



**USD 320**

**EXTRACURRICULAR ACTIVITIES**

**HANDBOOK**

**2021-22**

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**USD 320**  
**Extracurricular**  
**Code of**  
**Conduct**



# Sportsmanship 101

## Participants

1. Accept the responsibility and privilege of playing for your school and your community
2. Treat opponents with respect as they are guests.
3. Accept both victories and defeat with pride and compassion, never be boastful or bitter.

## Coaches

1. Always set a good example for your team and your fans to follow.
2. Teach good sportsmanship.
3. Develop and enforce penalties for participants who do not show good sportsmanship.
4. Treat opposing coaches, teams and their fans with respect.
5. Teach honest effort and playing by the rules.

## Fans

1. Help develop a community reputation for good sportsmanship.
2. Give encouragement to athletic teams and recognition of good plays by everyone.
3. Be a role model by being positive in every manner possible.
4. Support those playing, coaching and officiating.
5. Respect the judgment and strategy of the coach.

## Everyone

1. Show respect for opponents at all times.
2. Show respect for officials
3. Know, understand and appreciate the rules of the contest.
4. Maintain self-control at all times.
5. Recognize and appreciate skill and performance regardless of the affiliation.

***Win with Character and Lose with Dignity***

## Philosophy



Extracurricular activities at USD 320 provides an opportunity for students to engage in activities that enhance their physical, socio-emotional, and mental development.

To be eligible to participate in the extracurricular activities in USD 320, students must meet the academic standards described in this guide. Participation is a privilege and not a right or an entitlement. To remain in good standing on athletic teams, students are expected to exhibit the highest level of conduct on the field and off the field within the School community and the Town of Wamego. They must demonstrate respect for their fellow students, teammates, game officials, opponents, and spectators.

## **Athletic Program Objectives**

1. To provide leadership that stresses self-discipline, accountability, work ethic, excellence in both academics and athletics, and team unity.
2. To develop confidence, self-esteem, and a positive attitude.
3. To develop the skills of the student-athlete by teaching fundamentals in an effort to maximize an athlete's potential and prepare them for competition at the HS level.
  - a. Middle School coaches and High School coaches of USD 320 are expected to work together to ensure continuity among programs.
4. To provide coaches who, as teachers, will carry out the athletic philosophy.
  - a. Evaluate individual coaches.
    - i. Head coaches evaluated by the principal or athletic director.
    - ii. Assistant coaches evaluated by head coaches with input from the athletic director.
5. To provide a rewarding athletic experience for students.
6. To provide a focus of interest on programs for students, faculty, and community that will generate a feeling of unity and school pride.

## **Coaching Philosophy**



The athletic program shall be in conformity with the general objectives of the school. The primary emphasis in USD 320 is academics. The athletic program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in society. Our coaching staff is here to serve your child. Our goal will be to help develop these young adults in four ways: 1) We want our student-athletes to be **Character Driven** 2) **Develop Grit or Resiliency** 3) **Develop Accountability** 4) **Develop and strive for individual and team success.**

## **Responsibility of Student-Athletes**

1. To understand that participation in an athletic program is a privilege and not a right.
2. To remember at all times that they are students first and foremost, maintaining proper attendance and meeting eligibility requirements.
3. To demonstrate at all times proper sportsmanship and ethical conduct.
4. To play the game fairly at all times.
5. To show the proper courtesy and respect for your coach, team, your school, opposing teams and coaches (this includes social media).
6. To show the proper respect and acceptance of all judgments made by the officials.
7. To remember that an athletic contest is only a game, not a matter of life and death. Give 100% effort and let the chips fall where they may.

## **Responsibility of Parents**

1. Be unconditionally supportive of your child. They need your love, encouragement, and support.
2. Be a positive role model for your child (this includes social media).
  - a. Having a positive mindset will help our Athletic Programs create positive cultures.
3. Keep informed of school policies, administrative decisions, and academic requirements.
4. Allow players to play, coaches to coach and officials to officiate.
  - a. Encourage and support your child and the team in a positive manner.
  - b. Coaches need your positive support. Negativity causes division.
  - c. Negative emotions towards officials could become a detriment to your child and/or the team.
5. If you or your child have questions or concerns, please follow the protocol below. Many times problems can be avoided by being proactive and communicating effectively.
  - a. Have your son/daughter talk to their coach (possibly more than once).
  - b. Set up a time to meet with the coach (athlete, parent(s) and coach).



