



Pflugerville Independent School District

Athletic Handbook

2016-2017

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STUDENT-ATHLETE HANDBOOK

The establishment of a uniform athletic handbook reflects the district's concern for the safety, well-being, and conduct of its athletes participating in all athletics. Since extracurricular athletics are optional, those who choose to participate will be held to higher standards of behavior and performance in and out of school. This handbook is neither a contract nor a substitute for the official district policy manual. PfISD policies and procedures can change at any time. Additionally, **athletes and parents are reminded that participation in interscholastic athletics is a privilege, not a right.** In addition to obeying rules set forth in the PfISD *Student Code of Conduct*, all athletes in grades 6 through 12 participating in PfISD athletics will be required to comply with the following guidelines and disciplinary regulations.

ATHLETIC CODE OF CONDUCT

Athletics is not a requirement for graduation and participation is strictly voluntary. Athletics, as a discipline, stresses work ethic, teamwork, sportsmanship, integrity and sacrifice. Should the actions of an athlete fail to exhibit these same characteristics, the privilege of participating in athletics may be revoked. All coaches must be willing to work, within the guidelines of the athletic department, to help any athlete should he/she lose direction. It is PfISD's intention to help its athletes stay on course and succeed. However, when an athlete purposely or continuously violates guidelines, then it is up to the appropriate coach to address the situation. Because participation in athletics is a privilege and not a right, Pflugerville ISD is authorized to set higher standards for athletic activities than it would for those who choose not to participate. Therefore, this *Athletic Code of Conduct* extends beyond the Pflugerville ISD *Student Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline.

COACHES CODE OF CONDUCT (UIL C & CR SECTION 1201 B)

**The C & CR can be accessed on the UIL website under athletics – [Coaches Code of Conduct](#)

★ COACHING EJECTIONS (UIL C & CR SECTION 1208 J)

If a coach is ejected or suspended from a contest by an official, it is the coach's responsibility to notify the Athletic Director as soon as possible per UIL rules. It is an automatic Pflugerville ISD one-game suspension.

★ PROFESSIONAL CONDUCT

All Pflugerville ISD coaches are expected to maintain a high level of professionalism in regard to conduct, demeanor, grooming, and relationships between faculty, staff, and students.

STUDENT-ATHLETE CONDUCT

An athlete in grades 6 through 12 participating in any PfISD extracurricular activity shall comply with the following rules of conduct 24 hours a day, 7 days per week, and 52 weeks per year in addition to obeying the rules set forth in the PfISD *Student Code of Conduct*, the particular extracurricular activity's constitution, handbook, rule book, and/or regulations, if any, or rules otherwise communicated to the athlete by the activity's coach:

Athletes who participate in extracurricular activities shall comply with the following rules at all times, on or off campus, regardless of whether school is in session:

1. Show respect for PfISD officials and staff;
2. Participate in every practice, competition and event required by the coach, unless the coach has granted an excused absence;
3. Arrive promptly, properly attired, for every practice, competition, etc., unless the coach has granted an excused absence;
4. Do not possess or use any tobacco or tobacco-related products;
5. Demonstrate sportsmanlike behavior;
6. Demonstrate a positive attitude;
7. Be courteous and polite to others;
8. Respect possessions of others;
9. Display academic integrity.

Athletes who violate these guidelines are subject to Level I consequences as follows:

1st Offense- Five school day suspension from all extracurricular activities (practice is permitted).

2nd Offense- Fifteen school day suspension from all extracurricular activities; 30 hours of community service (practice permitted).

3rd Offense- Removal from all extracurricular activities for 60 school days or the remainder of the school year; 100 hours of community service. (practice at coach discretion).

RULES OF CONDUCT

As representatives of PfISD, athletes in grades 6 through 12 who participate in extracurricular activities are expected to demonstrate exemplary behavior and dedication, whether at school or away. Nothing in the Extracurricular Code limits or otherwise

restricts the authority of the coach or administrator to limit or restrict participation, or assign consequences for offenses not included in this handbook. Before an athlete is suspended or removed from participation in an extracurricular activity, and before any other consequence is imposed as provided in this handbook, the alleged infraction will be documented and a reasonable investigation of the allegation shall occur. The coach shall then schedule a conference with the athlete and the athlete's parent/guardian to explain the reasons for which the action is being taken and to offer the athlete an opportunity to discuss the matter. An athlete may appeal the decision through the procedures set forth in PfISD Board Policy FNG (Local). Note: The athlete may not participate in the activity during the appeal process.

SPECTATOR CODE OF CONDUCT

- ³⁵₁₇ Spectators are an important part of the games and are encouraged to conform to accepted standards of good sportsmanship and behavior.
- ³⁵₁₇ Spectators should respect officials, visiting coaches, players, and cheerleaders as guests in the community and extend all courtesies to them.
- ³⁵₁₇ Spectators should respect officials, visiting coaches, players, and cheerleaders as guests in the community and extend all courtesies to them.
- ³⁵₁₇ Spectators will observe the rules of the local school concerning smoking, drinking, littering, and parking procedures.
- ³⁵₁₇ Spectators will respect and obey all school officials and supervisors at athletic contests.

NOTICE OF NONDISCRIMINATION

It is the policy of the PfISD not to discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities as required by Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, the Age Act of 1975, and Section 504 of the Rehabilitation Act of 1973, as amended. No provision of an extracurricular behavior standard shall have the effect of discriminating on the basis of the athlete's sex, race, disability, religion, or ethnicity.

PfISD CHAIN OF COMMAND

1. Board of Trustees – is the ruling agency for the district and is responsible for interpreting the needs of the community and requirements of the organization.
2. Superintendent of Schools – responsible for administering the schools according to adopted policies by the Board of Trustees, the Texas Education Agency, and in

accordance with UIL rules and Texas school codes. The Superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions, and businesses. Is ultimately responsible for all phases of the public school program. Will delegate authority for the administration of the athletic program through the Principal and Athletic Director.

3. Principal – is the official representative of the school and is directly responsible for being the official representative in dealing with UIL matters pertaining to the school. Is closely involved with the operation of the athletic program.
4. Athletic Director – responsible for the administration and supervision of the interscholastic athletic program in the high schools and middle schools. Provides day-to-day leadership necessary for operation of the athletic department. Prepares the athletic budget.
5. Head Coaches – responsible to the Athletic Coordinator of their campus for the total operation of their respective sports programs. Will carry out the duties described in their job description, and/or any other duties delegated by the Athletic Director, Principal, or Athletic Coordinator. Strictly enforce eligibility rules.

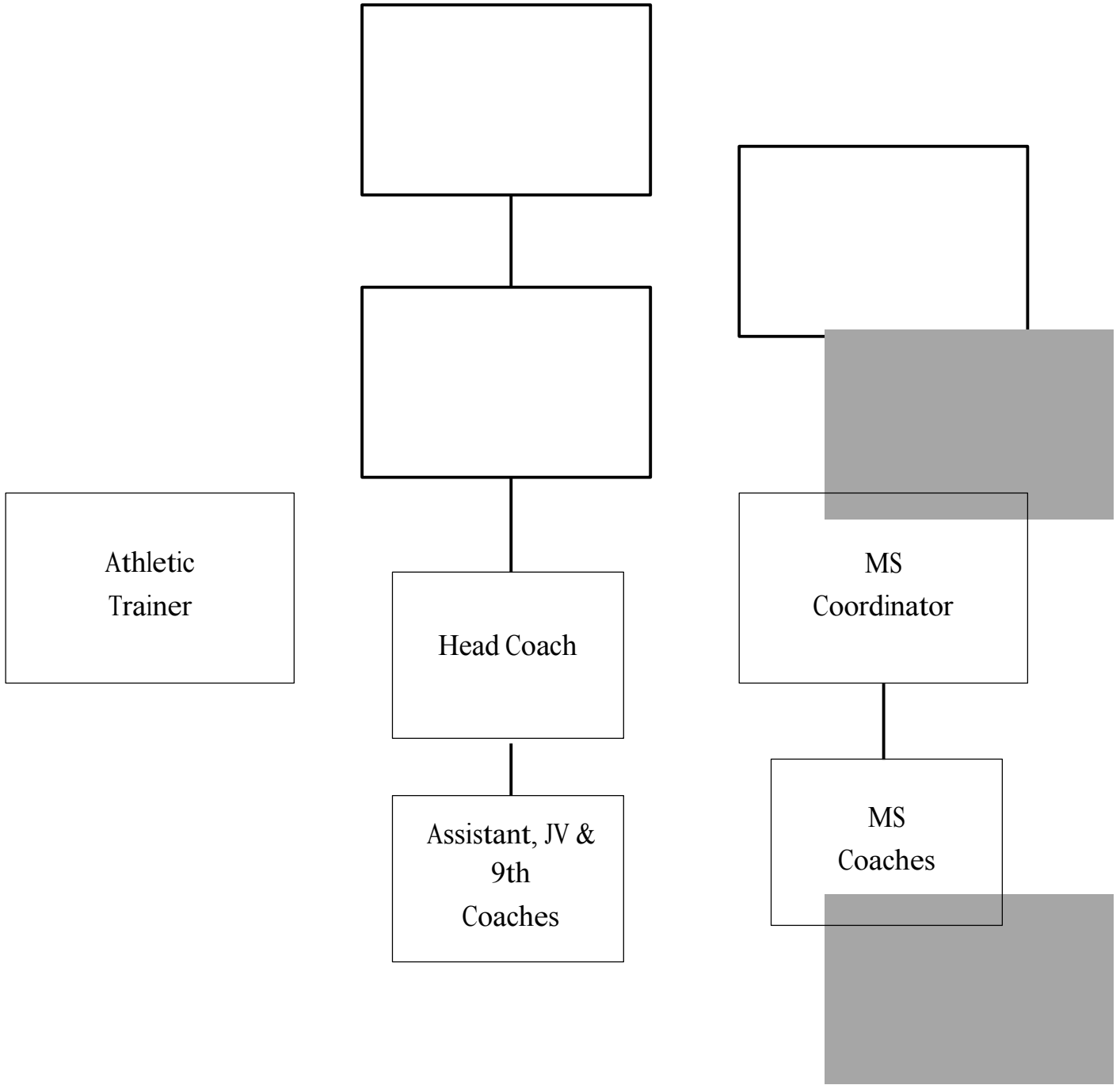
ATHLETIC DEPARTMENT CHAIN OF COMMAND

Administrative Organization of Athletic Department

1. Athletic Director
 - a. Director of the athletic program. Responsible for all athletic coaches in the district and their assignment in regard to promotion of the overall program.
 - b. Responsible to the Executive Director of Student Affairs.
2. Campus Athletic Coordinator
 - a. Responsible for coordinating the athletic program and the supervision of all coaching personnel in the high school and middle school feeder programs under his/her direction.
 - b. Authorized to assign coaches under his/her supervision to all in-service meetings and other duties relating to the successful operation of the program.
 - c. Responsible to Athletic Director and Campus Principal.
3. Head Coach of Each Sport
 - a. Responsible for his/her particular sport and assistant coaches under his or her direction.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.
4. Head Coach Middle School
 - a. Responsible for coordination of athletic programs and supervision of coaching personnel in his/her school.
 - b. Responsible to Principal, Athletic Coordinator, and Athletic Director.
5. Assistant Coach High School and Middle School

- a. Responsible to carry out duties assigned by the Head Coach of his/her sport and the Athletic Coordinator.
 - b. Responsible to Principal, Head Coach, and Athletic Director.
6. Athletic Trainer
- a. Works with the Head Coach of each sport as assigned by the Athletic Director and or Campus Athletic Coordinator.
 - b. Responsible to Campus Athletic Coordinator, Principal, and Athletic Director.

PfISD Athletic Department Chain of Command
Organizational Chart



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 six weeks of the school year provided the following standards have been met:

- ³⁵₁₇ Students beginning grade nine and below, must have been promoted from the previous grade prior to the beginning of the current school year.
- ³⁵₁₇ Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- ³⁵₁₇ Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- ³⁵₁₇ 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 five 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 three school weeks. An ineligible student may practice, however. The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three 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. All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three-school week evaluation periods for ineligible students.

³⁵₁₇ All students are academically eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are academically eligible until classes resume in January. The same is true for summer recess and fall and spring breaks provided those breaks consist of at least a full calendar week. (See example at the end of this document.)

³⁵₁₇ If a grading period or three school week evaluation period ends on the last class day prior to a school holiday of one calendar week or more (e.g. spring break, winter holidays), the seven calendar day grace period to lose eligibility and the seven calendar day waiting period to regain eligibility begin the first day that classes resume.

