

**SANTA FE
INDEPENDENT
SCHOOL DISTRICT**



**Athletic Department
Student Handbook
2022 - 2023**

SANTA FE INDEPENDENT SCHOOL DISTRICT

Athletic Department

Mission Statement:

WE believe it is the mission of the Santa Fe Independent School District Athletic Department to provide successful athletic experiences upon which participants can build life-long opportunities.

WE believe a successful athletic program establishes a winning atmosphere, enables students to participate at their highest level of ability, and fosters self-esteem, self-discipline, self-confidence, and team spirit. Such a program also emphasizes abiding by the rules of play.

WE believe it is the district's responsibility to provide the athletic program with the necessary facilities, equipment, personnel, and support.

WE, the athletic staff of the Santa Independent School District, are committed to doing whatever is necessary to accomplish this mission.

SANTA FE INDEPENDENT SCHOOL DISTRICT

Athletic Department

Philosophy

We believe that an exemplary athletic program is an extension of the classroom. As such, athletics offers students the opportunity to develop and grow physically, intellectually, emotionally, and socially. Positive benefits of athletic participation include, but are not limited to, self-esteem, self-discipline, self-confidence, and the development of team spirit. Further, participants learn the values associated with competition and benefit from the experience of both winning and losing. For the participating athlete, these experiences provide an integral part of the foundation needed to be a productive citizen capable of leading a full and enriched life.

Introduction:

The information in this handbook is in compliance with Santa Fe Independent School Board policies and procedures. This handbook supersedes all prior publications governing SFISD athletic teams and shall be used by all personnel and participants in grades 7-12. The guidelines, rules, and regulations set forth in this handbook are designed to provide for the efficient operation of a quality athletic program. All stakeholders will be held accountable and responsible for the information, policies, and procedures contained in this publication.

This handbook was printed under the current laws, policies, guidelines, and regulations that govern SFISD and Athletics. Athletes and parents will be notified by the Athletic Director and/or campus administrative offices of any changes made outside of the control of the Athletic Department.

Participation

It is the goal of this athletic program to offer the opportunity of participation to every student who has the ability and desire to do so. However, no student is obligated to take part in athletics nor is participation in athletics required. It is to be stressed that participation in the Santa Fe ISD Athletic Program is a privilege, not a right. Since it is a privilege, the coaching staff, in accordance with SFISD policy and due process procedures, has the authority to suspend or revoke the privilege when the rules and standards of this athletic program are not followed. Participation in multiple sports is encouraged; however, you will still be required to attend practices and games as arranged by the coaches of the individual sports. The coaches will agree upon a decision based on the best interest of the programs and the athlete. **Photography and live stream event coverage will be conducted at all athletic events. This will be used for recruitment, publicity, and teaching purposes.**

Available Sports

The following sports are available for student-athletes in SFISD:

Fall

Cross Country	Boys/Girls	Varsity and Junior Varsity, 8 th , and 7 th Grade
Football	Boys	Varsity, Junior Varsity, Freshman, 8 th , and 7 th Grade
Golf	Boys/Girls	Varsity, Junior Varsity, Freshman
Tennis	Boys/Girls	Varsity, Junior Varsity, Freshman
Volleyball	Girls	Varsity, Junior Varsity, Freshman, 8 th , and 7 th Grade

Winter

Basketball	Boys/Girls	Varsity, Junior Varsity, Freshman, 8 th , and 7 th Grade
Soccer	Boys/Girls	Varsity, Junior Varsity

Spring

Baseball	Boys	Varsity, Junior Varsity, Sophomore
Golf	Boys/Girls	Varsity and Junior Varsity, 8 th , and 7 th Grade
Power Lifting	Boys/Girls	Varsity and Junior Varsity
Soccer	Boys/Girls	7 th and 8 th Grade
Softball	Girls	Varsity and Junior Varsity
Tennis	Boys/Girls	Varsity, Junior Varsity, Junior High (7/8 combined)
Track & Field	Boys/Girls	Varsity, Junior Varsity, 8 th and 7 th Grade

******Teams may be increased or reduced due to participation numbers.******

Responsibilities of Coaches and Sponsors

Sponsors and Coaches will encourage students to:

- *Grow educationally, mentally, and physically.*
- *Develop good sportsmanship, sound morals, and superior work ethic.*
- *Represent the High School and Middle School in a positive and dignified manner.*
- *Develop pride in our school and communities.*
- *Be positive role models and assume leadership roles in the school and community.*
- *Strive for excellence in academics, athletics, and citizenship.*
- *Take pride in appearance by practicing good grooming habits, proper hygiene, and appropriate dress to reflect a positive self image.*
- *Abide by all rules and regulations of Santa Fe ISD, the University Interscholastic League, and society in general.*

Responsibilities of Santa Fe ISD Athletes

All athletes have the responsibility to give their best, play to win, follow training guidelines, exhibit good conduct in the classroom, and demonstrate sportsmanship at all times, so as to be a credit to his/her school. Athletes, as well as coaches, are always on display. Our actions in both our public and private life are a direct reflection on this athletic program and our school system. The responsibilities of SFISD athletes are as follows:

During competition, an athlete:

- *Learns that both winning and losing are a part of the game and must learn to accept both outcomes with class and dignity.*
- *Does not resort to illegal tactics in an attempt to circumvent the rules and regulations governing extracurricular athletics.*
- *Has control of himself/herself at all times. Outward displays of emotion, use of profanity, disrespect to teammates, opponents, officials, and administrators will not be tolerated and will result in disciplinary action.*
- *Will respect the decisions of the officials in charge of the athletic contest.*

In the classroom, an athlete:

- *Will work to achieve acceptable grades that meet local and state eligibility requirements for participation. Participants are **students first**, and athletes second.*
- *Will maintain a satisfactory citizenship, attendance, and behavior records. Tardiness, disrespect for teachers and administrators, and unacceptable behavior will not be tolerated.*
- *Will be in attendance for at least half a day on the day of competition or have an approval signed by the principal in order to be eligible to play in a competition.*
- *Will be in attendance the day after a competition. If absent the athlete should have a note from a coach/trainer due to an injury or a note from a doctor as to why they are absent. No note should result into athletic “Do Rights”.*

On campus, an athlete:

- *Must maintain proper dress and grooming requirements as established in the SFISD Code of Conduct and the Student Handbook.*
- *Will refrain from unacceptable behavior in and around school.*
- *Will seek out opportunities for participation in clubs and organizations that foster the development of leadership and organizational skills.*

During the athletic period and during practice, an athlete:

- *Will notify their High School Coach or Middle School Coach if she/he will be absent from practice or competition.*
- *Will report promptly for roll call and be dressed out for the daily activities.*
- *Will maintain a neat and clean dressing and locker space.*
- *Will place all school issued uniforms in the appropriate laundry container for cleaning.*
- *Will not display any type of inappropriate behavior, including hazing of other teammates.*
- *Will not be allowed to wear school-issued equipment outside the confines of the school.*

During team travel/athletic transportation, an athlete:

- *Will travel to and from athletic contests with the team. Student-athletes may ride home with parents/guardians/or designated family members, provided they have filled out and had the principal sign the Student Travel Release form 24 hours in advance. This form may be found on the school's web site at www.SFISD.org. In addition to the travel release, the individual(s) taking charge of the student-athlete must sign out with the coach in charge of supervision and have someone in charge of their equipment.*
- *Will dress neatly and appropriately for all athletic trips. The type of competition, time, and duration of the contest may dictate the type of dress that is acceptable.*
- *Will conduct himself/herself properly on the school bus or school appointed vehicle.*
- *Will be informed of the departure and return times for each trip/contest. Every effort will be made by the coaching staff to notify the proper personnel when unexpected changes occur that result in changes to the stated times.*
- *Will not be allowed to bring parents, family members, or friends on bus trips.*
- *On all overnight trips, players, their equipment, and personal bags may be searched at any time, and the school drug dog when available will perform a drug sweep of all items before anyone loads the bus.*
- *Coaches will search any room, person, and/or bags if an incident arises during a trip.*

Dress and Grooming

It is important that Santa Fe ISD student-athletes represent their respective programs with pride, class, and dignity. Appropriate dress and grooming codes are required of all student-athletes. These standards are in compliance with those established in the **Santa Fe Independent School District Student Handbook, UIL Sport Specific Regulations & guidelines, and Student Code of Conduct.** In addition, but not limited to these standards, SFISD student-athletes will:

- Remove all jewelry & earrings prior to and during any competition and/or practice including Athletic Periods.
- Ensure that proper undergarments are worn at all times.
- Athletes should be dressed in Game-Day attire or abide by athletic dress code when traveling to and from any extra-curricular activities or events unless otherwise approved by the principal.
- Students are not to wear Athletic-issued gear when not participating in school-sponsored athletic event. This includes, but is not limited to, clothing, backpacks, jackets, shoes, etc.
- All tattoos must be covered during athletic competitions.