- c. Set up a time to meet with the Athletic Director (athlete, parent(s), coach, and AD).
  - d. Set up a time to meet with Administration (athlete, parent(s), coach, AD, and Administration).
6. Any questions regarding playing time or lack of playing time will not be discussed unless your child has talked to the head coach in advance. In most cases, your child knows why he/she is earning the amount of playing time he/she is receiving. It is your job to go to your child first, not the coach first. After this has been done, if you still feel you need to talk to a coach then an appointment will be made with the head coach, player, and parents (IT IS NEVER APPROPRIATE TO SPEAK WITH A COACH AFTER A GAME). All three members must be present before discussing issues. An administrator may be present if requested by the head coach or parents. E-mails between parents and head coach or assistant coaches will not be appropriate when discussing playing time, only as an avenue to explain absence from practice or general questions concerning the program. If at any time during a conversation another player's name is brought up, the conversation will be over. We are meeting about your child, we will focus on what your child needs to do to get better, not talk about another player.

## **Athletic Director Responsibilities**

The athletic director shall have general supervisory responsibilities of the total athletic program. The athletic director's duties include, but are not limited to:

1. Yearly evaluation of each sport's head coach.
2. Scheduling athletic contests and accounting for contracts for all contests.
3. Scheduling officials for all athletic events.
4. Financial accounting of the total athletic program including revenue collected from entry fees and admission. Financial accounting of the expenditures for entry fees and equipment/uniform purchases.
5. Compliance with all KSHSAA requirements for school participation.
6. Eligibility of transfer students and submission of the required KSHSAA forms.
7. Securing event workers and medical services as necessary for all home events.
8. All other duties as outlined in the contract issued to the Assistant Principal/AD.



## Head Coach & Assistant Coach Responsibilities

The head coach has full responsibility for his/her particular sport. He or she is responsible for the administration and operation of their sport and must comply with the rules, regulations and policies of the KSHSAA, and Wamego Board of Education, District #320.

Head Coaches' Responsibilities include:

- a. Create a culture that reflects the Philosophy & Objectives of our Athletic & Activities Program.
- b. Provide each assistant with written expectations regarding their role in the program.
- c. Provide student-athletes with expectations and guidelines.
- d. Caring for the team's equipment. Use a proper and organized system for checking equipment out and in. All equipment must be marked and coaches must be able to account for all equipment by keeping an accurate inventory.
- e. Checking facilities to see that they are clean and safe. Remove hazards or see that they are corrected. Managers and assistants can be helpful with this task.
- f. Being the last to leave. The head coach should never leave the building or facility until the last athlete has departed. In case of emergencies, the head coach should see that the assistant coach is assigned to assume the responsibility of the building and the players. This includes athletic contests as well as practices. The following should be checked, if you are the last to leave the facility:
  1. Locker room in proper order.
  2. Player's equipment in proper place.
  3. Training and equipment room locked.
  4. Storage rooms locked.
  5. Lights are turned off.
  6. Doors are locked.
- g. Assuming responsibility for the player's conduct at all times. This includes practices, games, and trips.
- h. Handling injuries properly. Parents, office, and doctor notified.
- i. Checking and seeing that all eligibility, grades and physical requirements are met by each athlete prior to competition or practices.
- j. The safe return of all equipment at the end of the season regardless of the condition.
- k. Keep the local public informed of the program through contacts with the parents, media and any other public sources of interest.





- I. All coaches are regarded as teachers and receive payment for their services in accordance with a schedule which takes into account the duties and responsibilities of different coaching assignments.

As a teacher, coaches recognize the differences between coaching a team and managing a team. Coaching includes management, but the emphasis is placed on teaching and developing players, rather than discovering and managing them. There is a distinct correlation between a quality teacher in the classroom and a quality coach on the playing field.

