

Biloxi Public Schools

ATHLETICS HANDBOOK

Updated 7/2022

**ATHLETICS HANDBOOK
BILOXI PUBLIC SCHOOL DISTRICT
BILOXI, MISSISSIPPI**

INTRODUCTION

This Athletics Handbook has been prepared to present clear guidelines to cover specific aspects of the Athletics programs at Biloxi Public School District. The School Board and the Administration believe that it will be helpful, not only to staff members directly involved with athletics, but also to students and parents who are affected by or interested in learning about our athletic programs.

It is important to understand that this handbook is supplemental to – and is not intended to supersede or substitute for – the policies and procedures of the Biloxi Public School District adopted by the School Board governing operations of the school district. Every staff member and all students are subject to these policies, together with policies as stated in the student handbooks and formerly adopted by the School Board each year.

In addition, the athletic programs of the district must conform to all rules and regulations established by the Mississippi High School Activities Association and the Mississippi Department of Education – www.misshsaa.com & www.mde.k12.ms.us.

All staff members are responsible for seeing that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with Biloxi Public School District, Mississippi High School Activities Association, and Mississippi Department of Education policies. This handbook outlines in detail vital areas of the athletic programs with which staff members must be concerned.

MISSION STATEMENT

Athletics are an extension of the classroom and are considered extracurricular activities. Athletics should function as an integral part of the total curriculum at Biloxi High School and Biloxi Junior High School. The athletic programs should offer opportunities to promote self-realization and all-around growth as well as the development of fellowship and good sportsmanship.

The major objectives of the athletic programs are to provide wholesome opportunities for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athlete develop a healthy self-concept, as well as a healthy body, by teaching those skills necessary for team participation.

The interscholastic athletic program should be conducted in accordance with the Biloxi Public School District, Mississippi High School Activities Association, and Mississippi Department of Education policies and regulations. It should at all times be conducted in a manner that will justify it as an educational activity.

CODE OF ETHICS

When one becomes a member of the coaching profession, he/she assumes certain obligations and responsibilities to the sport, to players, and to fellow coaches. It is essential that every member of the profession be constantly aware of these obligations and responsibilities, to the end that coaching remains an honorable calling, and that each member conducts himself/herself in such a manner as to maintain the dignity and decency of the profession.

In relationships with players under his/her care, the coach should always be aware of the influence he/she sets for good or bad. Parents entrust their children to the coach and through his/her examples, these young people should emerge as fine and decent people. The coach should never place the value of winning above that of instilling the highest ideals and character traits in his/her players. The safety and welfare of the players should be uppermost in the mind of the coach.

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 a 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. The coach should set the example for winning without boasting and for losing without bitterness.

Coaches who conduct themselves using these principles as guidelines will be successful in terms of the respect they have gained from their players as well as from their opponents.

The essential qualities desired in coaches are honest and integrity. Coaches whose conduct reflects these characteristics will bring credit to the coaching profession and to themselves. It is through such conduct that the profession will earn and maintain its rightful place in the educational program and make its full contribution to the American way of life.

All coaches, (certified, classified, or paraprofessionals) will be required to sign the Code of Ethics guidelines given out by the Mississippi Department of Education

OUTLINE OF SPORTS OFFERED

HIGH SCHOOL			JUNIOR HIGH		
<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball	Archery	Cross Country	Basketball	Baseball
Football	Bowling	Baseball	Football	Soccer	Softball
Swimming	Power Lifting	Golf	Volleyball		Track
Volleyball	Soccer	Softball			
Bass Fishing		Tennis			
Cheer/Dance	Cheer/Dance	Track	Cheer/Dance	Cheer/Dance	
		E-Sports			

High School Sports Offered – 18
Teams Fielded – 29

Junior High School Sports Offered – 10
Teams Fielded - 14

ATHLETIC POLICIES

It is the responsibility of the Athletic Director and Head Coach of each sport to see that the participants meet the requirements of MHSAA & MDE. Failure to abide by these rules may result in a coach being sanctioned, fined, and possibly terminated from his/her position.