³⁵₁₇ Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as 15 class days.

Exception:

One, but only one of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days does not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday. A school district may request an exception from UIL officials to the two day school week in the event of a disaster, flood, extreme weather condition or other calamity as listed in TEC §42.005. In the event two of three school weeks are shortened, one of the shortened weeks may be counted as five days with ten other actual class days making up the fifteen class days. After the first six weeks of the school year, academically ineligible students in schools with six week grading periods have one opportunity to regain eligibility after the first three school weeks of the grading period; students in a nine week grading period have two opportunities, one at the end of the first three school weeks and one at the end of the first six school weeks. Students who

fail to regain eligibility at the evaluation periods remain ineligible until seven calendar days after passing a grading period.

Note:

When computing eligibility calendars, it is helpful to remember that the seven day grace period after the grading period also contains school week one of the three school week evaluation period. Also, a seven calendar day grace and waiting period is always applicable after grading periods and evaluation periods.

Section 5 (b) of the UIL Constitution and Contest Rules defines calendar week as 12:01 am on Sunday through midnight on Saturday. 19 TAC §76.1001 (b) states: The school week is defined as beginning at 12:01 am on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

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

Advanced Courses for Possible Waivers

High School students who fail a Pre-AP/AP course with a grade between 60 and 69 may apply for a waiver which will allow them to continue to participate in extracurricular activities. Such a waiver may be granted only one time per semester in one class. Waiver requests require parent and teacher signatures. The principal may approve the waiver and communicate with the appropriate coach. Courses for which a waiver may be requested are as follows:

- ³⁵/₁₇ English Language Arts – Pre/AP classes
- ³⁵/₁₇ Languages Other than English – Pre/AP classes
- ³⁵/₁₇ Mathematics – Pre/AP classes
- ³⁵/₁₇ Science – Pre/AP classes
- ³⁵/₁₇ Social Studies – Pre/AP classes

Extracurricular Absences

PfISD Board Policy provides that no distinction shall be made between absences for UIL activities and absences for other extracurricular activities. A student shall be allowed, in a school year, no more than ten extracurricular absences not related to post-district competition, five absences for post-district competition prior to state, and two absences for state competition.

****This section on eligibility does not include all eligibility standards. It is the responsibility of all coaches to be familiar with all the UIL requirements. Additional explanation of eligibility requirements can be found in the [UIL Side By Side](#) publication, or the [UIL Constitution and Contest Rules](#).****

ELIGIBILITY (Middle School)

- ³⁵₁₇ 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.
- ³⁵₁₇ 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.
- ³⁵₁₇ 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.
- ³⁵₁₇ 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 at the seventh grade year, has been promoted from the sixth grade to the seventh.
 - Beginning at the eighth grade year, has been promoted from the seventh grade to the eighth.

ATHLETE EXPECTATIONS

Dress and Grooming – Athletes who participate in any sport shall comply with the district’s policy on athlete dress and grooming and the coach’s specific requirements for the activity.

Attendance – An athlete must be in attendance as a full time student at a PfISD school in order to participate in any sport, including tryouts, at their PfISD campus of enrollment or in the case of an 8th grade athlete being promoted to high school, at their PfISD middle school campus of enrollment, which must be within the feeder pattern of the PfISD high school of enrollment during the athlete’s 9th grade year.

Practice regulations –

- ³⁵₁₇ Athletes are responsible for:
 - Informing his/her coach of any anticipated absence prior to any practice or games. Failure to do so may result in suspension from the team. Unexcused absences and/or failure to communicate with a coach about any absence may result in the loss of playing time at the next game.
 - Obeying all rules given by the coach

- Refraining from the use of profanity, vulgar or disrespectful language
- Contributing their best at all times

Athletes must be in attendance at their home campus or a campus to which they have an approved transfer in order to participate in extracurricular activities. Athletes engaged in extracurricular activities are expected to participate in all practices, competitions, and other events identified by the coach. Coaches will identify times for required practices, competitions, etc. Academically ineligible athletes may practice with other athletes, but may not participate in a competition or other public performance.

Athletes who fail to appear for a scheduled event without a written excuse from an athlete's parent will be prohibited from participating in the next scheduled activity. Athletes' absences from extracurricular activities shall be excused only for those reasons set forth in the student handbook. Excessive unexcused absences may result in suspension or dismissal from the activity. Such decisions shall be made in consultation with the campus principal and are subject to appeal through PfISD Board Policy FNG (Local).