Student Eligibility

Age Requirements:

7th Grade has not reached his/her 14th birthday on or before September 1 and has not enrolled in the 9th grade.

8th Grade has not reached his/her 15th birthday on or before September 1 and has not enrolled in the 9th grade.

A student who initially entered the 7th or 8th grade the current year and is too old for 7th or 8th grade competition may participate according to age (i.e. 7th graders on the 8th grade, 9th grade, high school sub-varsity, or high school varsity team, and 8th graders on the 9th grade, high school sub-varsity, or varsity team).

High School has not reached his/her 19th birthday on or before September 1 and who initially enrolled in the ninth-grade no more than four (4) calendar years ago.

Eligibility for UIL Participants for the 1st 6-Weeks of Competition:

Students in grades 7-12 may participate in extracurricular activities on or off campus during the 1st 6-week grading period provided they have met the standards listed below.

- Students entering grades 9 and below must have been promoted from a lower grade prior to the beginning of the school year.
- Students entering their second (2nd) year of high school must have earned five (5) credits that count toward state high school graduation requirements.
- Students beginning their third (3rd) year of high school either must have earned a total of ten (10) credits which count toward graduation or a total of five (5) credits must have been earned during the 12 months preceding the first (1st) day of the current school year.
- Students beginning their fourth (4th) year of high school must either have earned a total of fifteen (15) credits which count toward graduation or a total of five (5) credits must have been earned during the 12 months preceding the first (1st) day of the current school year.

Eligibility for All Extracurricular Participants after the 1st 6 Weeks of the School Year:

To be eligible to participate in activities after the initial 6-week grading period a student ***must not*** have received a grade lower than 70 (other than a SFISD identified advanced class) on a scale of 0-100 in any course for that preceding 6-week grading period. A student who received a grade below 70 may not participate in extracurricular contests/games for three (3) school weeks. An ineligible student may practice, but not compete or travel with the team. The student regains eligibility after the seven (7) calendar day waiting period has ended following a grading or three (3) week evaluation period if he/she has earned a passing grade (70 or above) in all classes.

Physical, Medical, and Insurance Requirements:

All athletes are required to have on file in the Athletic Trainer's office copies of the following documents. These will be updated on a yearly basis. The packet containing all of this information can be picked up at the Athletic Trainer's office or the Athletic Secretary's office. They include:

- *Physical Form (with medical information form and medical history)*

Online forms consist of:

- *Acknowledgement of the Rules*
- *Emergency Information/Consent to Treatment*
- *EKG Consent form*
- *Release of Information Authorization*
- *Insurance Information*

*****SFISD does carry a secondary student insurance policy to cover injuries to students in extra-curricular activities. Each student who participates in certain extra-curricular activities are required to pay a yearly \$50.00 participation fee. If you have any questions regarding this secondary coverage, please contact the Athletic Trainer**

Procedures When Ill or Injured:

Student-athletes in SFISD will follow procedures when injured or ill to ensure that the proper treatment and documentation is completed. It is the goal of the athletic department to return the athlete to competition as soon as deemed appropriate and safe to the individual. The following procedures include:

- Report all injuries to the **Athletic Trainer/coach first**. If further care is needed, the Athletic Trainer can direct the athlete and parents to the appropriate source of care.
- Consult with the Athletic Trainer for rehabilitation and treatment schedules.
- Provide the Athletic Trainer with pertinent information and instructions from medical/professional caregivers.
- If school is going to be missed, please call the Athletic Coach to report your absence.
- During the athletic class, injured/ill athletes are required to dress out and will report to the Athletic Trainer for treatment and consultation. Treatment also available before/after school also during lunch.
- A doctor's release to participate will be furnished following any injury which required medical attention and/or interruption of activity before a student will be allowed to resume practice or competition. In addition, if under a doctor's care the athletic trainer will need medical documentation of injury/care.
- If the Athletic Trainer is unavailable during the school day, the injured/ill athlete will be sent to the school nurse of that campus for treatment/evaluation.