Athletic coaches enjoy a very favorable position in the eyes of the students and patrons. The coach should exemplify that which is best at all times in his/her conduct and emotional control and he/she should not be seeking personal recognition. A goal of USD 320 is that the coaches will demonstrate sportsmanship and standards worthy of admiration.

At times during athletic contests, all eyes are focused on the coach to see how he/she reacts to a play or a decision. Reactions of the students and other spectators reflect his/her reactions. The coach should not display uncontrolled emotions. His/Her only reason for entering the court or playing field while a contest is in progress is to assist an injured player.

The school administration and staff (including the coach) are responsible for the conduct of the students who are spectators. The principal delegates to the coach the responsibility for the conduct of the players.

The school administration and staff should conduct an on-going program of public relations in which the purposes and values of the athletic program are emphasized. Coaches are to exercise care and judgment in the language they use with athletes and are to avoid ridiculing an athlete.

It is the responsibility of the Athletic Director and all coaches to see that high standards are maintained throughout the entire athletic program. The foremost duty of the coach of each sports activity is to the student-athlete who comes out for the team. Regardless of which team the student is on, they are as important in the program as the "star" member.

The educational development of the student-athlete must be the top consideration of the entire athletic program. If the athletic program is to be considered an integral part of the school curriculum, the school does not end for the athlete at the conclusion of the academic schedule. The school day will end for those participating in athletics at the close of practice session, game or at the time of dismissal by his/her coach.



## Practice Responsibilities

1. A written practice schedule should be followed each day.
2. Whenever possible practice should be immediately after school and all students out of the building by 6:30 PM
3. Teams will finish practice on Wednesday so the teams will be out of the buildings and going home by 6:00 PM. Teams will not participate in a contest on Wednesdays (Tournaments, state-sponsored activities and some rescheduled activities may be exceptions).
4. Teams will not practice nor participate in a contest on Sundays (KSHSAA activities are the exception when rescheduling occurs due to weather issues).
5. Teams may practice during school term vacation periods if not in conflict with KSHSAA rules.
6. Teacher in-service days take precedence over practices.
7. The closing of schools because of inclement weather will automatically cancel all practice sessions that were scheduled that day (Unless special permission is given by the Superintendent through the Principal and or/Athletic Director).
8. Coaches will be present when students report to practice and remain at the school until the last player has departed unless the coach has arranged for a faculty member to assume responsibility in his/her absence.
9. Practice will not be permitted after the last scheduled contest in any sport.
10. Always make arrangements to lock up valuables during practices and games.
11. Practice conditions must be held with the safety of the student in mind and immediate care given to any injury.
12. It is required that students do not practice on days they have been absent from school unless it is a school-sponsored activity.
13. Individuals not directly involved with the athletic team should be asked to clear the playing area after school unless they have faculty supervision.
14. Inclement weather may make it necessary to coordinate the use of the gym for practices in both the fall and spring.

## Game Responsibilities

1. Check to leave time with the Athletic Director and District Transportation Coordinator.
2. If students are to miss any class time, the teacher should be notified by announcements, **at least** 48 hours in advance.
3. Request leave through Skyward/Aesop at the beginning of the season.



4. Submit the transportation request form to the Athletic Director for approval at least a week before needed.
5. Make sure all necessary equipment is ready to go.
6. Expect your squad members to display good citizenship at all times including the bus. The appropriate dress reflects and represents our school.
7. All participants must travel with the team and the coaches, to and from the game site, unless parent permission is granted or other arrangements are made by the administration, in cooperation with the coach, prior to the trip. Parents may not assume the responsibility of releasing any student(s) other than their own.
8. Students will not participate in a contest if they have been absent from school unless their absences were due to a school-sponsored activity or a doctor visit. A verification note from the doctor is required. Students must be in attendance by 10:00 a.m. on the day of the activity (Unless special permission is given by the Principal and or Athletic Director).
9. Coaches will not be allowed to attend practices and or games on a day they are absent due to personal illness.