Alcohol and Drug Abuse Policy: The athletic department will adhere and strictly enforce policy JCCC & EBAB regarding the use or abuse of alcohol, drugs, or tobacco by coaches and student athletes. **In the last two years, Juuls and Vapes have become popular products and coaches, student athletes, and parents need to understand these are not acceptable and fall under the Alcohol and Drug Abuse Policy. Stores that sale these products also have signs letting you know that some of these products contain Nicotine and are addictive.**

Athletic Drug Screening Policy: All athletes will be randomly screened for drugs in accordance with the Biloxi Public School's drug testing policy for all extracurricular activities.

Athletic Equipment: Biloxi Public Schools strives to provide high quality athletic equipment. The Athletic Director and Head Coach of each sport shall keep abreast of the latest trends in athletic equipment. Safety is the number one priority when selecting and purchasing athletic equipment. When purchasing athletic equipment, the Head Coach and Athletic Director must follow the guidelines of the purchasing department. If a coach checks out any athletic equipment, he/she must see that it is returned promptly. A fine will be assessed to any student for the misuse or loss of athletic equipment, and the fine must be paid before the grading period ends. **No equipment owned by Biloxi Public Schools can be loaned to outside groups, including our athletes, for use in outside events. In addition, at the end of the season, each Head Coach must provide an inventory list to the Athletic Director.**

Awards/Banquets: The Booster Clubs are responsible for the Athletic Awards and Banquet for each sport at the High School. JHS Sports should work with the HS Booster Club to be included with them, or the Athletic Department will pay for refreshments to be served at an Athletic Award Recognition program at the JHS. At the end of the season, the Booster Club of a sport may choose to have a Banquet with the approval of the Athletic Director and Head coach, at which time awards may be presented. The date of the Banquet needs to be coordinated through the Athletic Office.

Booster Clubs: Booster Clubs are essential components of successful athletic teams and provide necessary financial support to our athletic teams. However, Booster Clubs should limit their roles in lending financial support and not help coach, schedule, or administer the team. Any money raised by a Booster Club is solely for the benefit of the team. The Booster Club will have a constitution with by-laws and procedures established. The monies that are raised by the support groups shall be spent at the direction of the Head Coaches of each sport and the Athletic Director. Quarterly financial statements must be submitted to the Athletic Director and Business Manager. These statements would be due at the end of August, November, February, and May of each year. **It is a good practice for the treasurer of each Booster Club to provide its members with a financial statement every month.**

Coaching Clinics for Coaches (HS & JHS): Biloxi Public Schools' coaching staff shall stay abreast of the latest techniques and mechanics being used to teach their respective sports. Biloxi Public Schools will pay or reimburse each coach for the cost of attending one coaching clinic per year with prior approval by the Athletic Director. Each coach may request approval to attend the clinic that he/she would like to attend, with preference being given to local and state clinics. It is expected that the coaches attending clinics will share the information with their colleagues after returning. Coaches who want to attend out of state clinics must first get approval from the Athletic Director and understand the Athletic Department will only pay the expenses it would have cost to send them to the State Clinic. Additional expense will have to be paid by individual coaches or their Booster Club.

Commercial Driver's License: All Biloxi Public School coaches will obtain a commercial driver's license and be responsible for transporting your teams to away games, etc. If you have a medical issue, you need to have a copy of it on file from your doctor and may need to update it periodically. **If you do not complete your CDL requirements in a timely manner, your coaching supplement could be held until you complete it.**

Discipline Procedures: All athletes are expected to present themselves as responsible young men and women. This applies to the classroom as well as the athletic fields and social events. If an athlete shows a lack of self-discipline, has a poor attitude, or is not fulfilling his/her commitment to the athletic program, he/she could be suspended from that sport. If an athlete boycotts the team or coach for any reason, that athlete could be suspended from participation in that sport and any other sport for the remainder of the school year. An athlete must comply with all written and oral directions given by the coaches of his/her sport.