Please refer to the Athletic Website for more information from the Athletic Trainer

Athletic Passes: Due to UIL Guidelines and limited seating there will be NO passes 2020-21 school year.

SFISD student-athletes will be issued an athletic pass (sticker) while participating in sports that charge admission to home contests. Guidelines for its use include:

- Pass will be issued only after the student athlete has been placed on a team roster for a sport during that semester or. The athlete must have a cleared physical & EKG, paid his/her membership fee, filled out all information and has parent's signatures on all required documents, and is in good standing with his/her program.
- Pass will be placed on the face of the current school I.D. so as not to obstruct student photo, name, or school year.
- Pass will be used only by the individual to whom it is issued. Free admission is allowed only when the student I.D. with sticker attached is presented.
- Use of the pass may be revoked if an unauthorized individual has possession of the sticker and/or I.D. or the user displays inappropriate behavior at an athletic contest.
- Passes are good for regular season home contests only and only for the semester in which the student is participating.
- Passes are revoked if the athlete quits or is taken out of the sport or becomes ineligible.

Quitting a Sport:

There may be times when an athlete decides it is necessary to quit a sport or drop out for personal reasons. If a student decides to follow through with this decision, the following procedures shall take place.

- Think the whole situation through before making a final decision. Consult teammates, friends, and parents for advice and guidance.
- Consult your respective coach. A conference may be recommended/required involving the stakeholders in the decision.
- Return all school issued equipment.
- If an athlete wants to return to the sport, he/she must get the approval of the respective coach. The decision to return will be left to the discretion of the coach and the Athletic Director.
- ***If an athlete decides to quit a sport that is in-season, he/she will not move to the next sport until the completion of the sport season that the athlete is quitting ends.***

(example- an athlete plays Football and quits before the last day of the season and wants to go to the basketball class; that athlete will not be allowed to transfer to basketball until football season is over.)

School Issued Athletic Equipment:

SFISD Athletic Department will provide a majority of the equipment needed by student athletes. This equipment will be checked out at the beginning of the competitive season and checked in at the conclusion of competition. It is important that athletes take care of their equipment during their participation. Athletes should:

- Make sure equipment is properly fitted and in good condition. See your respective coach for instructions and help.
- Wash all clothing items as prescribed by your coach. Athletic issued lockers are to be kept clean and neat.
- Do not remove school issued equipment from dressing areas. Athletic equipment is not to be worn home or out in the community without permission from the coaching staff.
- At the conclusion of an athletic competition, equipment will be checked in and athletes are responsible for any and all lost equipment.
- All equipment will be turned in before an athlete is released from that sport. If the equipment is not turned in, then disciplinary action will be administered to the athlete.

Absence from a Workout/Contest:

Practice time and game competition is important for continued success in athletic endeavors. It is important that student-athletes attend all practices and contests. There may be extenuating circumstances that cause an athlete to miss one of these opportunities. If you are going to be absent from a workout/game, you have the responsibility to:

- ***High School - Notify the Head Coach/Position Coach informing him/her as to the reason for the absence. The coach should provide you with a contact number. This pertains to students that do not come to school or leave prior to the end of the school day.***
- ***To notify Junior High coaches, please call: (409) 925-9384***

As with academic classes, there will be some makeup work that the student has to fulfill. The respective coach will determine the amount of make-up work that the student has to complete. Failing to call in and report the absence will result in additional work. Continual absenteeism can result in suspension and dismissal from the athletic team.

- ****** All athletes will be in attendance for at least half of a school day on the day of competition or have an approval signed by the principal excusing the absence in order to be eligible to play in a competition. ******

Santa Fe ISD Athletic Discipline Management Program

Student discipline is an important and integral part of the total athletic program in SFISD. Disciplined, well-coached teams win championships. It is imperative that our athletes work hard and act according to appropriate standards of sportsmanship and behavior. The discipline management program is designed to set high and consistent standards and expectations for all extracurricular activities and participants. Failure to comply with the standards could result in suspension or removal from the program. Our discipline program will continue until the athlete completes the respective program. The completion of a program is defined when the athlete is completely checked out of the sport, all equipment is turned in and all disciplinary actions are resolved.

The key to an effective discipline program is the consistency of expectations, consequences, and enforcement. It is our goal to strive for consistency and fairness, and for all stakeholders to understand and support the program in order for it to be successful.

Procedures:

- Intervention should occur by the supervising coach or coach who observes the misbehavior.
- Actions will be documented by the coach and copies forwarded to the Athletic Director.
- Contact will be made with parents/guardians to inform and solicit information and intervention if necessary.
- Appropriate school administration will be informed as dictated by action or policy.

Discipline Options:

- Verbal reprimand/Warning/Make-ups for Missing
- Conference with the student
- Parent/Coach Conference
- Parent/Coach/Athletic Director Conference
- Physical Conditioning Drills/Make-ups for missing (Sports specific)
- Probation
- Suspension from competition (1-3 contests)
- Removal from sport he/she is participating in
- Removal from the athletic program (all athletic activities)

Athletic Appeals Process:

The student and/or parent shall have the right to appeal any decision concerning the enforcement of the discipline program concerning probation, suspension, or expulsion. The steps in the appeal process are:

- Contact the Appropriate Coach / Staff Member: The first step in resolving a concern is to discuss it with the Coach/staff member involved. More than 95% of all concerns are resolved at this level.

- Contact the Athletic Director Office: Only after step one does not resolve the concern, contact the Athletic Directors office to set up a meeting with the Athletic Director, Assistant Athletic Director, Campus Coordinator and/or Women's Coordinator of that campus. He or she is in charge of the campus or department and the handling of concerns regarding operations and will explain policies, guidelines, and procedures.

- Contact the Appropriate Central Administrator: If the previous steps have been unsuccessful, contact the appropriate central administrator. This may be the Assistant Superintendent for Secondary Education, the Assistant Superintendent for Support Services, or the Superintendent.

Appeals must be submitted in writing within ten (10) business days after receipt of written notification of probation, suspension, or expulsion.

Category of Offenses

Student offenses are divided into categories according to their severity. Each category has an accompanying sequence of consequences. Consequences for disciplinary actions are based on the student's discipline history and accompanying standards. Severity of the offense or repeated offenses could result in the consequences becoming more severe. Here are some examples:

Category 1

Offenses:

- Character unbecoming of an Athlete
- Missing/skipping a practice or contest
- Rude/discourteous, disruptive behavior
- Failure to follow coach's instructions
- Minor destructive behavior
- Inappropriate off-campus behavior
- Tardiness
- Profanity
- Violation of bus/transportation rules

Category 2

Offenses:

- Character unbecoming of an Athlete
- Disruptive Behavior
- Inappropriate off-campus behavior while in uniform or representing a program
- Repeated Category 1 offenses
- Harassment
- Vandalism
- Assignment to In-school Suspension/SAC
- Insubordination- failure to follow coaches' directives

Category 3

Offenses:

- Character unbecoming of an Athlete
- Repeated assignment to In-school Suspension/SAC
- Theft/Vandalism
- Violation of athletic probation
- Fighting/Assault
- Use/possession of alcohol/tobacco/illegal drugs on campus
- Repeated Insubordination/Repeated Category 1 or 2 offenses
- Serious persistent misbehavior as defined by Texas Education Code Chapter 37 and SFISD Board Policy FOAB (Legal)
- Placement in DAEP
- Expulsion

Consequences for Offenses

- Verbal reprimand/warning
- Written reprimand
- Physical conditioning/Make-ups for Missing
- School service
- Probation*
- Restitution for damaged/destroyed property or equipment
- Suspension**
- Removal from respective sport***
- Removal from total program participation (time determined by the offense) ***

****Probation*** *A period of time not to exceed one (1) year. Any offenses committed after probationary period begins automatically moves the student to Category 2 and a new period of probation begins. Once the probationary period is complete the student will be placed under the jurisdiction of the regular discipline management program.*

*****Suspension*** *A period of time in which the student-athlete is suspended from participating and attending athletic contests. Suspension periods range from 1-3 athletic contests. Students may be required to practice during this period.*

******Removal*** *A period of time in which the student is removed from the respective sport(s) or athletic program. The student will not practice, play, or attend athletic contests. The period of removal may range from the remainder of the current season of the respective sport to the removal from all athletic participation for one (1) calendar year.*

DAEP assignment will remove the athlete from the athletic program for the duration of his/her DAEP assignment. Reinstatement is at the discretion of the Head Coach of the sport, the Athletic Director, and the principal. A meeting must be held with the Principal and the Athletic Director/Campus Coordinator to set the conditions for returning and to reinstate the Athlete into the athletic programs.