## Issuing Equipment

All equipment regardless of size, color, or cost should have some type of identification. The head coach will be responsible for numbering all articles. The coach and manager will record all equipment checked out to the athlete. **If it is not returned in a condition that would be normal wear and tear or the item is lost the athlete will be responsible to pay the cost of replacement.** Keep records accurately and avoid embarrassment because of the negligence of either party. It is suggested that if there is room in the back of your grade book that equipment check-out be recorded there. Equipment is not to be given to the athlete at the close of the season, regardless of its condition. We hope to get full use out of all athletic equipment.

## Inventory

1. The head coach of a sport is responsible for preparing a report at the beginning and end of their season. This report is an inventory of all athletic equipment for that sport.
2. Uniforms should be laundered before they are put away.
3. Check each piece of uniform and equipment for needed repairs:
  - a. Equipment and uniforms must be clean before repair.
  - b. Equipment to be repaired should be separated and brought to the athletic director to be repaired.
4. All equipment and uniforms should be marked and numbered if there are not numbers.



5. All equipment should be inventoried regardless of size, etc.
6. All equipment should be recorded when issued.
7. Equipment checked out to a student will be the responsibility of that student. Equipment that is not returned or that is misused will be charged to that student.
8. Your inventory should include:
  - a. How much equipment is on hand for next year.
  - b. Equipment to be repaired or replaced.
  - c. Amount of new equipment requested for next season.
  - d. How much equipment has been worn out, lost, or stolen.
9. Each coach will turn in all athletic equipment requests by March 15<sup>th</sup>.
10. Keep the equipment storage area clean and organized.
11. Athletic equipment will be ordered after the inventory has been taken and the budget approved.

Head coaches should make an inventory of all equipment prior to the sports season. It is a good idea to keep a running inventory during the season. The coach who takes inventories him/herself (assisted by assistant coaches), will have a much better idea of the amount and condition of the equipment.

## **MS Athletic Uniform Rotations**

2020-2021:	Volleyball
2021-2022:	Football
2022-2023:	Cross Country & Track
2023-2024:	Wrestling
2024-2025:	Girl's and Boy's Basketball
2025-2026	Off Year

## **HS Athletic Uniform Rotations**

2021-2022:	Softball & Golf
2022-2023:	Wrestling & Boy's and Girl's Track and Cross Country
2023 Summer:	Cheer & Girl's Tennis
2023-2024:	Boy's Basketball & Baseball
2024-2025:	Volleyball & Girl's Basketball
2025-2026:	Football
2126-2027:	Softball & Golf



## Placing Orders for Additional Team Gear

USD #320 has an All-School Under Armour/BSN Agreement. We will get the majority of our equipment and uniforms from them.

Purchasing any additional gear is solely the decision of the student and his/her parent. These extras are not required.

Coaches can set up Team Stores through BSN online stores. This is the preferred way to offer additional gear because:

- Parents are placing orders and paying online,
- No money is being collected at school, and
- Production starts at the ordering deadline.

In all instances, if coaches are going to allow students/parents to order items and collect money, the following steps must be taken:

- All money **MUST** be collected and turned in to the office **BEFORE** orders are placed.
- No orders are to be made without a paid order in hand.
- Vouchers will be presented to the principal for signature **BEFORE** any orders are placed.
- Exceptions: A donor is available to help and coaches have talked with the principal about available benefit monies.

It is the expectation of the principal and athletic director that these guidelines be followed with fidelity when making purchases in the name of Wamego Middle School or U.S.D. 320.

## Athletic Schedules

The scheduling of athletic events will be done in accordance with KSHSAA guidelines. Scheduling will also reflect the school philosophies about the loss of school time for the students and instructors. It should be realized that a large amount of scheduled activities does not necessarily reflect a quality program. The department will schedule a sufficient amount of contests to ensure a competitive program that all students are able to enjoy.

## Activity Trips



Students and teachers are expected to remain in class until dismissal time. Teachers, if your substitute has not arrived and it is time to leave, be sure the office is informed so someone can watch your class. Coaches are responsible to notify staff of athletes' absence at least 48 hours in advance.

