

BARTLETT ATHLETIC HANDBOOK



WALK THE PATH 2023-2024

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Introduction

This handbook is designed to provide for a successful experience for student athletes and the efficient operation of the Bartlett Independent School District Athletic Program. The athletic handbook is designed to co-exist with the BHS Student Handbook, BMS Student Handbook, and the BISD Student Code of Conduct. Student-athletes in grades 7-12 are accountable and responsible to the rules and requirements contained within this handbook.

It should be noted that different sports might have additional rules and regulations that go beyond what is listed in this athletic handbook. These rules may be in addition to this athletic handbook, but they shall not alter the rules of this handbook.

Mission Statement

To build our student athletes into women & men of character. Although athletics may only last for a duration of time, it mimics life, and the concepts and attitudes learned from these experiences should last a lifetime, because of this, we will teach excellence without compromise.

Philosophy

Interscholastic athletics is an integral part of the overall educational process. The philosophy of the athletic program of the Bartlett Independent School District is to develop and maintain a broad based program of competitive sports that will afford all interested students an opportunity for an affirmative as well as safe athletic experience. It is our belief that athletics, when utilized properly, serves as a potential medium through which optimum growth-physical, mental, emotional, social, and moral-of the participants may be fostered. To facilitate this invaluable educational experience, the Bartlett Athletic Department must strive to provide its participants with the most qualified staff members, the best possible equipment, and the finest possible facilities. As a result, our athletic programs will continue to develop young men and women to become constructive, contributing members of society.

Responsibilities

To participate in athletics, you must be in the athletic period. Exception to this would be a scheduling conflict that would prevent them from being in the athletic period, and even then, the Athletic Director, the counselor, and the head coach of the sport must approve it. Participation in athletics is a privilege that carries with its responsibilities to the school, to the sport, to the student body, to the community, and to oneself. Athletes have a unique role to play. Their peers, teachers, and the community are constantly monitoring them. Being under this scrutiny, athletes must have strength of character and be aware of the role they have chosen. They must be certain they present to their peers, teachers, and the community respect, sincerity, and honesty expected of a young lady or gentleman. This is all taught during the athletic period. Cheer will be handled at the discretion of the Athletic Director and Cheer Coach.

Specific Responsibilities Expected of BISD Athletes:

Maintain a satisfactory citizenship and behavior record in the classroom and on campus by treating teachers, administrators, and fellow students with respect.

Maintain passing grades in all classes.

Exercise self-control and display positive actions during competition and other school activities.

Have respect for the decisions of the officials during competition.

Refrain from juvenile behavior in and around the school buildings.

Be a law-abiding citizen both at school and away from school.

Display sportsmanship and class when representing Bartlett ISD.

Be committed to attend practices, contests, and meetings of any sport that they choose to participate in.

Abide by training rules established in this handbook and by their coach.

Complete required UIL and school paperwork prior to participation.

Use the techniques and skills acquired in this athletic program to become better husbands/wives, fathers/mothers, and productive members of our community.

Objectives of the Athletic Department

The primary goal of our athletic programs is to offer the best possible opportunity for participation for every student who has the ability and more importantly the desire to do so. These objectives will better help the athlete persevere later in life. This privilege to participate in athletics is centered on the following:

1. Earn Trust
2. Set standards with great clarity
3. Equip and inspire athletes to live up to the standards
4. Provide hope and opportunity
5. Encourage
6. Execute
7. Engage
8. Maximize our athletes
9. Protect the social and emotional wellbeing of our athletes
10. District, Playoffs, State
11. Ensure the Athletic Department objectives support the total mission of the district
12. Model great sportsmanship at all times.

Athletic Offerings

The sports program of the Bartlett Athletic Department shall include:

HIGH SCHOOL

Football
Volleyball
Boys Basketball
Girls Basketball
Baseball
Softball
Powerlifting
Boys Track
Girls Track
Cross Country
Cheerleading

JUNIOR HIGH (7th & 8th)

Football
Volleyball
Boys Basketball
Girls Basketball
Boys Track
Girls Track
Cheerleading

ATHLETIC STAFF ORGANIZATION

ATHLETIC DIRECTOR (AD): The Athletic Director shall have the responsibility of general supervision of the overall athletic programs. The AD shall provide direction, guidance and assistance to coaches in the improvement and effective operation of the athletic program.

Duties

- Supervise the athletic programs at Bartlett High School.
- Oversee all interscholastic athletic contests.
- Direct business affairs of the athletic program including the preparation of the budget.
- Oversee bus schedules for all games and tournaments.
- Athletic academic monitoring
- Prepare and deliver a board report on the operations of the athletic department.
- Oversee UIL compliance of all athletic programs for High School.
- Organize and conduct professional development for all coaches.
- All other duties assigned by the Superintendent
- Prepares and updates the athletic handbook.
- Conduct UIL compliance meetings for middle and high school sports.
- Approve all uniform designs
- All athletic travel arrangements/expectations

GIRLS ATHLETIC COORDINATOR

A. Reports to Athletic Director

B. General

The Girls Athletic Coordinator is responsible for assisting the Athletic Director in overseeing and managing all duties specific to this position in addition to duties assigned by the Athletic Director.

C. Specific Duties and Responsibilities

Assist Coordinator to coordinate and administer the Campus High School Athletic Program in accordance with Bartlett ISD athletic objectives and guidelines.

Responsible for collecting CPR, AED and First Aid compliance cards and forward copies of all cards to the Athletic Office.

Responsible for creating gym guidelines and usage schedules at their campus.

Assist the Athletic Director to ensure the preparation of all Campus athletic events.

Assist Athletic Director with all High School coaching assignments.

Assist in coordinating all campus level athletic schedules.

Assist Athletic Director in maintaining a complete and accurate high school athletic equipment inventory within Rank One.

Develop and maintain comprehensive social media and athletic websites.

Assist in monitoring Junior high School implementation of philosophies, schemes, strategies, techniques, skills, offenses and defenses as stressed by the High School Head coach.