1. Disciplinary action for **minor offenses** such as inappropriate classroom behavior, tardiness to class, missed practices and/or meetings without proper excuses, disrespect, inappropriate dress, etc.
2. Disciplinary action for **major offenses** such as defacing or destroying school property, fighting, stealing, committing forgery, defying a coach or school authority, causing a disruption in school or on a school bus, leaving school grounds without permission, abusive language, threatening another student or coach, using alcohol, tobacco, **juuls**, **vapes**, and/or drugs, exhibiting a poor attitude, lack of self-discipline, boycotting the team for any reason, etc.

Disciplinary Action can consist of: a parent conference, sitting out a game or games, suspension from the program for a specific time, permanent dismissal from the program, and any other action deemed appropriate by the coaches and the Athletic Director.

Ejections of Athletes/Coaches and/or Penalties: The Biloxi Public School System follows all MHSAA rules relative to the ejection of an athlete or a coach. If an athlete or a coach is penalized, he/she must comply with the penalty. If either (athlete or coach) is ejected from an event, the Head Coach must notify the Athletic Director immediately the next day so that the proper paper work can be submitted to MHSAA. The Biloxi Public School System encourages all coaches and athletes to conduct themselves in such a manner that none of the following would be warranted – fine, penalty, or ejection from a game. However, should a financial penalty be imposed on a coach, it is his/her responsibility to pay the penalty. The Biloxi Public School System will not be responsible for payment of a coach's fine **and the coach should not expect his Booster Club to pay that fine.**

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

- (a) Not have become 19 years of age prior to August 1st (\$1,000 fine to the coach for this infraction);
- (b) Not be a graduate of a four-year high school;
- (c) Not have enrolled in college or junior college or participated in athletics beyond the high school level;
- (d) Be a student whose parent(s) or legal guardian(s) are (1) bona fide residents of the district or (2) are **certified** instructional personnel or licensed employees of the district;
- (e) Have a certified copy of his/her birth certificate on file with the school; and
- (f) See MHSAA Handbook for the recognized exceptions.

Eligibility for student athletes is now checked twice a year – at the end of the school year for fall eligibility and at the end of the fall semester for spring eligibility. **The overall GPA at the end of the school year determines the eligibility for the Fall Semester and the GPA for the first semester determines the eligibility for the Spring Semester.** In order to be eligible, the student athlete must have a 2.0 (70) GPA and be on track to graduate.

It is possible for a student athlete to fail two classes and still have a 2.0 (70) GPA, but may not be on track to graduate. Therefore, any student athlete who fails a class or two but still has a 2.0 GPA will have to have their transcript reviewed by the Athletic Director and/or the Counselor to make sure they are still on track to graduate on time with their class.

It is the coach's responsibility to check all of your student/athletes for eligibility. If you have any questions, you need to consult the Athletic Director before allowing a student/athlete to compete.

New students to the District (Transfers) must complete a Transfer Student Form **in the Athletic Director's office** that must be signed off by their previous school and MHSAA before they are eligible to compete. **A student cannot compete in the same sport at two different schools during the same school year.**

Evaluations: All coaches must answer to their building Principal for their teaching evaluations. All High School Head Coaches will be evaluated at the end of their season by the Athletic Director. He/she will sit down with each Head Coach to discuss their season and complete an evaluation form on the Head Coach. The Head Coach will be responsible for completing an evaluation form on his/her assistant coaches and JHS coaches who coach his/her sport at the JHS. The Head Coach should bring these evaluations to his/her end of the year meeting with the Athletic Director. **The Head Coach should bring**

his/her inventory list to this meeting along with a list of Letter Winners, indicating how many years they have lettered, and a list of Goals for the following season.