## **Activity Trips – Buses**

1. Students are to be seated at all times and expected to be reasonably quiet and well behaved.
2. Be certain the bus is clean when the trip is completed.
3. The image we give the public can be made or broken on trips, make sure all team members dress neatly, act polite, and are a good representative of our school at all times.

## **Activity Trips – Vans**

1. Only certified employees, unless otherwise approved, will drive on school trips.
2. All vans need to be reserved through the transportation director 2 weeks prior to trip.
3. Keys for the vans need to be picked up at the transportation office.
4. When arriving back home:
  - a. Re-fuel the van at the USD 320 pumps at the bus lot. You must document all miles and gasoline used on the clipboard in the building next to the pump.
  - b. Return the van to the parking space in the lot.
  - c. Make sure the van is locked and reasonably cleaned before leaving.
  - d. Return the keys to the drop box at the bus yard.
  - e. Report any needed maintenance or problems with the van on the form before turning it in.

## **Athletic Injuries**

1. First, assume the injury is serious.
2. Don't move the athlete.
3. Keep a list of telephone numbers of people to get in touch with for each athlete in case of injury.
4. During your pre-season meeting with parents and student-athletes, you are to talk of the dangers that can occur during practice and competition. Reinforce that the chances of injury increase if the athlete does not train and perform the skills correctly.
5. Parents/athletes must have signed the KSHSAA concussion form.



6. Parents are to complete an Emergency Medical form that will be given to coaches.
7. All doctors' orders will be followed without exception.

## **Coaching Clinics**

USD 320 recognizes interscholastic coaching as a very important part of the district's total educational program. The district believes that the attendance at coaching clinics by USD 320 coaches is desirable and enhances staff and program development.

USD 320 coaches will be provided the opportunity to attend the KSHSAA coaching clinics on an annual basis. USD 320 will reimburse coaches at a reasonable cost for registration fees. The district will also provide transportation to and from the clinic. In the event that a coach wishes to attend a clinic of comparable cost other than the KSHSAA clinic, he or she may apply to do so with the athletic director.

### **Eligibility**

The Kansas State High School Activities Association has a minimum regulation which requires students to pass at least five (5) subjects of unit weight each semester to remain eligible for athletics or other KSHSAA sponsored events that occur the following semester.

USD 320 eligibility policy supports the belief that public education is a right and participation in extracurricular activities is a privilege.

An extracurricular activity is defined as an activity occurring outside the normal school day and not related to a particular academic area.

### **Eligibility Status**

The first two weeks of each semester shall be a period where students are accumulating grades to demonstrate their knowledge and effort toward learning district curricular objectives.

There are two eligibility phases: academic probation and ineligible.

**Academic Probation:** Students with one F, are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.

**Ineligible:** Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.

An eligibility report will be run on the first day of the school week by 9:00 AM.



A student is allowed to practice but not participate in extracurricular events while academically ineligible. This includes dances and parties.

**Eligibility will run the length of the semester, from the second week to semester's end.**

**TO PARTICIPATE IN AN EXTRACURRICULAR ACTIVITY, A STUDENT MUST BE IN SCHOOL BY 10:00 A.M. ON THE DAY OF THE EVENT.** (Students with prearranged absences or unforeseen circumstances will be considered for exception by the principal and/or athletic director.)

## **Athletic Department - Drugs, Alcohol and Tobacco Policy**

USD 320 in no way condones the possession and or use of drugs, alcohol or tobacco. Members of the USD 320 athletic programs are prohibited from the use or possession of any of these substances.

Any athlete in violation of this policy, as determined by the staff of USD 320 or an officer of the law, will meet with the same consequences as any student: discipline and consequences in accordance with district policy.

### **Random Drug Testing Policy Wamego USD 320**

#### **Mission:**

- To provide a safe and drug-free educational setting where all students can achieve to their full potential.

#### **Purpose:**

- To help students manage social pressures that may lead to the use of illegal drugs. Early identification of drug usage can help families address addiction and other issues that may result from drug use. USD 320 would like to partner with parents and work collaboratively in establishing a "Helping Policy" assisting students and parents in identifying the use of illegal substances.