Assist in interviewing candidates for campus athletic positions.

Assist Coordinator in evaluating the performance of all campus-based programs and coaches.

Possess and demonstrate the ability of effective communication with students, staff, faculty and community at all times.

Possess a thorough knowledge of all UIL rules and regulations.

Assist all Head Coaches in the planning and management of their programs as needed.

Assist with the management of all UIL competitive activities that occur at the home campus as well as additional tournaments/meets held within the district.

Coordinate and schedule all necessary event supervisors and game support staff for all campus-based athletic activities.

Assist AD with development of a program to ensure that all phases of UIL compliance are adequately addressed each year with athletes, staff, parents, faculty and community.

Monitor and manage all PAPF's for all athletic programs.

Monitor all Transportation Requests and ensure that all requests are turned in at least 10 days in advance.

Monitor that all Athletic Attendance Reporting forms are completed and submitted within the expected time.

Assist in monitoring that all meal requests are submitted at least 10 days in advance of the scheduled event.

Assist as directed with all playoff arrangements.

Assist Head Coaches with acquiring workers for home athletic events.

Assist Athletic Director with organization of all summer athletic camps.

Assist Athletic Director with organization of end of year Sports Banquet.

Assist Athletic Director with all maintenance work order submissions.

Work with the Director of Maintenance to ensure all athletic facilities are safe and properly cleaned and sanitized.

Liaison to Athletic Booster Club.

Coordinate CPR and first aid training for all district coaches.

Other duties as assigned by the Athletic Director.

C. HEAD COACH: The head coach shall coordinate the development and direction of student participation in his sport. He/She shall be directly responsible to the Athletic Director in the performance of his assigned coaching duties.

Duties

1. Complete all eligibility forms and requirements for athletes required by UIL and the district.
2. Complete UIL CCP.
3. Coordinate the development and direction of all assistant coaches assigned to coach the sport.
4. Coordinate scheduling, transportation, early release, expenses and entry fees, and officials.
5. Assist with planning and execution of contests and tournaments, supplying needs of visiting teams, and attending to any other requirement for the orderly conduct of all games.
6. Furnishes the athletic director with a list of needs, equipment and supplies along with a complete inventory of all equipment used specifically in his/her sport.
7. Assist in general management (use, care, and maintenance) of athletic fields and facilities used under his/her supervision. Responsible for setting up and taking down your field or gym for contests.

8. Responsible for supervision of all athletes at practices and games.
9. Assume responsibility for publicity for his team through social media, newspaper, and news stations.
10. Assist in administering policies on athletic awards, identifying eligible participants.
11. In the absence of a trainer or doctor, is responsible for care and prevention of athletic injuries and assists in completion of insurance claims.
12. Gives total support for all other sports, assisting in the execution of tournaments, meets, and other athletic events.
13. Provides encouragement to athletes to participate in other sports.
14. Complete end of season report.
15. Promote athletes to junior colleges, colleges, and universities.
16. Performs other duties and functions as assigned by the Athletic Director.
17. Develop and maintain a record of all practice schedules.
18. Help develop junior high athletic programs.
19. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), UIL Sport Specific Manual, TEA-UIL Side by Side, Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org)
20. Maintains a professional responsibility to the classroom as well as coaching duties, setting the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.

D. MIDDLE SCHOOL COACH: The middle school coaches shall be responsible for developing an athletic program under the leadership of the Principal and Assistant Athletic Director.

Duties

1. Supervise and ensure the proper implementation of drills, strategies, strength training, and fundamentals as directed by the assistant athletic director and/or high school head coach of the sport.
2. Complete an end of each season report.
3. Assume the responsibility for the general management (use, care, and maintenance) of athletic fields and facilities used by middle school athletes.
4. Ensure all phases of athletic activities are being carried out in the best interest of the total program, emphasizing proper equipment use, washing of uniforms and practice apparel, transportation of teams, meal expenses and fees, practice scheduling, discipline conduct, sportsmanship and leadership development of athletes, academic eligibility and progress.
5. Communicate with parents and all media sources to make sure that advance notice is given concerning all contests and practice as well as follow up information on outcomes of contests or special events.
6. Supervise athletes at all times in the dressing rooms, practice areas, at games, and on buses.

7. Maintains a professional responsibility to the classroom as well as coaching duties, setting the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.
8. Perform other duties and functions as assigned by the Athletic Director or Principal.
9. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), TEA-UIL Side by Side, and Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org) *Note: Reference to the duties of a head coach and should be implemented on the middle school level as they apply.

E. ASSISTANT COACH (all levels): The assistant coach shall assist the Athletic Director and/or head coach in the overall development and direction of the assigned sports as well as the total program.

Duties:

1. Assist in game management in all sports as assigned by the head coach at high school.
2. Attend all UIL Compliance meetings and professional development as assigned.
3. Supervise athletes in the dressing rooms, practice areas, at games, and on buses.
4. Assumes responsibility for maintaining facilities, setting up and taking down for games.
5. Ensure all phases of athletic activities are being carried out in the best interest of the total program, emphasizing proper equipment use, washing of uniforms and practice apparel, transportation of teams, meal expenses and fees, practice scheduling, discipline conduct, sportsmanship and leadership development of athletes, academic eligibility and progress.
6. Maintains a professional responsibility to the classroom as well as coaching duties, setting the example for athletes in conduct, dress, attitude, punctuality, and competitive spirit.
7. Accepts all coaching assignments with enthusiasm and carries out all duties as assigned by the head coach, Assistant Athletic Director, or the Athletic Director which may include helping with middle school practices and games.
8. Responsible for information in the UIL Constitution and Contest Rules, NFHS Rule Book (Sport Specific), UIL Sport Specific Manual, TEA-UIL Side by Side, Junior High Manual. Additional resources: UIL website (www.uiltexas.org) and NFHS website (www.nfhs.org)

COACHING EXPECTATIONS/ RESPONSIBILITIES/GUIDELINES

The organization and administration of the Bartlett Athletic Department coaching staff is the primary responsibility of the Athletic Director. The execution of the athletic program by staff members is best described by the relationship of members of a team. Each team member has his/her pre-determined role. The eventual success of a team as well as a coaching staff hinges on each member's ability to carry out his/her role. The following list of expectations is intended as guidelines for the successful execution of the job description of each staff member.