Facilities: Student/Athletes should never be on or in any Biloxi Public Schools Athletic Facilities without a coach there to supervise them. **There is also a designated Dead Week each summer which means the facilities are closed that week and no student/athletes should be on or in the facilities during that week!**

Gambling: It is now legal to gamble in the State of Mississippi, but it is not legal to gamble on High School Athletic events! People must be 21 in order to legally gamble, so no student/athlete should be gambling on any Athletic event and especially not on any of our Athletic events.

Game and Practice Supervision: All coaches must ensure that proper security and fan supervision is in place prior to an athletic contest/event. Further, no game or practice should be held without a coach present. At the end of practice, it is the coaches' responsibility to put up all equipment including balls, make sure all students have left, and lock the doors, so that students cannot come in later and participate on their own.

Lettering Policy: In order to earn a letter in a Varsity sport, an athlete must meet certain requirements, which are specific to their sport. Each varsity head must have specific criteria spelled out prior to their season beginning. A copy of those requirements should be turned in to the Athletic Director. **A student/athlete must have competed on the Varsity level and meet the requirements in Varsity competition in order to letter in any sport.**

Multiple Sports Participation: Biloxi Public School District acknowledges that there are sports whose seasons overlap, and some athletes may have conflicts in scheduling. Sports, in season, take precedent over tryouts in other sports. In the case of an athlete who wishes to participate in multiple sports and scheduling conflicts arise, it is hoped that the two coaches can arrive at a solution. If no agreement can be reached, then a "playoff game" would take first priority, followed by a "district game" next and a "non-district game last. Athletes are encouraged to participate in as many sports as they wish, and they should be able to do so without pressure from any coach to limit participation to one sport. **Unfortunately, sports in the same season (Fall, Winter, or Spring) make it nearly impossible for student/athletes to participate in two sports during that same time frame due to practice times, and many times, games being on the same days and nights. Biloxi Public Schools may discipline any coach who discourages an athlete from participating in another sport outside his/her season.**

A student/athlete who quits one sport to participate in a second sport will not be allowed to play in the second sport until the **regular** season of the sport that he/she quit is over. (Example: John Doe quits basketball late in the season to play baseball. John Doe will not be allowed to play baseball, practice or compete, until the basketball **regular** season is over).

NFHS Sportsmanship: The NFHS Sportsmanship Certificate has replaced the Star Sportsmanship Certificate used in previous years. Therefore, all new coaches, sponsors, student/athletes, cheerleaders, and dance participants in Junior High School and High School sports must have completed the online NFHS Sportsmanship training program before competition. This is part of the new **DragonFly** program and must be completed in order for the student/athlete to be eligible to compete. Any former athletes should have already completed the Star Sportsmanship and should upload/download that form on their **DragonFly** account and all new people should complete the NFHS Sportsmanship program and

upload/download it on their **DragonFly** account. It is the responsibility of the Head Coach or Sponsor of each sport to make sure that his/her team's student/athletes and coaches complete the NFHS Sportsmanship training. **There is a link on the DragonFly program to get to this NFHS training.**

Paraprofessional Coaches: In some cases, depending on teaching assignments available, Biloxi Public Schools may have to hire paraprofessional coaches. These paraprofessional coaches must meet the recommendations of the MHSAA in order to coach at the High School or Junior High School level. They will be paid a Stipend based on previous years' experience. Paraprofessional Coaches must be CPR/First Aid/AED certified and can get a CDL. They must also do the Safety Course which is required for all coaches by MHSAA. **There is no such thing as a volunteer coach and coaches should not allow anyone who has not completed the paper work through MHSAA/NFHS out at their practices trying to help coach!**

Physical Examination: A physical examination must be conducted prior to participating in tryouts, a practice, or a game. Student/Athletes must have a current physical on file in order to be in the Athletic class as coaches will ask student/athletes to do more in an Athletic class than the normal Physical Education class. **Biloxi Public School System may discipline any coach who knowingly allows a student/athlete to participate without a physical form on file.**

Purchases: Each Head Coach will be allowed to give a "Wish List" to the Athletic Director each year. In most cases, the Athletic Department will not be able to purchase everything on the wish list, so the Head Coach and Athletic Director will have to prioritize the list. The Head Coach will work with the Athletic Administrative Assistant to get two or three quotes when necessary on the items to be purchased. Once the quotes have been made, the Head Coach and Athletic Director, will agree on the purchases to be made by the Athletic Department. The Athletic Department will work with the Business Office to get a Purchase Order for the items and get them ordered. The vendors should not place an order until they have received a purchase order from Biloxi Public Schools. The vendor should make sure that all items ordered are delivered to the Warehouse and not to the individual schools or coaches. **No coach should accept merchandise delivered to the school – Biloxi Public Schools may discipline any coach who does not follow the procedure for ordering equipment, etc.** Head Coaches can use their Booster Club to purchase other items that the Athletic Department could not cover. **Student/Athletes cannot keep any items purchased by the School District. These items should be turned in at the end of the year and should be reflected on the Head Coach's inventory list.**

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

Safety Procedures for Athletes: The safety of athletes in practice and games is a top priority in Biloxi Public Schools. The Athletic Director and supervising coaches must take all necessary precautions to insure the safety of the athletes. It is important that all coaches follow the MHSAA guidelines for lightning – if there is lightning within the perimeters, everyone is to be removed from the playing surface for at least 30 minutes. The 30 minutes extends every time there is another lightning strike within the perimeters. **Biloxi Public Schools has a plan in place to evacuate every facility and get people to safe areas. Other coaches, SRO's, security personnel, and Administrators at these events will help escort people to these areas as quick as possible.**

Scholar Athlete Team Award: Each High School Head Coach should complete a Scholar Athlete Team Award Application. These are due to MHSAA by April 1st of each year and are based on first semester grades. Therefore, all Head Coaches should complete the form and submit it to the Athletic Department shortly after the first semester ends. It is based only on Varsity athletic teams, and everyone who played/lettered on a varsity sport should be listed. Coaches who will begin their practices in late January or February for spring sports will need to estimate their varsity teams based on past participation and tryouts and use this list to complete the application.

School Attendance for Practice and Game Day: In order to be counted present, a student must be in attendance 67% of the day. Therefore, in order to participate in any extracurricular activity (including daily practices), a student must attend school for a minimum of 67% on the day of the activity. A student, absent with permission for a school related activity, will be considered to have attended school the required minimum of 67% on the day of the activity. Coaches can use a sick day and still attend practice or a game on that day. **There are extenuating circumstances for every rule – funeral, etc. A student who must attend a funeral, would be exempt from this rule, but needs to communicate this with his/her coach and Pupil Accounting.**

Social Media: Social Media has become a great positive tool for all athletic events and teams, but it has also become a negative tool for those who misuse it. All social media posts that concern Biloxi Public Schools athletics should be a positive post! Any coach or student/athlete who posts negative comments about the Athletic Department, other coaches, teammates, etc. will be confronted. A coach could lose his/her job based on negative posts and a student/athlete could be dismissed from the team based on negative posts. This includes pictures and/or videos that would be negative toward Biloxi Public Schools athletics, coaches, or student/athletes.

Squad Selection: Each Head Coach will have a policy on how athletes are selected for a team (“selection policy”). This policy shall be approved by the Athletic Director and should be posted in a visible place prior to the team selection. Each selection policy will be on file in the Athletic Director’s Office. **Refer to the Tryouts section later in this Handbook.**

Teaching Assignments: Most Coaches will have a teaching assignment at one of our Biloxi Public Schools. You will be evaluated by your building Principal during the year based on your teaching assignment. It is your responsibility to maintain your teacher license and to keep it current. In some cases, Biloxi Public Schools will hire a classified coach, paraprofessional coach, or a retired coach who will not have a teaching assignment in the District.