#### **Goal:**

- To guide students in making good choices and refrain from using illegal drugs.

In order to provide a drug-free environment and assist in the prevention of drug use, in wellness promotion, and in treatment of students who have engaged in drug use, Wamego students in grades 8-12 who participate in KSHSAA sponsored activities will be subject to random drug testing.





Additionally, parents/guardians may agree to opt-in their student to the random testing pool at any time.

**Random Drug Screening Process:**

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The principal, assistant principal, or a trained medical provider will clip a small sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number, and verify or “vouch for” accuracy by initialing the envelope.
3. The collected samples will be sent to a drug testing facility for analysis.
4. Parents/Guardians will be contacted by the principal or assistant principal and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
5. Students whose test has a positive result will meet with their parents/guardians and the principal or assistant principal.
6. Positive test results are cumulative for a two-year period starting with the most recent positive test, and only during a student’s high school years.
7. Detailed test results will be available only to the student, the parents/guardians, and to school administration who have a legitimate need to know.
8. Eligibility impacts of testing will be communicated to appropriate coaches and sponsors as required.
9. Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their time at Wamego Middle School or Wamego High School.
10. If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.



11. The testing facility uses a liquefying method to process hair samples. Positive results for prescription medication will be made negative after verification of the prescription is received.
12. Any student request, after being selected for the random sample, for a parent or guardian to be present during the testing process will be honored. (provided test can be completed within 48 hours)
13. Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will have participation suspended until a test is taken.
14. In order for a student to be eligible for participation in a privileged activity (as defined by KSHSAA), the student must have a completed and signed opt-in form on file in the school office.
15. All transfer students who choose to participate in KSHSAA activities will be educated on the drug testing policy and be provided a minimum 90-day window from the date of transfer before being included in the random testing pool.

**PROCEDURES IN THE EVENT OF A POSITIVE TEST RESULT:**

Whenever a student's test result indicates the presence of an illegal drug, the provision set forth will apply:

**First Violation:**

A first positive test will result in the following consequences:

- A (14) calendar day suspension from KSHSAA activities as a participant. The student will continue to practice with the team/organization but will not participate in competitions/activities outside of practice during the suspended time.
- The student will be encouraged to have an assessment with a certified addiction- counseling program. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

**Second Violation (Two Positive Test Results):**

A second positive test will result in the following consequences:



- A (45) calendar day suspension from KSHSAA activities as a participant. With administrative approval and the coaches/sponsors' consent, the student may practice with the team/organization but will not participate in competitions/activities outside of practice during this time.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Third Violation (Three Positive Test Results):**

A third positive test will result in the following consequences:

- A (180) calendar day ban as a participant from all KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
- The ban may be reduced to ninety days if the student completes either a Certified Inpatient or Outpatient treatment program. The parent/guardian will be responsible for the cost of such program. Proof of successful completion is required.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.

### **Self-Reporting of Drug Usage:**

A student or parent/guardian may self-report drug usage at any time prior to selection in the random pool. The student may avoid eligibility consequences of the first violation by self-reporting as specified below. Self-reporting may only be used prior to a first violation. A subsequent positive test result will count as a second positive test.

- In order to avoid the eligibility consequences when reporting prior to a first violation, students must complete an assessment from a certified addiction counselor, which may be of their choice, or they may utilize the contracted counseling addiction program provided by USD 320. USD 320 will cover the cost of the first consultation meeting if parents/guardians choose the program provided by USD 320.
- The student will complete three follow-up drug tests that will be scheduled in 90-100 day increments or upon return to school in the fall if the 90-100 time window is exhausted during summer break.



