

ATHLETIC HANDBOOK

KEENE ISD



KEENE INDEPENDENT SCHOOL DISTRICT

Superintendent - Ricky Stephens
High School Principal - Jarrett Morgan
Junior High Principal - Don Bell
Athletic Director - John McFarlin
Assistant Athletic Director - Billy Coffin

KEENE ATHLETICS - MISSION STATEMENT

Keene Athletics is committed to excellence in athletics while supporting the educational mission of Keene ISD.

CORE VALUES

“Lead the Charge”

C - Character
H - Humble
A - Accountable
R - Responsible
G - Giving
E - Encouraging

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EXPECTATIONS OF ATHLETES

1. Lead the Charge.
2. Be on time, every time.
3. Be enthusiastic.
4. Be eager to work hard every day. No regrets.
5. Be a role model for your teammates and for the younger players.
6. Be in good academic standing the entire school year.
7. Practice self-discipline daily.
8. Focus on the goals of the team.
9. Accept decisions made by those in authority.
10. Be accountable for your actions.

EXPECTATIONS OF PARENTS

1. Attend as many athletic events as possible.
2. Make the athletic experience positive.
3. View the game with team goals.
4. Encourage multiple-sport participation.
5. Accept the judgment of coaches and officials (inappropriate remarks to coaches and/or officials are subject to game suspensions of parents and/or parents).
6. Accept the results of the competition.
7. Demonstrate winning and losing with dignity.
8. Be a positive navigator for Keene Athletics and Keene ISD.
9. Accept the goals, roles, achievements of your child.
10. Do not undermine the coaches, players and/or teams with negative comments. Be supportive.

EXPECTATIONS OF COACHES

1. Lead the Charge.
2. The welfare of the athletes and program is over winning.
3. Accept the judgment of the officials.
4. Focus on the program and team over the needs of individuals.
5. Work to improve knowledge and ability.
6. Hold athletes accountable.
7. Encourage multiple sport participation
8. Be flexible with parents and the needs of athletes.
9. Refrain from inappropriate language / Tobacco products at school functions
10. Uphold professional appearance.

PHILOSOPHY OF ATHLETICS

In order to meet the needs of society today, the role of athletics in the curriculum has changed considerably. Athletics serve to develop, through proper coaching techniques, the following objectives:

1. Teamwork – The coach seeks to develop attitudes of self-sacrifice, subordination of individual desires, courage, loyalty, devotion to a cause, and other attitudes that enhance the realization of a team effort. Working successfully with others is a practice that will help students for many years to come.
2. Sportsmanship – The coach seeks to teach proper moral and ethical patterns of conduct that will serve the athlete throughout life. Creating a positive environment and positive role models for the athlete will help to develop appropriate attitudes toward others.
3. Promote life time fitness – It is necessary to teach the benefits of being physically fit and how proper health habits will help to create a better quality of life and longevity.
4. Positive Attitudes – The coach should strive to develop proper attitudes toward victory and defeat. Athletes can learn many lessons from winning as well as losing. Learning how to face defeat can teach athletes many lessons. If an athlete has given their best effort, then he/she is truly a winner.
5. Setting goals - Athletics provides an excellent model for students to set goals for themselves and implement a plan to reach those goals. Athletics can provide this avenue for individual and team-oriented goals.
6. Self-discipline - Athletics instills self-discipline. Self-discipline is doing what needs to be done; when it needs to be done; and doing it the same way every time.
7. Responsibility - Knowing that each individual's actions will affect the people around him / her in a positive or negative way.
8. Accountability - Knowing that each individual's actions will affect themselves and that each individual must acknowledge and accept the consequences of their actions.

Athletics provides one of the finest ways in which our young people can develop into responsible men and women. Lessons can be learned in athletics that can assist young people in making appropriate decisions throughout life. Athletics serves to give students a positive focus on which to strive. Athletics is not a right, but a privilege. Athletes will be held to higher standards. Athletes are not entitled to special privileges, be thankful for the opportunities that have been presented to you.

ACADEMICS

All athletic programs in the Keene ISD will be governed by eligibility and contest rules as listed in the Constitution and Contest Rules of the University Interscholastic League and rules governing extracurricular activities adopted by the State Board of Education and the State Legislature.

1. No Pass, No Play – Athletes must pass all classes with a 70% or above, on a scale of 100, at the end of each grading cycle to be eligible to participate. Failure to pass will result in the athlete being ineligible to participate in any contest from five working days after the end of the next grading cycle. If after the next grading cycle (progress report or report card) the athlete becomes eligible, he/she is passing **ALL** classes (not just the class that was failed) then he/she regains eligibility. The ineligible athlete must still practice with the team during the ineligible period but may not travel, sit on the bench, or participate in any contest. Student-athletes that fail or are at risk of failing will be placed on academic probation. Any athlete placed on academic probation will be required to attend an additional study hall. Continued academic problems can also result in suspension or dismissal from athletics.
2. Academic progress will be closely monitored. Coaches will check UIL reports for all JH and HS athletes every Monday.
3. Student-athletes are required to follow class and school policies.
4. Be enthusiastic in the classroom. Academics are the gateway to your future.
5. Each student-athlete is responsible for organizing their academic schedule.
6. Advanced classes eligibility criteria: Honors-60%, AP-60%, Dual Credit-60%.

DISCIPLINE

1. An athlete who does not maintain appropriate behavior in athletics or in the classroom is subject to be disciplined by the coaching staff.
 - a. This is in addition to any disciplinary action handed out from the office or classroom teacher.
2. A student who is suspended from school, placed in in-school suspension, or placed in an alternative behavior classroom for serious misconduct will not be permitted to participate in athletics until they have been reinstated in school. The practices/games they miss as a result of this will be treated as unexcused absences. The athlete must complete the following before being reinstated to the team.

(Note: All incidents subject to the four strike policy will be reviewed by the Athletic Director. The AD and his representatives reserve the right to make decisions in regards to the policies below and the student-athletes involved on a case-by-case basis and may make the decision to deviate from the policy below in extreme or extenuating circumstances.)

1. Athlete must have a meeting with the head coach and athletic administrator.
2. Must complete physical requirements before returning to competition.
 1. STEP 1— 1st Offense - All student-athletes who reach Step One will be required to complete 500 yards of bear crawls and 3,000 yards of sprints under time. The conditioning will be monitored and observed by the head coach of that sport before school or after practice. If the physical conditioning is not completed in its entirety by the end of the day it was started, the student-athletes will then be required to repeat Step 1 the next available day. If the physical conditioning is not completed before the next competition the student will not be able to compete in the contest.
 2. STEP 2 —2nd Offense - The student-athlete will be suspended up to one game. All student- athletes that reach Step Two will be required to complete 1,000 yards of bear crawls and 6,000 yards of sprints under time. The conditioning will be monitored and observed by the head coach of that sport before school or after practice. If the physical conditioning is not completed in its entirety by the end of the day it was started, the student-athlete will then be required to repeat Step Two the next available day. If the physical conditioning is not completed in its entirety by the end of the suspension, the student-athletes suspension will then be extended until the conditioning is complete.
 3. STEP 3 — 3rd Offense - Athlete will be removed from athletics for the remainder of the year.
3. Any student found guilty of engaging in serious misconduct can be declared ineligible from participation in all extracurricular activities for a certain period of time to be determined by the coach and /or administration. Possible penalties include conduct reminders, game suspension, suspension

for the remainder of the semester, suspension for the remainder of that sport, and suspension for the remainder of the school year.

4. Any student arrested and convicted of a misdemeanor or indicted because of a felony resulting in probation or parole may be suspended from all athletic events for the duration of the probation or parole. In addition to this, the athlete may be removed from the athletic program for the remainder of the school year or permanently if deemed necessary by the coach and administration.
5. If an athlete is ejected from a contest by the officials for misconduct, that player may not be allowed to participate in the next contest. If more than one ejection occurs, the athlete may be subject to further disciplinary action.
6. Conduct Reminders are physical reprimands that are administered by the coaches of that particular sport. The severity of the reprimand may depend on the coaches and the severity of the misconduct. High level discipline issues will be decided by a discipline committee of coaches, athletic director and administrator.

Levels of Discipline:

- 1) Conduct Reminder - Level 1
- 2) Conduct Reminder - Level 2
- 3) Conduct Reminder - Level 3
- 4) 3 Strike Policy (see dismissal from athletics)
- 5) Suspension from contest
- 6) Suspension from season
- 7) Suspension from athletics

Without discipline, winning cannot take place. Success begins and ends with discipline.

DISMISSAL FROM ATHLETICS

If an athlete is removed from the athletic program by the coach for violations of the KISD handbook or Athletic handbook then they must receive permission from the coaching staff to reenter the athletic program. Removal from athletics is governed by the three-strike policy. On the third strike the athlete is removed from athletics and can only be reinstated by the coaching staff. The athlete is required to sign a form for documentation when a strike is administered followed by parent contact. Each strike is carried from one sport to the next the entire year. The next year begins a new set of strikes. If an athlete without any strikes commits an offense that is worthy of direct dismissal from athletics; the coaches of that athlete and the athletic director will meet to determine the consequences.

Strikes are as followed:

- verbal / physical confrontation with teammates
- disqualification from a game

- excessive absences / tardiness
- excessive classroom disturbances
- disrespectful to coaches, teachers, students, or administrators
- excessive misconduct of Athletic Handbook or KISD handbook
- excessive academic failure
- inappropriate behavior detrimental to the team

QUITTING

Once an athlete decides to join a sport the athlete relinquishes the authority to make their own decision on no longer participating in that sport. If an athlete no longer wants to participate in the current sport a meeting will be held involving the current coach, the upcoming sport coach and athletic administration to determine the best solution for the team and the athletic program. If the athlete refuses to comply with the decision made by the committee of coaches, they are subject to removal from the athletic program.

Removal from the athletic period can only occur by a counseling session with coaches, parents, and / or administrators.

COMMUNITY

Keene athletes will be expected to take an active role in the community. Coaches will encourage the following of the “Keene 22” and encourage athletes to become selfless leaders.

DRESS CODE

All athletes are expected to exhibit and maintain an appropriate appearance at all times. Our athletes are expected to reflect a neat and respectable image and conduct themselves with the utmost class and character. In addition to the school dress code and all other district rules and guidelines, all athletes are expected to follow the appropriate guidelines listed below.

Boys

1. Hair (including facial hair) must look neat and presentable (coach's discretion).
2. No jewelry will be worn during practice or contest.
3. While traveling with the team athletes will wear travel gear provided by coaching staff.
4. Any styles that the coach feels to be inappropriate or is a distraction will not be tolerated.
5. Athletes follow the dress code policies found in the KISD Handbook.
6. Practice gear, provided by the coaching staff, must be worn during workouts and practices.
 1. Every athlete will be provided with workout gear at the beginning of the school year. There will be a charge for any lost workout or game gear.

Girls

1. No clothing will be worn that reveals any undergarments such as tank tops with large arm holes or loose fitting.
2. Hair will be kept out of eyes in an appropriate manner.
3. While traveling with the team athletes will wear travel gear provided by coaching staff.
4. No jewelry will be worn during practice or contests.
5. Any styles that the coach feels to be inappropriate or is a distraction will not be tolerated.
6. Athletes follow the dress code policies found in the KISD Handbook.
7. Practice gear, provided by the coaching staff, must be worn during workouts and practices.
 1. Every athlete will be provided with workout gear at the beginning of the school year. There will be a charge for any lost workout or game gear.

ABSENCES

A student must be in attendance on the day of an event or the last day of the week for a weekend event in order to participate in the contest. Extensive circumstances will be reviewed by the principal and athletic director on a case by case basis to determine participation.

Unexcused absences will result in disciplinary actions from the coach of that sport resulting in a Conduct Reminder and/or game suspension.

Each student-athlete is required to contact the coaching staff in case of an absence. The coaching staff is working to teach each student-athlete responsibility and how to communicate. Excused absences will be dealt with by the coaching staff on a case to case basis.

Athletes will be expected to attend practices and events that fall on holidays. Those dates will be provided by the coaching staff.

REQUIRED FORMS

No student will be permitted to participate in any practice, scrimmage, or contest until copies of the following documents are on file with the Athletic Trainer.

1. Signed athletic physical / medical history form (incoming 7th, 9th and 11th graders)
2. Signed UIL acknowledgement of rules form
3. Signed parent/guardian approval form
4. Signed emergency form
5. Signed Keene Athletic Handbook
6. Parent and Student Notification / Agreement Form Illegal Steroid Use
7. Concussion / Return to play acknowledgement form
8. Sudden Cardiac Arrest Awareness Form

SPORTS PARTICIPATION

Keene student-athletes are encouraged to participate in multiple sports throughout the year in order to make the Keene Athletic Program as competitive as possible. Keene student-athletes that are in the athletic period will be required to participate in an in-season sport or offseason / performance training program the entire year. Keene students-athletes that participate in volleyball, basketball, baseball, softball, track, and/or cross country must be in the athletic period in order to enhance skill development.

Keene ISD Sport List:

1. Cross Country (Fall)
2. Football (Fall)
3. Volleyball (Fall)
4. Basketball (Winter)
5. Track (Spring)
6. Baseball-HS (Spring)
7. Softball-HS (Spring)
8. Tennis-HS (Fall/Spring), if tennis is your only sport you will not be in the athletic period.
9. Golf-HS (Fall/Spring), if golf is your only sport you will not be in the athletic period.
10. Cheer-(Fall/Spring), if cheer is your only sports you will not be in the athletic period.

COMMUNICATION

Parenting and coaching are extremely difficult positions. By establishing a strong line of communication, the parents and coaches can provide greater benefits to the student-athletes. Communicating practice and game schedules is very important to the Keene ISD coaching staff. Schedules and events will be posted on Keene ISD website under the “Athletics” tab.

Every sport will communicate via the same app. Go to the app store and download the “SportsYou” app. Head coaches will send the team code for each sport and will utilize the app as a means of mass communication.

Communication - Coach

1. Expectations of student-athletes.
2. Locations and times of practices and athletic events.
3. Discipline of student-athlete pertaining to suspension from contest or athletics.
4. Team requirements: equipment, UIL forms, physicals etc....

Communication - Parents

1. Conflict Resolution Chain of Command:
 - a. Coach-Athlete
 - b. Coach-Athlete-Parent
 - c. Coach-AD/Assistant AD-Parent-Athlete
 - d. Coach-AD/Asst. AD-Superintendent-Parent-Athlete
2. Notification of any schedule conflicts.
 1. Communication can be done via Text, email, SportsYou or Phone Call
3. Any issues concerning student-athletes that the coach should be informed about.
4. Athletes must be present at time of any parent meeting.

Coaches are professionals. They make decisions based on what is best for the team in relation to work ethic, attitude, practice, games, academics... Two topics that will not be discussed with a parent are playing time and/or other students.

If a situation arises that requires a conference between coach and parent; the parent needs to call/email the coach during school hours and arrange an appointment to speak with the coach. The parent must not try to meet with a coach before or after an athletic contest. Those situations usually tend to promote a negative outcome.

ATHLETIC TRAINER

Keene ISD Athletic Trainer is an amazing resource to help facilitate the evaluation, treatment and return to play of Keene student-athletes. The athletic trainer is available every day for evaluation, treatment, and rehabilitation of athletic injuries. The role of the athletic trainer is to determine if an injury is in need of medical attention by a physician. It is very important the athlete sees the athletic trainer to help with this decision. It can save the athlete and his/her parent/guardian time and money. Once the decision has been made, the athletic trainer will help facilitate a visit with a physician to ensure the proper care is being provided. If the injury does not require the attention of a physician, then all necessary treatment and rehabilitation will be done by the athletic trainer. Athletic injury, treatment and rehab protocol:

1. Athletes report to the coach at the beginning of workout.
2. Coach will send an athlete to the trainer to get evaluated.
3. Trainer will evaluate the athlete.
4. Trainer determines athletic status.
5. Coach will be notified of the status of the athlete. Documentation on Google Team Drive under Athletic Training.
6. Parents will be contacted if the athlete cannot participate in workouts or competition.
7. If the athlete is restricted from workout or competition; the athlete is still required to arrive at workout on time, dress out in workout gear, report to coach, report to trainer for treatment and return to team in workout gear.

HAZING / BULLYING

Hazing is any intentional, knowing or reckless act directed against a student, by one person alone or acting with others that endanger the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members is to include other students. The term includes but is not limited to:

1. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or adversely affects the mental or physical health or the safety of the student.
4. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Bullying includes these elements:

1. Harm and humiliation are intended.
 2. There is an imbalance of physical or psychological power between bully and victim.
 3. The bullying action is repetitive, occurring over a period of time.
- Although single acts of aggression must be addressed, most students who experience an occasional unpleasant or even aggressive act in school are able to handle such incidents.

Any of these offenses may range in game(s) suspensions to expulsion from athletics.

SUBSTANCE ABUSE

Students are responsible for their conduct at all times. Students must remember that extracurricular and co-curricular activities are not a right, but a privilege. In doing so, student athletes are under their own set of rules and regulations as approved by the KISD Administration and Coaching Staff. Keene ISD athletes could be subject to random drug tests.

Possession or consumption of any illegal substance or alcohol will be subject to suspension from competition or suspension from athletics depending on:

1. Severity of the violation.
2. If the violation happened during or after a school related activity.
3. If the violation is a recurrence.
4. If the substance is illegal or legal.
5. The violator's honesty about the incident.

Order of consequences:

- | | |
|-------------|-------------------------|
| 1. 30 days | 1 st offense |
| 2. Semester | 2 nd offense |
| 3. Career | 3 rd offense |

The Head Coach of the sport in season, the Athletic Director and Administration will decide the proper consequences for the violation of policies.

STUDENT-ATHLETE DROP OFF / PICK UP

Keene Athletic procedures for pick up and drop off are extremely important in ensuring the safety and supervision of the Keene ISD student-athletes.

HIGH SCHOOL DROP OFF / PICK UP

High School athletes are to be dropped off and picked up at the KISD field house in the parking lot directly by field house west entrance.

Student-athletes are required to wait under the overhang of the west side of the field house. Student-athletes will wait inside the field house in the case of inclement weather until rides arrive.

JUNIOR HIGH SCHOOL DROP OFF / PICK UP

Junior High School athletes to be picked up at the front entrance of the Junior High Campus. Student-athletes will be required to wait inside JH at the athletic foyer located at the JH concession stand.

Student-athletes are to wait inside the designated pick up area in order to ensure a safe and supervised environment. Student-athletes that are walking home are required to transition off campus as designated by the supervising coach.

Student-athletes need to be picked up after athletic events in a timely manner.

Student-athletes that are not picked up in a timely manner on a regular basis will not be allowed to travel with athletic teams to away events.

TRANSPORTATION

Transportation to all school related events will be provided by bus or van. All athletes must ride to the contest and back to school in the bus or van with the rest of the team. If the parent needs to transport an athlete to or from an event the parent must make prior arrangements with the coach and must sign a travel release form. In the event of an emergency, an athlete may ride home with his/her parent/guardian, but must sign the travel release form. Athletes will not be released to any person other than the parent/guardian unless the parent makes prior arrangements with the coach releasing their child to another adult. Upon arriving back to the school from an athletic contest, it will be the responsibility of the athlete to find transportation home. A phone will be provided for the student to make arrangements for transportation home. The school and coaches do not assume any responsibility if a student chooses to ride home with another student or walk home.

CRISIS / INCLEMENT WEATHER PLAN AND PROCEDURES

- 1) Severe rain, hail and lightning
 - a) Track: Evacuate to indoor facility and in a secure area away from windows and doors.
 - b) Gym / FH: Remain in a secure facility moving away from windows and doors.
 - c) Baseball Field: Visiting team evacuate to bus for protection from elements; Home team evacuate to dugout storage area for protection from elements.
 - d) Softball Field: Teams evacuate to the field house and in a secure area away from windows and doors.
 - e) Lightning crisis determined by athletic trainer; wait 30 min after 20 mile or less strike.
- 2) Tornado
 - a) Gym / FH / Track: Athletes transition to HS 200 hallway and fill classrooms; overflow to interior 100 hallway.
 - b) Baseball Field: Visiting team evacuate to bus for protection from elements; Home team evacuate to dugout storage area for protection from elements.
 - c) Softball Field: Athletes transition to HS 200 hallway and fill classrooms; overflow to interior 100 hallway.
- 3) Active Shooter
 - a) If you get the ALICE call, evacuate to a safe area off campus.
 - b) HS Gym, FH, Track: Evacuate to tree line east of track.
 - c) Baseball Field: Evacuate to tree line of Rex Callicott Park.
 - d) Softball Field: Evacuate to tree line east of track.
 - e) JH Gym: Evacuate to Accents Warehouse-4th street.
* Campus rally point - Accent Warehouse; Off campus rally point-Keene PD

**Never prop any door open for any reason; safety is compromised allowing outside influences in safety of school.*

LETTERING POLICY

Each athlete may obtain a letter by completing the following for a varsity sport.
(JV participation does not earn credit towards lettering.)

Varsity criteria:

Baseball/Softball

- Must play in 75% of games
- Coaches discretion

Basketball

- Must play in 75% of games
- Coaches discretion

Cheer

- must participate for 2 years
- must participate in $\frac{3}{4}$ of scheduled practices
- must participate in $\frac{3}{4}$ of scheduled games
- Coaches discretion

Cross Country

- 2 time varsity district team member
- Individual Regional Qualifier
- Team State Qualifier

Football

- Play in 75% of games
- Coaches discretion

Golf

- Must compete in 75% of tournaments
- Compete in district tournament
- Coaches discretion

Managers/Trainers

- Must complete 2 sports in a school year
- Coaches discretion

Tennis

- Compete in 75% of the tournaments
- Compete at district tournament
- Coaches discretion

Track

- Score points on the varsity at the District Meet

Volleyball

- Must play in 75% of matches
- Coaches discretion

**Any athlete that does not complete the entire season will not receive credit for that sport. In order to receive a letter jacket, an athlete must be in good standing with the Keene Athletic Department.*

Student and Parent / Legal Guardian

Keene ISD Athletic Handbook

Acknowledgement and Consent Form

The Keene ISD Athletic Handbook will be posted and revised as deemed on the Keene ISD website. Parents and student athletes are responsible for understanding and following procedures and policies of the Athletic Handbook.

I understand the policies of the Keene ISD Athletic Handbook and realize that I will be responsible for complying with all policies of the Keene Athletic Department.

“I understand and consent to the responsibilities outlined in the KISD Athletic Handbook. My child shall be held accountable for the behavior and consequences outlined in the Athletic Handbook at school, at school sponsored and school related activities, during school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Athletic Handbook shall be subject to disciplinary action, up to and including referral criminal prosecution for violations of law.”

Student Printed Name

Parent Printed Name

Student Signature

Parent Signature

Date

Date