Athletes with injuries will be allowed to attend any practice, competition, or other event relating to the activity and allowed to participate only to the extent authorized by written order of the athlete's physician. Athletes will be excused from participation in any practice or competition if they are observing holy days, including days of travel to or from a site where the athlete will observe holy days. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the athlete will observe the religious holy days. Athletes are responsible for notifying the coach of any need to be absent for religious reasons prior to the absence.

Athletes should make every effort to schedule health care appointments at times that will not interfere with school or activity participation. If a conflict is unavoidable, the athlete shall inform the coach prior to the appointment and provide written documentation of the appointment. An athlete in season for any PfISD sport shall not participate in club competition at the same time, without the PfISD Head Coaches' approval. Football Spring Training is considered in season by the UIL and PfISD.

COACH EXPECTATIONS

Athletic Department Lines of Communication

All athletic department staff must 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 PfISD and athletic department guidelines.

UIL Issues – If a coach has a question or concern regarding a UIL rule, policy or procedure, the following communication process will be followed:

1. Coach will discuss issue with the campus athletic coordinator
2. Campus athletic coordinator will decide whether the issue is brought to the PfISD athletic office
3. Athletic office will contact the UIL – Coaches are NOT under any circumstance to contact the UIL office

Relations with Campus Faculty

All PfISD 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. Mix and mingle with the faculty and staff, and remember that these people can and will help if they feel we are sincerely helping them and are one of them.

Each PfISD head coach is responsible for understanding the UIL/TEA No Pass-No Play guidelines and is responsible for the eligibility grade checks for his/her athletes.

Middle School Program Expectations

Every middle school will have an alignment to a designated high school. Middle school athletic coordinators are responsible for the entire administrative and organizational procedures for grades 7-8. All middle school football coaches will work their respective high school's football spring training sessions.

Staff Loyalty and Integrity

All staff members will make a 100% commitment to the philosophy, objectives and guidelines of the PfISD Athletic department.

In addition, all staff members must maintain a positive working relationship with all members of central office/district support staff.

SERIOUS MISCONDUCT

An athlete who is involved in **Serious Misconduct is subject to disciplinary consequences in accordance with the *Student Code of Conduct* and may also receive consequences or experience loss of privileges in athlete organization(s)**. Athletes who are removed from the home campus for disciplinary reasons are not eligible to represent

their home campus during the period of removal. Athletes who are placed in In-School Suspension (ISS) may practice but may not participate in extracurricular activities during the times of their placement in ISS.

An athlete in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of suspension, placement in a disciplinary Alternative Education Program, or Expulsion.

The following infractions are strictly prohibited:

1. Using, possessing, or being under the influence of marijuana, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug;
2. Using, possessing, or being under the influence of an alcoholic beverage;
3. Engaging in lewd, disruptive, or other offensive conduct that affronts school district standards of propriety;

Upon the administration's determination that a PfISD athlete in grades 6 through 12 participating in a school-sponsored extracurricular athletics has violated any one of the three infractions enumerated above, the athlete shall be subject to disciplinary action as outlined in the *Student Code of Conduct* and shall lose the privilege of further participation in that activity as provided below:

³⁵₁₇ 1st Offense in athlete's attendance at PfISD (measured from Grade 6): **30** hours of community service approved by the campus coordinator and **15** school days of suspension from active participation in any/all PfISD extracurricular athletics. Football spring practice days cannot count towards the days of suspension, and athletes shall not participate in any formal scrimmages during the suspension period. If the offense occurs when the athlete is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the athlete is involved in more than one activity, the suspension shall apply to all activities concurrently. The athlete shall not serve more than one 15-day suspension for the first offense.

³⁵₁₇ 2nd Offense in athlete's attendance at PfISD (measured from Grade 6): **100** hours of community service approved by the campus coordinator and **60** school days of suspension from active participation in any/all PfISD extracurricular athletics. If the offense occurs when the athlete is not actively participating, the suspension shall apply beginning with the next period of participation following the offense. If the athlete is involved in more than one activity, the suspension shall apply to all activities concurrently. The athlete shall not serve more than one 60-day suspension for the second offense.