NAME:

SCHOOL YEAR:

COACHING POSITION:

YEARS IN POSITION:

EVALUATOR:

**PERFORMANCE LEVELS**

<b><u>N/O</u></b> Not Observed	<b><u>EE</u></b> Exceeds Expectations	<b><u>ME</u></b> Meets Expectations	<b><u>PME</u></b> Partially Meets Expectations	<b><u>DNME</u></b> Does Not Meet Expectations
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**VALUED QUALITIES**

**Self Evaluation**

**AD Evaluation**

<ul style="list-style-type: none"> <li>• Demonstrates loyalty to school &amp; administration.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates energy &amp; enthusiasm in all actions while coaching a sport.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates an ability to inspire athletes.</li> </ul>		
<ul style="list-style-type: none"> <li>• Acts as a positive role model.</li> </ul>		
<ul style="list-style-type: none"> <li>• Interacts appropriately with athletes in all settings (on &amp; off the field, including social media).</li> </ul>		
<ul style="list-style-type: none"> <li>• Interacts appropriately with school community stakeholders.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates poise &amp; self-control.</li> </ul>		

**COACHING PERFORMANCE**

<ul style="list-style-type: none"> <li>• Demonstrates knowledge of the sport and rules.</li> </ul>		
<ul style="list-style-type: none"> <li>• Recognizes individual differences &amp; abilities.</li> </ul>		
<ul style="list-style-type: none"> <li>• Understands &amp; implements all safety &amp; security procedures as related to athletes safety &amp; health.</li> </ul>		
<ul style="list-style-type: none"> <li>• Utilizes opportunities for professional development by attending clinics, camps, &amp; other networking opportunities as well as current literature.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates punctuality at all times including but not limited to practices, games &amp; meetings.</li> </ul>		



<ul style="list-style-type: none"> <li>• Maintains team rules and discipline in a fair and consistent manner with all athletes.</li> </ul>		
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**PROFESSIONAL CONDUCT**

<ul style="list-style-type: none"> <li>• Is reflective of his/her performance.</li> </ul>		
<ul style="list-style-type: none"> <li>• Accepts constructive criticism of assistant coaches and administration.</li> </ul>		
<ul style="list-style-type: none"> <li>• Sets goals and seeks to improve.</li> </ul>		
<ul style="list-style-type: none"> <li>• Represents USD 320 professionally in all aspects of coaching duties.</li> </ul>		
<ul style="list-style-type: none"> <li>• Demonstrates professional, appropriate conduct towards players, officials, parents &amp; spectators at all times.</li> </ul>		
<ul style="list-style-type: none"> <li>• Develops respect by example in appearance, manners, behavior, language &amp; conduct during a contest &amp; practice.</li> </ul>		

**COMMUNICATION**

<ul style="list-style-type: none"> <li>• Holds an informative, pre-season parent meeting.</li> </ul>		
<ul style="list-style-type: none"> <li>• Provides on-going information to parents &amp; community throughout the season (meetings, newsletter, website, etc...)</li> </ul>		
<ul style="list-style-type: none"> <li>• Team expectations, policies, and coaching philosophy are well documented (in writing) and available to players and parents (and on file in AD office).</li> </ul>		
<ul style="list-style-type: none"> <li>• Effectively communicates and resolves issues related to parent/player concerns.</li> </ul>		

**PRACTICE/GAME INSTRUCTIONAL PROCEDURES**

<ul style="list-style-type: none"> <li>• Develops &amp; utilizes well-organized practice schedules that include maximum participation of all athletes based on skill &amp; abilities of the individual athletes.</li> </ul>		
<ul style="list-style-type: none"> <li>• Works with MS coaches to ensure continuity among programs. (HS Staff)</li> <li>• Works with HS coaches to ensure continuity among programs and successfully prepares athletes to</li> </ul>		



compete at the HS level. (MS Staff)		
<ul style="list-style-type: none"> <li>Sport specific drills and techniques are taught according to the skill level of the student-athlete.</li> </ul>		

**ADDITIONAL COACH COMMENTS**

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**SUMMARY of EVALUATION**

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**STRENGTHS**

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**IMPROVEMENT SUGGESTED**

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**RECOMMENDATION**

	CONTRACT RENEWAL IN THE SAME POSITION.
	CONTRACT RENEWAL, PROVIDED IMPROVEMENT PLAN IS ACCEPTED.
	NON-RENEWAL OF CONTRACT

Signature of Evaluator:

Date:

Signature of Coach:

Date: