



Penelope I.S.D. Athletic Policies & Guidelines

I have read and fully understand the policies and guidelines of the Penelope Independent School District Athletic Department.*

(Student Athlete Signature)

(Date)

(Parent/Guardian Signature)

(Date)

(Parent/Guardian Phone Number)

* Any questions concerning the policies should be directed to a coach.

MEDIA RELEASE

My athlete has my permission to be interviewed by all media outlets covering PISD athletic contests. The release is for newspaper, radio, and television outlets.

_____ YES _____ NO

(Parent/Guardian Signature)

(Date)

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PENELOPE I.S.D. ATHLETIC DEPARTMENT**POLICIES AND GUIDELINES****ACADEMICS**

All athletes are students first and athletes second. Your primary reason for being in school is to get an education. We believe that it takes a special person to be a student and an athlete. You are going to have to work harder, stay up later, and get up earlier because much of your time will be taken by athletics. We know that this is not easy, but we expect you to do it because others before you have done it.

Be organized, and do not put off assignments. Write down what you need to recall, and if you are having trouble in a class, get help from someone. All of our coaches are good teachers, and they will be happy to help you in any way they can. You must ask, however, because you know when you need help. Coaches will monitor grades periodically, but it is still your responsibility to get help with your studies. Athletes may be required to attend tutorials either before, during, or after school if they have serious academic problems. The only way you can ensure success in the classroom is to assume individual accountability for your classroom performance. Do not depend on someone else.

ATHLETIC PERIOD

The Athletic period is like any other class. You are expected to be there as you are in all other classes. You will not be permitted to use the athletic period to make up assignments from other classes or receive tutorials in other classes unless you have your coach's approval. As an athlete you are responsible for completing assigned work on your own time.

ATTENDANCE

ABSENCES: Absences because of illness, a school function, a family function, or other reasons normally excused by the school in general will be considered as legitimate absences and the athlete will only be required to make up the work that was missed. However, athletes are, if at all possible and logical, to inform the coach before the absence occurs.

PROMPTNESS: Always be on time. The athlete is responsible for his/her time. Tardiness will result in disciplinary action. When leaving school for an athletic event, the bus waits for no one. Excessive absences or tardies will not be tolerated.

If you are absent or tardy for an athletic period/practice, be sure that it is unavoidable. If you must be absent or late, talk to your coach prior to the athletic period. If you fail to do so, you

will be subject to disciplinary action.

ATTITUDE AND WORK HABITS

Your attitude toward your sport, your teammates, and coaches will determine how successful you are in that sport. Through hard work, self-discipline and teamwork, you will develop a positive attitude. By having a positive attitude, you will have a chance to be successful. This attitude should be based upon the following principle: Approach each day as if you are preparing for state championship competition.

CELL PHONES

The use of cell phone cameras or video in locker rooms are prohibited. Each Coach will set rules on how cell phones will be used while traveling to and participating in athletic events. Each coach will have a cell phone on the bus which may be used by athletes to contact parents. If a parent needs to contact an athlete when traveling or while at a competition, a list of cell phone numbers can be made available for that parent.

CONDUCT DURING ATHLETIC CONTESTS

Please remember that competitive athletics are, in reality, games. Winning is important, but both teams cannot win on the scoreboard. Teams can lose on the scoreboard and still be winners if they play hard, do their best and, very importantly, play fair and show respect to the other players, officials, coaches, and fans.

The University Interscholastic League (UIL) has regulatory authority over all interschool activities sanctioned by it and those within its jurisdiction, including all public schools and some private schools. The UIL may impose sanctions upon schools, coaches, and individual athletes ranging from reprimands to suspension from athletics. Sanctions may be imposed for many reasons, including inappropriate actions and activities by players, coaches, and fans. Unfortunately, if our school is sanctioned by the UIL it is our athletes who suffer most. In order to prevent discipline from the UIL we must discipline ourselves. Coaches who violate UIL rules or whose actions result in UIL sanctions will be subject to discipline by the administration. Student athletes will be subject to discipline by coaches and the administration. Fans that create serious problems will be barred from athletic contests by court order if necessary to protect the reputation of the school and our students. School officials and game officials may impose sanctions on fans and coaches by ejecting them from a particular game and additional sanctions may be imposed by the UIL and/or the athletic district's executive committee. The home school administrator is to report to UIL when a fan is ejected from a game.

Anyone who confronts an official, coach, or player and threatens him/her either verbally or physically will have legal charges filed against them and will be suspended from attending any

school related events for a minimum of one calendar year.

CRIMINAL ACTIVITY

Any athlete formally charged with a crime will be disciplined according to the severity of the crime as outlined in the student code of conduct, school board policies, and state or federal legislation.

DISCIPLINARY ACTION

An athlete who violates the rules and policies of the athletic program may be disciplined in a variety of ways, including temporary or permanent suspension from athletics, depending upon the nature of the infraction.

In any instances not covered by this policy, the student handbook will apply. Should there be questions as to disposition of a situation or the jurisdiction for enforcement, the coaches and the superintendent will make decisions.

DRESS CODE

Each student athlete will be expected to follow a team dress code when traveling to games. The dress code will be set by the head coach of each sport.

Jewelry must not be worn during practice sessions or during games.

If a student should have a tattoo which is visible in uniform, the tattoo must be covered in a manner acceptable to the coach. See student handbook relative to tattoos.

ELIGIBILITY

All participants in extracurricular activities, including athletics, must maintain an average of 70 or above in all classes to be eligible. In addition, the athlete must have the required number of credits at the beginning of the school year as follows:

9th Grade...must have been promoted to the 9th Grade

10th Grade...must have received 5 credits

11th Grade...must have received 10 credits

12th Grade...must have received 15 credits

In order to attend a Division I or II university on an athletic scholarship, an athlete must meet

all requirements of Proposition 48. Students should ask a coach to explain these requirements.

EQUIPMENT AND UNIFORMS

The Penelope ISD will issue the proper equipment for each sport. The athlete will be held responsible for issued equipment. Athletes will be held responsible for lost or stolen equipment. An athlete will not be permitted to participate in any sport unless his or her equipment record is clear.

Uniforms are worn to symbolize teamwork and to represent the school. Everyone must wear the issued uniforms. Nothing is to be worn that alters the uniform dress of the team. Exceptions may be approved by the coach if they include devices such as braces and wraps if the coach believes there is a need. Students should take care to always wear neat and clean uniforms. Uniforms represent your team membership, and appearance reflects upon the entire team. **Penelope athletic issued equipment should be used or worn only during school sponsored athletic events.**

FEES

From time to time it will be necessary for the athlete to provide certain equipment not issued by the school. Included below is a list of items which student athletes may be required to provide:

Shoes; Knee Pads, etc...

Coaches may specify color and style, but not brand name, to maintain as much uniformity as possible. The equipment is the property of the student who provides it.

FORMS

All first time athletes must have an approved physical examination prior to participating in any athletic activity. This includes junior high school students and ninth graders, as well as upper grade level students who have not participated in athletics.

Students involved in interscholastic athletics in the Penelope School beginning in junior high and continuing through high school must obtain physical examinations in grades 6, 7, 9, and 11 at a minimum.

Student athletes who move into the district and have a copy of an approved physical from another school will not be required to get one. In addition to a physical form or waiver, all athletes must have a completed Medical History Form and an Acknowledgement of Rules form,

properly signed, current, and executed properly.

GROOMING

Students competing in athletics at Penelope School will reflect a positive public image in physical appearance. The school dress code applies to all extracurricular events, including athletics. Your appearance should, at all times, reflect class and pride in yourself and in our athletic program.

INJURY OR ILLNESS

If you are ill, tell your coach before you leave school for an athletic contest or event. Call the coach from home in case you become ill and cannot come to school, a game, or practice. In athletics we do not need notes from home saying that you are ill or injured. In some cases, however, this may become necessary if you should abuse our trust in you.

If you are sick or injured, we do not expect you to work out, but if you are at school we expect you to be at practice, in uniform, following your group from station to station and learning as much as possible. Exceptions may be made by the coach, based upon the available information from a doctor or nurse and weather conditions.

If your injury or illness requires a visit to a physician, bring a note from the physician (or doctor, dentist, etc.) stating when you may be permitted to practice and any limitations upon what you may do. We also would like to have suggestions from the medical practitioner explaining the injury and any recommended treatment that may be provided by the coaches. We consider a doctor's orders as law. You will not be permitted to return to practice without a doctor's release following illness or injuries treated by that doctor.

INSURANCE

Penelope ISD does not provide an insurance policy for district athletes. The district has arranged for a private insurance provider to offer insurance for students and athletes, with provision that students or parents pay the premium. Please be certain to clarify coverage with the company and coordinate coverage with any private insurance coverage that you already have. Another caution: some policies do not cover high school football without a rider and added premium cost. We highly recommend that all athletes, especially those involved in football, obtain coverage.

Penelope ISD cannot legally be held responsible for medical and related costs resulting from injury to students. It is important to know that any medical expense is the responsibility of persons in parental authority of the injured student and not Penelope ISD.

LETTERING

The official athletic award made to high schools will be a jacket with an attached 5" letter representative of the school. A student is permitted to receive only one jacket award during his or her high school enrollment at a Penelope ISD high school. To earn an award, the contestant must meet the predetermined criteria and be recommended by the coach of the sport and approved by the principal and the director of athletics. Special consideration may be given to seniors who have participated in at least the past three (3) years and who have, through diligent efforts, made a contribution to the program of their school even though they have not met the predetermined criteria for a letter.

- Any student who quits or is dismissed from a sport will be ineligible to receive an award in that sport.
- All lettering criteria should be communicated to the athlete and the parent prior to the sport Season.

Standard Requirements for a Letter All Sports

All coaches will observe the following standard requirements for awarding letters to students in a UIL sport. These requirements are:

- (1) Attend 90% of all practices unless attending practice or an event for another extra-curricular activity for two years.
- (2) An athlete who qualifies for a regional game/meet/match/event will compete or forfeit a varsity letter.
- (3) A senior who has participated in the program three years may letter providing the athlete meets the above criteria.
- (4) A student manager must meet the above criteria, attend 90% of games/meets/events/matches and be a student manager for three years
- (5) An athlete who does not meet the standard requirements due to extenuating circumstances may receive a letter jacket if the coach writes a letter explaining justification for lettering and is approved by the Director of Athletics.

In addition to recommendations by the coach and approval by the principal and director of athletics, a participant must accomplish the specific criteria as listed under each sport to receive an award. These criteria, by sport, are listed below:

Team Sports: Meet the above standard requirements; participate in one-half of the total varsity games and in uniform for 90% of all varsity games.

Individual Sports: Meet the above standard requirements, Participate in six (6) varsity tournaments or meets and the varsity district meet.

An exception to the meet limit due to concurrent sport/team events will require athletic

department approval plus general criteria for lettering.

LEVELS AND PROPER STEPS FOR GRIEVANCES AND HEARINGS

If an athlete or parent has a problem or conflict with a coach, there is a proper chain of command to follow. There are certain steps that should be followed to enhance coach/athlete and parent/coach communication. **Encourage your child to exercise the opportunity to speak directly with his/her coach about any topic and preferably before a parent/coach conversation is scheduled.**

There are situations that may require a conference between the coach and parents. These conferences are encouraged. It is important that both parties involved have a clear understanding of the other's position. When a conference is necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

1. Contact the coach by school phone or email to set an appointment.
2. Please do not confront a coach before or after a game or practice. These moments can be emotional moments. Meetings of this nature are not likely to promote resolution. **If there is a problem that needs immediate attention contact the athletic director or the administrator in charge of that event.**
3. Describe your specific areas of concern.
4. Limit your discussion to your own child's issues. Do not discuss issues pertaining to other athletes or parents unless they specifically involve your child.

If the issue is not resolved satisfactorily, then a meeting with the Athletic Director should be scheduled. If you feel that the problem has still not been resolved, then you should schedule a meeting with the Superintendent. If, after a hearing with the Superintendent a satisfactory resolution has not been reached, the last step is to ask the superintendent to place the issue on the agenda for a board hearing. The board hearing is the final step in the grievance process at the school.

LOCKER ROOMS

During the course of your athletic career in high school, the locker room will be utilized for a great deal of your time. Keep it clean and comfortable by putting trash and tape into trash cans. Do not wear muddy shoes or steel cleats in the area.

The locker room is also a private place. It is the place where your team family meets. Do not say or do anything outside the locker room that would disrupt the continuity of our athletic teams.

OFF SEASON

Our coaches work to make an off season program which is effective and productive to maintain

the skills and physical fitness necessary for success. It is not just for certain sports. Its purpose and design will develop better athletes who feel good about themselves. All athletes, when not involved in a sport, are required to participate in the off season program. Failure to do so will result in dismissal from athletics .

QUITTING OR BEING DISCHARGED FROM A TEAM

If an athlete who suits up for competition quits a sport, he/she will be on probation. Probation will be enforced throughout the next 30 days. The student will have 36 miles to perform outside of the athletic period within the said probation time period. The student will continue in off season in order to be eligible for participation in the next sport. Based on the decision of the Athletic Director, eligibility will be granted if all requirements are met.

RESPECT

Every great and respected athletic program will have this one characteristic among its players and coaches: mutual respect. Coaches should receive "yes ma'am/sir" or "no ma'am/sir" responses from athletes. This is an expression of respect for the coach's position and his/her relationship to the school. Players in return will be treated with appropriate mutual respect by the coaches. Whenever a coach is speaking to you, either individually or as a group, you are expected to give him/her your undivided attention and maintain eye contact.

SCHEDULING CONFLICTS

Conflicts may arise in which an athlete will be participating in other extracurricular events. These conflicts should be resolved as follows: A district contest will always take precedence over a non-district contest and any competitive event will always take precedence over a practice. Students should go on educational field trips. If there is a conflict between two district competitions, the individual must decide in which to participate without influence by coaches. Using this rule, all participants will be given an opportunity to compete in major contests in most or all activities.

SOCIAL MEDIA

It is important to remember that it is a privilege to participate in athletics and not a right. We expect our athletes to display high character both on and off the field/court of competition. It is important to remember to display high character when posting on the internet. It is not our intent to police individual activity on social media sites. We feel that is the responsibility of the athlete's parents and guardians. However when it is brought to the attention of a coach or administrator that a student is not demonstrating proper character on social media sites, that student will be counseled and/or disciplined accordingly. More importantly we feel our role is to continuously educate our student athletes of the pros and cons that social media can have on becoming successful in life.

SUBSTANCE ABUSE

Use or possession of tobacco and illegal drugs will not be tolerated. Illegal use or possession of alcohol will also result in punitive action.

Use of illegal substances, including steroids, will be handled in accordance with the student handbook. The Athletic Director and the Principal will meet with the student.

Parents will be notified in the event of substance abuse by an athlete.

SUSPENSION FROM CLASSES DUE TO VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Unacceptable behavior by athletes will not be tolerated. Any athlete who misses the athletic period because of suspension (either at-home or in-school) will also be disciplined in athletics. This may seem like double punishment, but because you are an athlete, you will be expected to be on your best behavior at all times.

- If you are in I.S.S. or suspended on the day of competition, you may not be allowed to participate in an athletic contest the day of I.S.S. or suspension.

TRANSPORTATION HOME FROM SCHOOL AFTER CONTESTS

In order to provide as much security as possible, coaches are instructed to remain with students at school after returning from athletic contests until someone arrives to give the student a ride home. Please help the coaches by making certain that someone is available to pick up the student or that the student has a telephone number of someone who can pick him/her up.

In case a student is unable to reach his or her “ride” home on the telephone, then the coach is to be notified immediately so that the coach can begin trying to contact someone to pick up the student. We prefer that coaches do not take students home because of numerous liability concerns. Please be certain to have a ride ready and a standby for the student to call in case it is needed. As a last resort, a coach may take a student home if the student can get into the house in the event that no one is at home.

Students should be picked up in front of the High School Gym.

Coaches will give students the approximate time of arrival after contests. The coaches can never be exact due to circumstances beyond their control.

TRAVEL TO AND FROM ATHLETIC CONTESTS

Penelope ISD provides transportation to and from all athletic contests. All athletes are to ride the bus to all athletic contests except in certain situations in which the coach approves otherwise. Athletes, at the discretion of the coaches, may ride home from contests by other

means than the school bus providing that the following conditions are met:

1. The athlete may ride with a parent if the parent personally contacts the coach prior to the event to notify the coach.
2. The athlete makes certain all game uniforms and equipment for which they are responsible and gets back to school where it belongs.
3. The athlete obtains information provided on the bus ride home (practice time, etc.)