A. LINES OF COMMUNICATION

All Bartlett ISD staff are to follow their appropriate lines of communication when dealing with any and all athletic department business and issues. Any deviation from this process will be accounted for in the annual evaluation process. This is to ensure that all athletic department business can be conducted efficiently and the appropriate department or administrator can respond according to BISD and Athletic Department guidelines. UIL Issues- If any coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed:

1. UIL Issues- If any coach has a question or concern regarding a UIL rule, policy or procedure the following communication process will be followed:
 - a. The coach will discuss the issue with the Director of Athletics.
 - b. The Athletic Office will contact UIL-Coaches are not to contact UIL unless directed to do so by the Director of Athletics.
2. Recommended Plan of Action for Possible Rules Violation
 - a. Coaches are morally obligated to self-report or report any allegations of UIL rules violations immediately to the Athletic Director.
 - b. The Athletic Director will inform the Superintendent and Campus Principals.
 - c. The Athletic Director will self-report to the DEC and investigate any and all allegations.
 - d. Upon completion of the investigation, the Athletic Director will submit a report to DEC with findings and corrective actions.
 - e. All critical incidents that fall outside the jurisdiction of UIL rules should be reported as soon as possible to the principal, athletic director, and campus athletic coordinator. A written report should follow within 24 hours of the occurrence.
 - f. If a situation is of an emergency nature or one which might otherwise come to the attention of the media, the coach shall notify the principal, athletic director and campus coordinator immediately by phone.
 - g. The Athletic Director will notify the Superintendent in all situations.

The UIL, through the District Executive Committee and the State Executive Committee, has ultimate jurisdiction over UIL violations. These responsibilities as well as penalties for violations and the jurisdiction of both committees may be found in the UIL Constitution and Contest Rules, Sections 26, 27, 28 and 29.

B. CAMPUS RELATIONSHIPS

All BISD coaches should maintain a good, positive relationship with other members of the campus faculty and staff, supporting them in matters of student discipline, grades, and any other areas of concern with athletes. Communicate with the faculty and staff, and remember that these great team members will help if they feel we are sincerely helping them. We are all in this together for the best interest of our scholars.

C. MIDDLE SCHOOL PROGRAM EXPECTATIONS

High school head coaches are responsible for the entire administrative and organizational procedures for grades 7-12 in their respective sports.

1. All middle school coaches will have high school responsibilities determined by the high school head coach of each sport.
2. Middle school coaches are responsible for reporting to their assignments. The coach must contact the high school coach if there is a problem and they can't make their assignment.

D. STAFF LOYALTY

All staff members will make a 100% commitment to the mission, objectives and guidelines of the Athletic Department. We will maintain a positive working relationship with all members of central office and district support staff.

When you're part of a team, you must stand up for your teammates. Your loyalty is to them. You protect them through good and bad, because they'd do the same for you.

~~~Yogi Berra

E. PRACTICE EXPECTATIONS

As a member of the Bartlett staff, each coach must strive to "out work their opponent." Every phase of the athletic program must be carefully planned and implemented with great attention to detail. Preparation includes professional growth, improving knowledge of the game, and better methods of teaching and motivation.

1. Coach will have a written plan for practice.
2. Coach will show athletes he/she is interested in their progress as individuals and as a team. coach every kid, every day.
3. Coach will move and circulate throughout practice.
4. Coach will be dressed appropriately for practice. Practice attire will be defined by the Athletic Office.
5. Coach will keep accurate practice attendance.
6. Coach will create a clearly defined warm-up routine.

F. GAMEDAY EXPECTATIONS

Head coaches should have a checklist of gameday duties assigned to all coaches which can include player responsibilities.

1. Coach will ensure that all student-athletes are supervised at all times.
2. Coach will not allow student athletes to be released to go home from away games with anyone but their parent/guardian and then only with appropriate paperwork on file.
3. A student must be in attendance at least one period on the day of extracurricular participation. The expectation is that student-athletes attend all classes every day. Extenuating circumstances will be reviewed.
4. All coaches must ride buses to and from away games unless there is prior approval from the Athletic Director.
5. Coach will be professionally dressed for all games. Game day attire will be defined by Head Coach and district expectations. All coaches and trainers should be in professional dress at all athletic events and practices which are appropriate for the event and venue (field, gym, track, court. Coaching attire for outdoor sports should be in school colors.

G. MANDATORY FORMS AND INFORMATION ATHLETE

An athlete will not be permitted to try-out for any sport without a COMPLETE BISD Athletic Participation Packet on file that includes the following:

1. Medical Consent and Emergency Contact
2. Acknowledgement of Rules
3. Concussion Acknowledgement
4. Parent/Student Steroid Agreement
5. Sudden Cardiac Arrest Awareness Form
6. UIL Safety Training
7. Bartlett ISD Accident Insurance
8. Parent Information Manual
9. Behavior Expectations of Spectators/Sportsmanship
10. Athletic Guidelines and Code of Conduct
11. Media Release Form

H. PROFESSIONAL CONDUCT

All BISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming, sportsmanship, and relationships between faculty, staff, parents, officials, and students. We will be goodwill ambassadors between the school and community.

1. Coach ejections must be reported immediately to the Director of Athletics.
2. All coaches are responsible to maintain a professional only relationship with student athletes. All communication THROUGH ANY ELECTRONIC MEDIA is only for purposes

of distributing information regarding practices, game times, special athletic events, or a question about an injury. Personal or social communication with students is prohibited.

3. There is zero tolerance for hazing and bullying and is prohibited and must be reported to school administration immediately. Students must be supervised at all times

I. CODE OF ETHICS

All coaches should be familiar with the Code of Ethics of the Texas High School Coaches Association (THSCA) and the Texas Girls Coaches Association (TGCA) in association with the UIL. These codes are to refresh the coach to their commitment of educating young people. The reference to both of the codes serves a two-fold purpose. First, continued referral on the part of the coach to the codes can only serve to remind them (as well as all other members of the school district) of the fact that the athletic contest that he is striving to win belongs not to him but to those who are competing. It is only through this realization and upon this basis that athletic competition in the public schools can be called a beneficial, worthwhile, and necessary element of the total educational program. The second purpose for the inclusion of these codes is to encourage the individual coach to adhere to ethical principles in the conduct of his profession in order to assist in the enhancement of the public reputation of that profession. Adherence to principles of conduct are not always on display to the public, but over a period of time the total effect of integrity shows through and does not in the final analysis go unnoticed. The items listed below herein are not to take the place of the above codes, but serve as reminders of the principles emphasized in these publications. These codes can be viewed in the UIL Constitution & Contest Rules (Section 1201), the by-laws of the THSCA (<http://coach.thsca.com/>) and the by-laws of TGCA (<http://www.austintgca.com/>)

J. Title IX

As a reminder, Title IX of the Education Amendments of 1972 prohibits sex discrimination against students and employees of educational institutions. Title IX prohibits discrimination, exclusion, denial, limitation, or separation based on gender in any education program or activity receiving federal financial assistance, including the District's athletic program. More importantly, Title IX regulations explicitly prohibit sex discrimination, which includes sexual harassment. It is important to recognize that Title IX's prohibition of sexual harassment does not extend to legitimate nonsexual touching or other nonsexual conduct. For example, a high school athletic coach hugging a student who made a goal or a teacher's consoling hug for a child with a skinned knee may not be considered sexual harassment. Similarly, one student's demonstration of a sports maneuver or technique requiring contact with another student is not usually considered sexual harassment. However, in some circumstances, nonsexual conduct may take on sexual connotations and may rise to the level of sexual harassment. For example, a teacher's hugging and putting his or her arms around students under inappropriate circumstances could create a hostile sexual harassment environment. Accordingly, the District's coaching staff should observe all District policies pertaining to conduct with students.

COACHES PROFESSIONAL DEVELOPMENT

All coaches must complete all required training prior to the start of their season (if start date is prior to the first day of school) or the first day of school. Certificates for each must be on file in the athletic office.

A. MANDATORY UIL/DISTRICT TRAININGS

1. NFHS Fundamentals of Coaching Course-The UIL mandates all coaches new to the profession or to the State of Texas must complete the NFHS Fundamentals of Coaching Course. There is a \$35 fee for the course to be paid by the coach.
2. CPR, AED and First Aid Certification-Required every two years. (TEC Chapter 33.086)
3. UIL CCP Program- To be completed every year for all sports you are assigned to coach.
4. Concussion Training-Required two hour course every two years (Senate Bill 82)
5. Safety Training Exercise-Required annually by each team. (TEC Chapter 33.202)
6. Professional Acknowledgement Form-All staff members are required to have a completed form on file. New coaches to the district are required to fill out a new form at the beginning of the year.
7. BISD/UIL Compliance Meeting-All coaches must attend meetings to be held prior to teacher in-service.
8. CDL Bus Certification- All coaches must obtain CDL bus driver certification by designated deadlines.

B. STAFF EVALUATION PROCEDURES

The primary purpose of a coach's evaluation is improving the instruction athletes receive and growth of coaches. Head coaches to be evaluated by the Athletic Director. Assistants will be evaluated by head coaches and the Athletic Director. Middle school coaches will be evaluated by the Athletic Director. Other purposes of the evaluation process include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording an opportunity to identify and give recognition to quality coaching and instruction.
3. Establish areas of deficiency and identify the means for improving performance.
4. Providing for exchange of ideas and creating an avenue of communication between coach and athletic director.
5. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that the staff is to be accountable for the quality of performance.

ATHLETIC BUSINESS POLICIES AND PROCEDURES/TRAVEL GUIDELINES

A. PURCHASING AND EXPENDITURES

The Athletic Director shall administer all purchasing of athletic equipment. All coaches must gain approval of the Athletic Director prior to ordering or purchasing any equipment or supplies. Athletic equipment and supplies should be ordered at the earliest possible date.

1. Quotes should be obtained for purchase of equipment when a district bid is not utilized. **ALL EQUIPMENT MUST HAVE A PO BEFORE PLACING AN ORDER.**
2. A Vendor must have a W-9 on file before a PO can be requested and an order placed.
3. District purchasing guidelines must be adhered to at all times. Failure to follow guidelines will result in the coach assuming the financial responsibility for any and all items purchased.
4. Head coaches are responsible for making sure the order is complete and received the way it was ordered.

B. FINANCIAL RESPONSIBILITIES

1. Entry Fees - The head coach shall request in writing all entry fee expenditures to the Athletic Director at least 10 days prior to the contest deadline. The Athletic Director will review late requests for approval.
2. Officials - At each home contest, it is the responsibility of the head coach of the sport involved to obtain the officials' names and addresses for pay.
3. Game Help – Head Coaches will obtain help for home games and provide sign in sheets to submit for pay.

C. TEAM TRAVEL

ALL TRAVEL REQUESTS SHOULD BE MADE AT LEAST TWO WEEKS IN ADVANCE OF THE CONTEST. In the event of schedule changes, the coach must notify transportation personnel. The IISD vehicles vans should be used when possible to cut on travel cost. All students will ride district provided transportation to and from games unless there is a note approved by the coach. Transportation requests should be confirmed 24 hours in advance with the transportation department.

****Team travel that includes overnight lodging must have approval of the athletic director and superintendent.**

After obtaining administrative approval, the coach of any team making an overnight trip (or a trip of longer duration), must provide the following information to athletic office, parents and players involved:

1. Purpose of trip.
2. Date and time of departure.
3. Date and estimated time of arrival home.
4. Where the team will be housed.
5. How parents may contact players by telephone in case of an emergency.
6. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
7. The coach must also provide the following: **OVERNIGHT STUDENT TRIP RULES AND REGULATIONS , STANDARDS OF BEHAVIOR FOR STUDENTS PARTICIPATING IN DAY or OVERNIGHT TRIPS FOR EXTRACURRICULAR ACTIVITIES and CONSENT TO INSPECTION OF BAGS AND PERSONAL ITEMS WHILE PARTICIPATING IN DAY or OVERNIGHT TRIPS FOR EXTRACURRICULAR ACTIVITIES. (See below)**

SELECTING A HOTEL/MOTEL

1. Consider a location in relation to the playing site.
2. The hotel/motel should be clean and comfortable.
3. Determine the price for four in a room, three in a room, etc. Request special rates such as state or government room rates.
4. Rooms cannot be outside rooms or on the ground floor.
5. Do not use any web-based reservation system such as hotel.com to make hotel reservations.
6. Ask about the cost of parking.

MAKING RESERVATIONS

1. Make them as early as possible. Give your name, your school and the school telephone number.
2. Make a note of the name of the individual you talked to in case of later problems.
3. Indicate the estimated time of arrival and guarantee the rooms with a district credit card, if necessary.
4. Make arrangements for billing.
5. Indicate your school's tax free number. Submit a purchase order from your school as proof of status. Make arrangements with the business office for payment. Determine the exact amount of the bill in advance.
6. Determine, check out time and plan accordingly. Is late checkout possible? If late checkout is necessary, perhaps you can hold only one or two rooms for late checkout.

CHECKING IN

1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Study the room plan, available rooms and locate your chaperons accordingly.
3. Request keys, for your chaperons, for all rooms so room checks can be made.
4. Indicate the individual the hotel/motel should contact for approval of room expenses, in case of excessive noise from rooms, etc.
5. Check all rooms for any damage by previous occupants. Inform hotel/motel management of any deficiencies you find, prior to occupying the rooms.
6. Block pay-per-view television channels and long distance calls.
7. Ask about emergency plans or evacuation processes.

DURING YOUR STAY

1. Check with hotel management to see if there are any problems with your athletes. Make sure they know which room you are staying in.
2. Get extra keys to conduct room checks. Use the keys you have to conduct room checks. Be Seen.
3. Remember, even if you have lost, the team housed next to you may have won and they want their sleep.
4. Make certain your athletes understand what is expected of them and that they abide by those rules.
5. Always have a chaperone in the hotel when your athletes are there.
6. In no situation should athletes be left without adult supervision.
7. In no situation should male and female athletes be in the same room at any time.

CHECKING OUT

1. Settle all bills by the previously agreed method.
2. Make a final check to determine if your group has been associated with any problems.
3. Coaches check rooms.
4. Express your appreciation to hotel/motel management for their cooperation.

FOOD EXPENSES

1. The coach in charge will pay all team meals with the district credit card which will be obtained in advance from the Business Office.
2. Coach will return all meal receipts to the Athletic Director within 48 hours and the credit card to the Business Office immediately upon return to school.

D. STUDENT MEALS

On away games, the Bartlett ISD Athletic Department shall provide student meals with a limited budget. Coaches should make prior arrangements to ensure the best price. Proper dress and manners should be required of all team members. Coaches should check and police the area before leaving. Cost of meals should be within guidelines set by district policies. The price will be approximately \$10 for high school and junior high. Meal allotment for playoffs will be \$12. Prices for meals may vary due to location of competition and length of competition. Coaches will be given a budget for meals and the Head Coach is responsible for the balance of this budget.

E. FUNDRAISING

The Athletic Director will determine fund-raising for the athletic program. All team fundraisers must receive prior approval at the beginning of their season.

Athletic Period

All students must attend the athletic period each day. [To participate in athletics, you must be in the athletic period.](#) Missed athletic periods will result in make-up assignments the next school day (excused and unexcused). Habitual absences from the athletic period could result in removal from athletics. Students that are enrolled in the athletic period at the beginning of the year must complete all required paperwork by **August 18, 2023**, or they will be removed from the period. The required paperwork are listed below:

Athletic Pre-participation Physical Evaluation

Medical History Form

UIL Parent/Student Steroid Agreement

UIL Sudden Cardiac Arrest Awareness

UIL Concussion Acknowledgement

Bartlett ISD Athletic Handbook

UIL Safety Training

UIL Acknowledgement of Rules

Attendance

It is the obligation and responsibility of team members to attend scheduled practices, contests, and meetings regularly and on time. If an unavoidable conflict arises with a practice or contest, one of the coaches should be notified before the workout or game. Failure to make contact prior to the practice, contest, or meeting may result in absence being considered unexcused.

Excused Absences:

Excused absences will be made up. The make up for an excused absence is not punishment but is administered so that the athlete can make up for missed skill work and conditioning. Examples of excused absences are illness, a death in the family, school sponsored activities, or emergency situations. Athletes should understand that when they have to miss, **it is imperative that a coach be notified prior to the absence.**

Athletes should understand that habitual absences, even though they may be excused, become detrimental to their ability to perform and to their knowledge of team concepts. Habitual absences will result in disciplinary actions, including loss of playing time and/or possible suspension or dismissal from the team.

Unexcused Absences:

Athletes and parents should understand that failure to notify the coach prior to an absence will usually result in the absence being considered unexcused. Some extenuating situations will be considered an excused absence without prior notification. If there is a question as to whether it is excused or not, the head coach and/or athletic director will make the decision. Unexcused absences will be made up and disciplinary action will be taken. Disciplinary action for unexcused absences will be as follows:

1st unexcused absence – make up work plus playing time for the next scheduled contest (head coach discretion).

2nd unexcused absence – make up work plus playing time for the next scheduled contest(s) (head coach discretion).

3rd unexcused absence – possible dismissal from the sport (head coach discretion).

Injured Athletes

Injured athletes who cannot actively participate in the workout must still follow all the attendance policies. Being injured is not an excuse to miss practice. The injured athlete will be expected to dress out and participate mentally. (Some injuries may not allow the athlete to dress out or attend practice. If there is a question, the head coach will make the decision on the athlete dressing out or attending the workout).

Only the athletic director (through evaluation or doctor clearance) will release the athlete for play. All doctors' notes must be reported to the athletic director.

Ineligible Athletes

Ineligible athletes shall attend and participate in workouts unless excused by the head coach. By attending and participating in workouts, the athlete may represent the team again at the end of the ineligible period.

OCP

An athlete placed in OCP is not allowed to participate in a game or contest during his/her placement, but he/she is allowed to practice after school. Failure to report to after school workout will result in an unexcused absence for the athlete unless prior notification is given by the athlete that he/she is missing for a justifiable reason. It is the athlete's responsibility to find out if their team is working out after school and find out the time of the workout. Assignment to OCP will result in extra conditioning at the discretion of the supervising head coach.

Tardy

It is also very important for a team member to be on time and to remain at a practice for its duration. Any team member who arrives late to practice or who leaves early is disruptive to the team's improvement and game plan. Athletes that are tardy or that leave practice early will be expected to do make up work for the time they missed. Habitual tardiness will result in disciplinary action including possible suspension or dismissal.

Academics

Athletes must realize that they are students first and athletes second. Athletes must plan their schedule so that they can give sufficient time and energy to their studies to ensure acceptable grades. Athletes must be passing all subjects at the six weeks grading period in order to be eligible to play. Athletes failing a course will be ineligible for competition for three weeks. They may regain eligibility after three weeks if they are passing all subjects at that time. If not, they remain ineligible for another three weeks.

Athletes that habitually earn failing grades on grade reports and/or progress reports become a detriment to the athletic program. They are showing neglect in their responsibility and

obligation to their team and the athletic program. They are also neglecting their main purpose for attending school.

Athletes are encouraged to maintain all their grades throughout the school year. Tutorials are available for students that are struggling with their grades. Athletes are encouraged to take advantage of the tutorials and/or other resources that are available to help them with their grades. Failure to take care of his/her grades will result in the athlete being placed on academic probation or removed from athletic competition or the athletic program.

Athletes that fail one six weeks: Head Coach Phone call home

Athletes that fail two six weeks in one calendar year: Parent – Student – Head Coach Conference (Contract)

Weight Room Expectations

All students will go through our strength and conditioning program here at Bartlett ISD. At the beginning of each year we will put our student-athletes through a weeklong safety training put on by the Bartlett ISD coaching staff. We will go over proper lifting technique, proper spotting, safe areas, and rules of the weight room.

Weight Room Rules:

Authorized use only (Bartlett Athletes Only)

Always lift with a spotter (CLIPS REQUIRED), "No Partner – No Lift"

No personal equipment allowed (backpacks, cell phones, etc...)

Absolutely no food, gum, or drinks of any kind (personal water allowed per coaches' discretion)

No Spitting

Proper exercise attire required (shorts, shirts, athletic shoes)

Take care of all equipment

Do not set weights or step on padded equipment

Do not drop weights (dumbbells, barbells, etc....)

Rack your weights when finished.

While weights are being moved around or lifts are being conducted, no floor exercises of any kind are allowed.

"Lift or Leave" (No hanging out or horseplay).

Always use proper form.

Our junior high athletes will go through rigorous safety training prior to lifting. We will cover each lift, proper form, proper spotting technique, and the dangers of each lift. Athletes will learn how to rotate throughout the weight room safely.

Our high school athletes will go through a similar training the first week of school, or until we feel all athletes are comfortable to perform each exercise with proper form and spotting.

Our number one concern is safety. Coaches will be present for all lifts and will be actively monitoring the lifting stations. A coach will be the first one inside the weight room and the last one out.

Dress Code/Personal Appearance

Athletes are expected to dress neatly, be well groomed in school and follow the school dress code at any activity representing the school. They should recognize that appearance, expression, and actions always influence people's opinions of athletes, the team, and the school. Athletes who habitually violate dress and grooming standards will be subject to disciplinary action including suspension if the violations are not corrected.

Requirements:

- Follow the dress code guidelines in the student handbook. Exception: Athletic uniforms and equipment are acceptable during workouts and competition.
- Hair, including boy's facial hair, will be groomed to the specifications of the in-season head coach. Must follow the school's dress code guidelines.
- No jewelry is allowed during athletics, practices, games, or inside any athletic facility (gym, fieldhouse/locker rooms, etc...).
- Athletes shall follow additional requests of the coach for game day or team travel.

Conduct

Athletes will face disciplinary action, including possible suspension or expulsion, for demonstrating behavior that is detrimental to the team. Examples of unacceptable behavior include, but are not limited to:

- Inappropriate language
- Unwilling or lazy attitude, poor work ethic
- Disrespect to the teaching, administrative, or coaching staff
- Disrespect to a game official
- Display of temper
- Not responsive to a coach's request
- Argumentative attitude
- Habitual disregard for rules
- Negative effect on team morale
- Unsportsmanlike behavior
- Social Media / Unacceptable use of Electronics per BISD Code of Conduct

Social Media

Everything posted in social media is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if security settings are listed as “private”. Information (including pictures, videos, and comments) may be accessible even after removal. Once a photo or comment on a social networking site has been posted, that photo or comment becomes the property of the site and may be searchable even after being removed.

Similar to comments made in person, Bartlett ISD will not tolerate disrespectful comments and behavior online, such as:

- Derogatory language or remarks that may harm other teammates, coaches, athletes, or representatives of other schools, including comments that may disrespect opponents.

- Incriminating photos or statements depicting violence; hazing; sexual harassment, full or partial nudity; inappropriate gestures; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.

- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Violations of the Student Code of Conduct will also be handled by campus administration in conjunction with the BISD athletic discipline process.

Dismissal from a Sport

On some occasions, an athlete will need to be dismissed from a sport due to unacceptable behavior or violations of the athletic handbook. The following guidelines will be in effect for any athlete that is dismissed from a sport or from athletics:

- An athlete dismissed from a sport will be dismissed from the athletic program if the violation is deemed to justify such action.
- An athlete dismissed from a sport will not be allowed to start another sport until the first sport is completed.
- An athlete dismissed from a sport may regain participation privileges in that sport the following season by requesting to complete the Athletic Re-Entry Program.
- An athlete dismissed from a sport a second time (same sport or different sport) will not be allowed to use the Athletic Re-Entry Program to regain participation privilege in athletics.

Quitting a Sport

Athletes that quit are “giving up” on themselves and those that depend on them. Commitment to be a Bulldog team member is one of the most valuable lessons learned in athletics. Concerns and frustrations can often be worked out with proper communication between the athlete and the coach.

- Any athlete wishing to quit a sport should notify the head coach.
- The athlete will not be allowed to quit until a meeting is set up with the parents and the head coach of the sport to discuss their child’s desire to quit.
- If an athlete quits a sport after two weeks, he/she will not be allowed to start another sport until the first sport is completed, unless both head coaches agree to allow the student-athlete to move on to another sport.
- An athlete quitting a sport and not wishing to participate in another sport will be removed from the athletic program and athletic class period. The schedule change will be made as soon as it is possible. In some cases, this change may not be possible until the end of the semester.
- An athlete who quits a second time (same sport or different sport) will meet with the athletic director to discuss their future in BISD Athletics.
- Quitting violations for junior high athletes will be cumulative for their junior high career.
- Quitting violations for high school athletes will be cumulative for their high school career.

Athletic Re-entry Program

If an athlete has quit a sport and then decides that he/she would like to participate in that sport the next season, these steps need to be taken.

- The student needs to meet with the head coach of the sport in which he/she would like to participate. During this meeting, the coach will go over the expectations and guidelines for their particular sport. The student must agree with the expectations and guidelines set forth by the head coach of that sport and the athletic director.
- The student needs to get a course change form from the counseling office. This form needs to be filled out, signed by the parents, and returned to the head coach of the sport.
- The head coach will deliver the course change form to the counselor.

Letter Awards

The criteria for lettering in a sport are at the discretion of the head coach of that sport. These criteria should be shared with the members of their team at the beginning of each season.

The head coach of each sport will submit a list of the athletes that lettered in their sport and are eligible for a letter jacket to the Athletic Director. The date that the letter jacket representative will be on campus will be made available to the school through daily announcements. It is the student's responsibility to get with the letter jacket representative while he/she is on campus.

Team Travel

When a team has to travel from Bartlett to compete in an athletic event, the time on the school bus is considered a team function, just as a contest or a practice. Therefore, all of the members of the team should travel to and from the contest together in a school vehicle. In the event that a circumstance arises where an athlete needs to arrive or leave a contest separate from the team, arrangements need to be made with the coach responsible for his/her team before the team leaves for the contest. The coach should have a note from the parent or guardian before the team leaves for the trip. Parent's notes after the contest will not be allowed. Parents must sign out on the BISD Athletic sign out page provided by the supervising coach. Athletes are only allowed to be signed out by their parents/guardians.

Equipment and Uniforms

The equipment, supplies, and uniforms for each team are purchased with taxpayers monies. It is the responsibility of the Athletic Program to be good stewards of the taxpayers monies.

Once equipment or uniforms are issued to an athlete, it becomes the athlete's responsibility to make sure that the equipment or uniform is returned to the coach at the appropriate time. If it is not returned to the coach, it is the athlete's financial responsibility and obligation to replace the equipment or uniform at the replacement cost of the missing item.

Locker Rooms / Hazing

The locker room is a restricted area solely for the use of the members of an athletic team and the coaches responsible for that team. No one else is permitted inside of the locker room.

No horseplay of any kind is allowed in the locker room. No cell phone use of any kind is allowed unless granted permission by the supervising coach.

With the possibility of an outbreak in staph infections, it is critical that the locker room area should be kept clean and sanitized at all times. The only items that should be kept in the locker are items issued to you for use in your sports. The locker should be kept clean and free of unnecessary items at all times.

- Hazing is defined as an act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act. These acts run counter to the educational mission of athletics, regardless of the victim's willingness to participate. The list below provides examples of some types of hazing. This list is not meant to be comprehensive.

- Being yelled, cursed or sworn at;
- Being publicly harassed;
- Being expected to act as a personal servant to an older group member;
- Being coerced/forced to eat certain foods;
- Being thrown or forced to go into a pond, ocean, toilet or other body of water;
- Being pressured to be tattooed, pierced or shaven;
- Being coerced/forced to participate in drinking contests to the point of intoxication;
- Being forced/coerced to participate in any physical or illicit activity that causes the victim to pass out;
- Being forced/coerced to destroy or vandalize property;
- Being forced/coerced to inflict pain on yourself or others

Reporting of Bullying/Hazing If a student believes that he or she has experienced bullying/hazing or has witnessed bullying/hazing of another student, it is important for the student or parent to notify a teacher, counselor, principal, or other District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of misconduct.

Any bullying/hazing reported to a coach, must then be reported to the athletic coordinator and the appropriate campus administrator within 48 hours from the time that the coach has received notice of the complaint. Campus administrators will lead any formal investigation and will seek assistance from staff.

UIL ELIGIBILITY (High School)

The University Interscholastic League (UIL) is the governing body for public school interscholastic athletics in Texas. The following guidelines are from the University Interscholastic League Constitution and Contest Rule Manual.

First 6 Weeks

UIL participants are eligible to participate in contests during the first 6 weeks of the school year provided the following standards have been met:

- Students beginning grade 9 and below, must have been promoted from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned 5 credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of 10 credits which count toward state high school graduation credits or have earned a total of 5 credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of 5 credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

Exceptions:

a) When a migrant student enrolls for the first time during a school year, all criteria cited above applies. All other students who enroll too late to earn a passing grade for a grading period are ineligible.

b) High school students transferring from out-of-state may be eligible the first six weeks of school if they meet the criteria cited above or school officials are able to determine that they would have been eligible if they had remained in the out-of-state school from which they are transferring. Students who are not in compliance with these provisions may request a hardship appeal of their academic eligibility through the UIL state office. Local school boards may elect to adopt these standards for all activities in order to avoid having different standards for student participants (e.g., football, drill team, cheerleading, and all other extracurricular activities as defined by Commissioner of Education rule [19 TAC Chapter §76]).

After First 6 Weeks

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for 3 school weeks. An ineligible student may practice, however. The student regains eligibility after the 7 calendar day waiting period has ended following a grading period or the 3 school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

Additional UIL rules and regulations may be found in the [TEA-UIL Side by Side](#)

UIL ELIGIBILITY (Middle School)

Students are eligible so long as they have been in attendance and are passing all classes in accordance with state law and rules of the State Board of Education and the Texas Education Agency.

Eighth grade students who are over-age for eighth grade athletics may participate on the freshman team at the high school in their attendance zone.

A player on the eighth grade team may not have reached his/her fifteenth birthday on or before September 1 of the current school year.

A player on the seventh grade team may not have reached his/her fourteenth birthday on or before September 1 of the current school year. Only over-age seventh grade students may compete on the eighth grade team. In addition, a student must meet the following academic requirements:

Beginning the seventh grade year, has been promoted from the sixth grade to the seventh.

Beginning the eighth grade year, has been promoted from the seventh grade to the eighth.

Travel

Athletes who have the opportunity to travel in connection with the BISD athletic event are representatives of the district and must exhibit exemplary behavior at all times. Athletes who dress or act inappropriately while traveling to or from an BISD activity may be suspended or removed from the event, depending upon the nature.

All athletes who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. An exception can be granted if a parent makes arrangements for their student to ride with the parent. Athletes are not allowed to drive themselves to out-of-district events.

Club/Select Teams

The participation in Club sports and/or Select teams is at the discretion of the athlete and his/her parents. This is an avenue in which athletes can further their skills and enhance their playing ability as well as increase their exposure to college coaches.

Although these are avenues in which an athlete can increase their skill level, club sports and select team participation should never interfere or replace athletic competition at the school level. An athlete should not miss practice, games, or meets in a school athletic event to participate in a club sport or select team. Absences from school athletic events for these reasons will result in disciplinary action at the discretion of the head coach.

Multi-sport Athletes

We HIGHLY encourage our athletes to be involved in as many sports as possible. However, athletes that are involved in concurrent sports that overlap need to understand that missing practices, games, etc. could lead to loss of playing time in another sport (usually kids that do basketball/soccer). With football, basketball, soccer, baseball, and softball we must field a team for each varsity competition. If our numbers are in jeopardy, the athletic director will be allowed to make the decision on what event that student-athlete will attend (this will keep us from forfeiting a contest). No student shall miss a UIL event for a non-UIL event. District games will outweigh a non-district game.

During the transition of one sport to another we will handle it like the following:

Varsity athletes will not move on to their next sport until their current season is completed (this includes postseason).

Sub-Varsity athletes will be allowed to move on to their next sport once the regular season is completed (unless they are moved up for postseason).

Track and Field, Powerlifting - Head coaches will work together to create a schedule for the student-athlete.

Communications/Parent Conferences

We will use the chain of command to deal with any parent complaints that arise. This chain of command will be:

Head Coach of athletes participating team

Head Coach of Sport

Girls Coordinator (If Applicable)

Athletic Director

Superintendent

Things we will not discuss:

Playing Time

Team Strategy

Play Calling

Any situation that deals with other student-athletes

Things we will discuss:

The mental and physical treatment of your child

What your child needs to do to improve

Concerns about your child's behavior

****If a parent has a concern to discuss with the coach, the following procedure should be followed:**

Email the coach to set up an appointment

If the coach cannot be reached, call the athletic director and ask him to set up a meeting with the coach for you.

Think about what you expect to accomplish as a result of the meeting.

Stick to discussing the facts, as you understand them.
Do not confront the coach before, during or after a practice or contest.
These can be emotional times for both the parent and coach. Meetings
of this nature do not promote resolution of the situation, but often
escalate it.

****What should a parent do if the meeting with the coach didn't provide
satisfactory resolution?**

Call or email the athletic director (toppermann@bartlett.txed.net) to
set up a meeting with the athletic director, coach, athlete and
parent.

At this meeting, an appropriate next step can be determined, if
necessary.

Sportsmanship – Athletes/Parents/Spectators

Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition - not to intimidate or ridicule the other team or its fans. Remember that school athletics are a learning experience for students and that mistakes are sometimes made.

- Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom. A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censoring those around you whose behavior is unbecoming.

Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors. Game officials can ask that school administrators have unruly fans removed from a contest facility. There is no such thing as a “right” to attend interscholastic athletics. Interscholastic athletics are considered a “privilege” and the spectator who avails themselves of it is expected to conduct him or herself accordingly. Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal; it is hollow if it comes at the expense of morals, ethics, and just plain common sense. The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of UIL standards and rules.

Assault on a Sports Official (Athlete, Coach, Spectator)

BISD has a zero tolerance with the assault of a sports official, by player, coach, or spectator. School administration will conduct an investigation that could lead to a permanent ban.

Appendix Acknowledgement of Receipt Form

This acknowledges receipt of the Bartlett Independent School District Athletic Handbook. The handbook should be kept for reference throughout the year for both parents and students. In accepting this Athletic Handbook, I accept the privileges and responsibilities as a participant in the Bartlett ISD Athletic Program and promise to uphold the rules and guidelines set forth in this document.

Print Name of Student: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____