Teacher Certification: Each coach is responsible for keeping his/her teaching certification current through the Mississippi Department of Education (MDE). The personnel office will remind you during your last year of certification, but you should have already done some previous work to keep it current. In order to keep up your certification, there are many opportunities for you to get CEU’s during the school year.

Travel: The Athletic Director and Head Coach are responsible for making arrangements for our student/athletes to be transported to and from games/contests in an approved state vehicle. Alternative travel may be arranged in accordance with Biloxi Public School District Policy. Any

alternative travel should be approved by the Athletic Director prior to the event. In regards to alternative travel, it is never permissible for the student/athlete to drive himself/herself to an away event. It will be up to each Head Coach if they want to allow their student/athletes to ride home with their parent(s). If the Head Coach decides to allow them to ride home with a parent, it can only be their legal parent/guardian and cannot be a relative, etc. The parent/legal guardian must sign the child out and take responsibility for the student/athlete getting home. If the parent/legal guardian will not be traveling to away contest/events, the student/athlete will ride back to the campus on the bus. He/She cannot ride back with another parent, relative, etc.

Tryouts: According to the MHSAA Sports Manual, a sport that begins in the fall must have its tryouts in the spring semester. A sport that begins in the spring must have its tryouts in the fall semester. The date(s) of your tryout must be approved by MHSAA. Coaches need to submit your tryout date(s) to the Athletic Director well in advance and should not conduct your tryouts until your date(s) has been approved by MHSAA. Any sport can have a tryout during the summer months when we are out of school. But, again all tryouts should be approved in advance and student/athletes should have plenty of notice in order to make sure they have all the paper work on file with **DragonFly** – current physical, concussion form, proof of insurance, MHSAA waiver form, and Biloxi Waiver Form. All of these have to be on file before a student/athlete can tryout, practice, or compete. **No one who is not enrolled in Biloxi Public Schools can tryout at any of our Tryouts during the school year and can only tryout during the summer after they have been released with a Transfer Form from MHSAA.**

Weight Room: A well-organized weight program is essential to a competitive athletic program. Biloxi Public Schools currently employs a full-time Strength and Conditioning Coach. All Head Coaches should work with him/her to stay current with the latest weight training techniques specific to your sport. The weight room should be a safe and wholesome environment. MHSAA allows schools, like Biloxi Public Schools, who are on a 50 minute 7 period day, to have 40 minutes before or after school to offset the 90-minute block schedules that most schools are on. This must be approved by MHSAA and in order to do it, a Head Coach would need to get it approved through the Athletic Director. This 40-minute period after school can only be used for weights and conditioning. At no time during this 40-minute period after or before school should there be any other type of athletic equipment being used, especially balls, bats, etc.

Student/Athletes should never be in the weight room without the supervision of their coach and the Strength and Conditioning Coach.

Working Athletic Events: All Biloxi Public School coaches will be responsible for working other home athletic events. This is a part of your supplement and assignments will be made by the Athletic Director.

ATHLETIC FORMS

DRAGONFLY

DragonFly is our new eligibility program required by MHSAA. Every Student/Athlete parent and every student/athlete would have to have an account with DragonFly and would have to

download the forms on the student/athlete's account in order to be eligible to tryout, practice, and compete.

Activity Participation Clearance – Field trip Permission Form – Insurance – Drug Testing Policy:

This form was updated this past school year. This form now covers all of the above items and the fact that it now covers Field Trips, parents will not have to complete the two forms we used to complete on every out-of-state and/or overnight field trip permission form. It covers all events that are listed on your original schedule and given to the parents before you season starts. Any games or events that you add later which did not show up on your original schedule would require the two other forms and Board Approval. **Biloxi Public Schools may discipline any coach who knowingly allows a student/athlete to participate without this form being downloaded on file.**

Concussion Form: This form must be signed by each athlete and a parent each year and is available online with DragonFly. The form must be uploaded/downloaded with DragonFly prior to being allowed to tryout, practice, or compete. Biloxi Public Schools may discipline any coach who knowingly allows a student/athlete to participate without a concussion form on file.

Emergency Medical Authorization: This form must be completed by each athlete and must be kept with the coach at all times – practice and games. If an athlete has a medical emergency, this form gives all the necessary information for medical personnel treating the athlete, including contact information.

Insurance: All student/athletes must provide proof of insurance each year **and should upload/download a copy of their insurance form on their DragonFly account prior to being allowed to tryout, practice, or compete.** Anyone who does not have insurance can purchase a plan through the Student Insurance Plan (**see information below**). According to MHSAA, the District does not have to provide insurance, but we do provide a secondary supplemental insurance policy. **This policy does not pay until you have filed on your insurance and your insurance has already paid. If at any time your regular insurance plan is changed, you need to make sure this is updated on your DragonFly account. Remember our secondary supplemental insurance plan does not pay until after your insurance pays so if you are not covered by another insurance plan or let your policy lapse, it is not going to pay! Biloxi Public schools may discipline any coach who knowingly allows a student/athlete to participate without proof of insurance on file.**

Physical Form: A generic physical form is in the athletic office and is also online. **All athletes must have a current physical each year and must upload/download it on their DragonFly account prior to being allowed to tryout, practice, or compete.** Doctors can use their own forms as long as they indicate the athlete can participate in the sport or all sports he/she is wanting to play **and as long as they upload/download the form on their DragonFly account.** Each year Biloxi Public Schools provides a free physical during the month of April or May which would be good for the following school year. All current 7th-11th graders are eligible for his

physical. Sixth graders are not eligible and MHSAA recommends that 6th graders get their first physical from their own doctor before beginning to compete as a 7th grader. **Biloxi Public Schools may discipline any coach who knowingly allows a student/athlete to participate without a physical form on file.**

Student Insurance Plan: **The School Insurance Plan is through an outside company, National Security Insurance Company, and is not covered by Biloxi Public Schools.** This form is available in the athletic office for any parent/guardian/student who does not have insurance and desires to purchase insurance coverage for extracurricular activities. For questions concerning insurance coverage related to extracurricular activities, contact the Athletic Department at (228) 435-6310.

ATHLETES/COACHES

Out-of-State and/or Overnight Field Trip Permission Forms: **This form only has to be completed by every athlete going on an out-of-state or an overnight trip that was not listed on their regular season schedule at the start of the season. Refer back to the first segment under Athletic Forms.** These forms must be submitted to the athletic office with an alphabetical roster of all the **students** going on this trip. This includes managers, trainers, etc.

Student Participation Waiver Form: **This form only has to be completed by every athlete going on an out-of-state or an overnight trip that was not listed on their regular season schedule at the start of the season. Refer back to the first segment under Athletic Forms.** These forms must be submitted to the athletic office with an alphabetical roster of all **students** going on the trip. This includes managers, trainers, etc.

These type of trips (out-of-state or overnight), regardless of whether they are on your schedule at the start of the season or added later, must be board approved so you need to do your trip request form well in advance. An alphabetical list of all the students going on the trip, must be submitted to the athletic department at least 7 days, but preferably 10 days prior to the trip. And if this trip was not on the original schedule at the start of the season, the two forms mentioned above should be submitted with the alphabetical list at least 7 days, but preferably 10 days prior to the trip.

COACHES

Field Trip (Bus) Request: This form is commonly referred to as a “trip ticket” and must be filed out for any coach wanting to get a bus for any athletic trip. Once you have completed your schedule, you can come by the Athletic Office and pick up the field trip request forms, fill them out, and submit them to be signed by the Athletic Director and your building Principal. The Athletic Department will forward these forms to the Administration Office for approval. **The form must be filled out and submitted at least 10 days prior to the trip – this also applies to summer workouts.** **If you are going on an out-of-state or overnight trip with your athletic team, it must be approved by the School Board. School Board meetings are the third Tuesday of every month, therefore, these type of requests must be submitted well in advance to make sure they are on the School Board Agenda and approved before you go on the trip. This also**

applies to summer workouts! All buses should be returned to Transportation clean and empty of all equipment used to go on the trip. Many times these buses are leaving early the next morning to run a school bus route and need to be clean!

School Business Form (Short): This form is for use when you will be out for school/athletic business and there is no reimbursement by the school district for the school/athletic business. This form must be filled out and submitted at least 10 days prior to the trip and signed by the Athletic Director, your building Principal, and the Personnel Director. This form will make sure you have a substitute to cover your class while you are out, **but must be filled out and completed even if you do not need a substitute to cover your class.**

School Business Form (Long): This form is for use when you will be out for school/athletic business and there will be reimbursement or payment by the school district. This form must be filled out and completed at least 10 days prior to the trip and signed by the Athletic Director, your building Principal, and the Personnel Director. Once the school/athletic business is complete, all receipts should be turned in to the Athletic Office along with the school business form for reimbursement. The bottom of the form must be signed by the coach making the request after the trip is complete in order to get reimbursed. **Any trip or request asking the school for reimbursement or payment should be approved in the Athletic Office before you submit the School business form.**

MEALS/SACK LUNCHES

Any coach requesting sack lunches from the cafeteria must submit in **writing/email** the dates and number of meals needed to the athletic office at least **2 weeks** prior to the request. The cafeteria must have sufficient time to order the necessary supplies to make these meals. Arrangements must be made with the cafeteria to pick up the lunches on time. Most of the time the cafeteria workers are gone by the end of the day, so please keep this in mind when needing to pick up meals. The cafeteria workers have always gone “above and beyond” to help the teams out with making the sack lunches, so please take care of picking them up on time! Once you have picked them up, please make sure your athletes do not waste the food. If they are not going to eat the meals, let the Athletic Department know and we can adjust or cancel the meals. These sack lunches will be for teams that will be traveling or JHS teams who are unable to go home after school before their event that night.

If you are requesting money for weekend meals or meals during a holiday, this request also needs to be done at least **2 weeks** in advance in order to get a check processed. You will have to sign for the check, and you will be responsible for returning any receipts and any change to the athletic office.

HEAD COACH JOB DESCRIPTION

The job description for all Head Coaches, High School or Junior High School, will be on file in the Athletic Director's office and in the Personnel Office. Whenever a job becomes available the job description will be posted on the website and made available to all applicants.

ASSISTANT COACH JOB DESCRIPTION

The job description for all Assistant coaches, High School and junior High School, will be on file in the Athletic Director's office and in the Personnel Office. Whenever a job becomes available, the job description will be posted on the website and made available to all applicants.

EVALUATION FORMS FOR HEAD COACHES

The evaluation forms for all Head Coaches, High School and Junior High School, will be on file in the Athletic Director's office. The Athletic director will inform all Head Coaches of these expectations and review the Head Coach's progress at an end-of-the-year meeting at the conclusion of their sport. Both the Athletic Director and Head Coach will sign the forms and file them in the Head Coach's file in the Athletic Office. The Head Coach will be given a copy of the forms for his/her file.

EVALUATION FORMS FOR ASSISTANT COACHES

The evaluation forms for all Assistant Coaches, High School and junior High School, will be on file in the Athletic Director's office. All HS Head Coaches should complete an evaluation form on all of your Assistant Coaches, including your JHS staff, at the conclusion of your season. Both the Head Coach and the Assistant Coaches will sign the forms and the Head Coach should bring these Assistant coach evaluation forms with him/her to his/her end-of-the-year meeting with the Athletic Director. The Assistant Coach(es) will be given a copy of the forms for his/her file.