a. Is prompt for all practices and games		
b. Communicates with athletes' expectations, rules and lettering criteria		
c. Has organized practice plans and utilizes assistant coaches effectively during practice; athletes are taught proper and appropriate fundamentals and strategy		
d. Practices, models, and preaches good sportsmanship and deals with negative sportsmanship appropriately		
e. Watch rules meetings and take care of other mandates in a timely fashion (i.e., Quikstats, Concussion Video, etc.)		
f. Appears organized on game day (substitutions, stats, med kit, etc.)		
g. Works with athletic office to ensure all athletes have proper paperwork turned in before they participate (physical, emergency contact, concussion)		
h. Always ensures proper supervision of athletes		
i. Has buy-in from student athletes and staff		
OVERALL EVALUATION Comments (if applicable):		

III. Management of Facilities, Supplies, Funds	Satisfactory	Needs Improvement
a. Is organized and has an accurate record of all uniform inventory		
b. Ensures that all uniforms and equipment are returned at the end of the season in a timely fashion		
c. Follows proper procedures when ordering supplies (submits requests to the AD first for approval)		
d. Fills out transportation paperwork in a timely fashion and follows procedures to schedule buses and school vehicles		
e. Properly stores and maintains equipment		
f. Actively fundraises or assists in fundraising to support athletic department and program		
OVERALL EVALUATION Comments (if applicable):		
IV. Other Items/Responsibilities		
a. Is supportive of the AD and administration in public and with team		
b. Organizes and conducts an end of the season awards ceremony/gets information for awards to the AD in a timely fashion		
c. Cooperates with the media and reports team information and score results regardless of outcome		
d. Coordinates off-season program		
e. Cooperates with booster clubs/parent support groups		
f. Is supportive of all other activities at MCSD besides his/her sport		
g. Other Items: Comments (if applicable):		

Self-Evaluation (filled out by coach):

Things that went well:

Things that can be improved:

Realistic Goals for the future:

GENERAL COMMENTS:

ACTION PLAN AREAS/THOUGHTS IF APPLICABLE:

RECOMMENDATION:

_____ **RENEW CONTRACT (MEETS EXPECTATIONS)**

_____ **RENEW CONTRACT W/ ACTION PLAN**

_____ **DO NOT RENEW CONTRACT (DOES NOT MEET DISTRICT EXPECTATIONS)**

Signature of Coach

Signature of Evaluators

Date

Date