First time SAC offenders may practice and play with the approval of the campus principal. Repeat offenders may practice but will not be allowed to compete in competitions without the approval of the Principal and the Athletic Director.

Santa Fe ISD Athletic Discipline Management Program

Discipline Documentation Form

<i>Name</i>		<i>Sport</i>	<i>Grade</i>
<i>Date</i>	<i>School</i>	<i>Referred By</i>	<i>Phone Number</i>

Offense: Category **1** **2** **3** *(circle one)*

Description:

Action Taken: (check)

- | | | |
|---|---|---|
| <input type="checkbox"/> <i>Verbal Reprimand</i> | <input type="checkbox"/> <i>Written Reprimand</i> | <input type="checkbox"/> <i>Contact Parents</i> |
| <input type="checkbox"/> <i>Student/Parent Conference</i> | <input type="checkbox"/> <i>Conference with A.D.</i> | <input type="checkbox"/> <i>Probation</i> |
| <input type="checkbox"/> <i>Physical Conditioning</i> | <input type="checkbox"/> <i>School Service</i> | <input type="checkbox"/> <i>Suspension</i> |
| <input type="checkbox"/> <i>Removal from Team</i> | <input type="checkbox"/> <i>Removal from Athletic Program</i> | |

Additional Description of Action Taken:

Student Signature: _____

Parent/Guardian Signature: _____

Coach/A.D. Signature: _____

Santa Fe ISD Athletic Directory

Athletic Office: (409) 927-3141

SFHS (409) 927-3100

Athletic Director: Blake Ryder

blake.ryder@sfisd.org

Asst. Ath. Director: Kevin Palmer

kevin.palmer@sfisd.org

Athletic Secretary: Shoni McGee

shoni.mcgee@sfisd.org

SFISD

Football: Blake Ryder

blake.ryder@sfisd.org

Baseball: Ronnie Wulf

ronnie.wulf@sfisd.org

Boys Basketball: Jacob Hon

jacob.hon@sfisd.org

Girls Basketball: Rodrick Johnson

rodrick.johnson@sfisd.org

Cross Country: Joshua Kluka

joshua.kluka@sfisd.org

Golf Boys/Girls: Chelsea Wakeland

chelsea.wakeland@sfisd.org

Power Lifting Boys/Girls: James Shepherd

james.shepherd@sfisd.org

Softball: Christina Jaques

christina.jaques@sfisd.org

Boys Soccer: Joshua Kluka

joshua.kluka@sfisd.org

Girls Soccer: Daniel Graumann

daniel.graumann@sfisd.org

Tennis Boys/Girls: Stephen McLellan

stephen.mclellan@sfisd.org

Boys/ Girls Track: Don Howard

don.howard@sfisd.org

Volleyball: Jennifer Webb

jennifer.webb@sfisd.org

Athletic Trainer: Leesa Block

leesa.block@sfisd.org

Santa Fe Junior High

Boys' Sports Contact: James Owens

james.owens@sfisd.org

Girls' Sports Contact: Kristen Pfaff

Kristen.pfaff@sfisd.org

Santa Fe ISD Student-Parent Athletic Handbook
Information Acknowledgement Form

Please Print

Student Name: _____ **Grade:** _____

School: _____ **SF High School** _____ **SF Junior High**

Parent/Guardian Name: _____

Phone Number: _____

Address: _____

This is to certify that the student named above and his/her parent or guardian has received a copy of the SFISD Student-Parent Athletic handbook. My signature below indicates that I have read the handbook and understand its contents and agree to comply with its contents. My signature also indicates that I have been given and that I have read and understand the UIL Extracurricular Activity Safety Training information. Athletes and parents will be notified by the Athletic Director and/or campus administrative offices, of any changes made outside of the control of the Athletic Department.

Signature of Parent/Guardian

Date Signed

Signature of Student

Date Signed