³⁵₁₇ 3rd Offense in athlete's attendance at PfISD (measured from Grade 6): the athlete shall be suspended from further participation for one calendar year. An athlete may

be referred to counselors, and/or drug and alcohol education programs, as appropriate. An athlete or parent may appeal the athlete's loss of extracurricular privileges through PfISD Board Policy FNG.

Loss of privilege-selling or delivering

Selling or delivering marijuana, alcohol, a controlled substance, a dangerous drug, abusable glue, aerosol paint, steroids, or any other mood-changing, mind-altering, or behavior-affecting drug is strictly prohibited and will result in consequences as outlined in the PfISD *Student Code of Conduct* and an athlete's elimination from further participation in all extracurricular activities for:

- 1st Offense, one calendar year
- 2nd Offense, for the remainder of the athlete's school career

Loss of privilege-Deferred Adjudication, Felony or Class A Misdemeanor

An athlete in grades 6 through 12 shall lose the privilege of participation in extracurricular activities during any period of:

- deferred adjudication,
- while under indictment for a felony, or while awaiting a final determination of guilt or innocence in connection with either a felony or any offense punishable as a Class A Misdemeanor, whether the felony or offense was committed on or off campus.

HAZING

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 high school 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.

- ³⁵₁₇ Being yelled, cursed or sworn at;
- ³⁵₁₇ Being publicly harassed;
- ³⁵₁₇ Being expected to act as a personal servant to an older group member;
- ³⁵₁₇ Being coerced/forced to eat certain foods;
- ³⁵₁₇ Being thrown or forced to go into a pond, ocean, toilet or other body of water;
- ³⁵₁₇ Being pressured to be tattooed, pierced or shaven;
- ³⁵₁₇ Being coerced/forced to participate in drinking contests;
- ³⁵₁₇ Being forced/coerced to participate in any physical or elicit activity that causes the victim to pass out;

- ³⁵₁₇ Being forced/coerced to destroy or vandalize property;
- ³⁵₁₇ Being forced/coerced to inflict pain on yourself or others

CRITICAL INCIDENT REPORTING

The coach must report critical incidents to the principal and athletic office immediately. This will ensure sensitive and serious situations are being communicated as clearly and effectively as possible throughout the District. A written report of an incident must be sent to the principal within 24 hours of the occurrence. If a situation is an emergency, the coach must immediately notify the principal by telephone.

The following incidents must be reported immediately:

- ³⁵₁₇ Firearms – possession, use, display, discharge
- ³⁵₁₇ Weapons – possession, use, display
- ³⁵₁₇ Assaults
- ³⁵₁₇ Sexually-related incidents, including criminal complaint, misconduct, harassment
- ³⁵₁₇ Possession, use, sale of controlled substances
- ³⁵₁₇ Arrests
- ³⁵₁₇ Evacuation of the building
- ³⁵₁₇ Any call to 911
- ³⁵₁₇ Bus accidents
- ³⁵₁₇ Motor vehicle accidents involving rental or PfISD vehicles.

EXTRA-CURRICULAR OC/JJAEP PLACEMENT RETURN POLICY

I. Complete assigned period of placement in OC/JJAEP

II. Cases involving a felony or Class A Misdemeanor:

A. In incidents involving felony or Class A Misdemeanor cases extracurricular privileges will be lost from the time the athlete is charged until all legal obligations are fulfilled (e.g. released from incarceration, fines and restitution paid; probationary periods completed; deferred adjudication completed)

B. Where tryouts are applicable – Meet the requirements of (A) above as well as:

1. The athlete must complete the required days of suspension and required number of school approved community service hours before they can participate in interschool competition.

2. If tryouts are completed before their release from the alternative placement the athlete will not be able to compete on the team during the current season, because no extension of tryouts will be offered.

3. If the athlete is back on campus before tryouts begin, they can participate in tryouts while completing their suspension and school approved community service, but they cannot participate in interschool competition including scrimmages.

C. Where tryouts are not required – Meet the requirements of (A) above as well as:

1. Athletes may participate in practices and intra-school competition during the time they are completing their suspension and school approved community service hours.

2. Athletes will regain the privilege of participating in inter-school competition when they have completed their suspension and school approved community service hours.

GRADES

An athlete shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the district or the UIL after a grade evaluation period in which the athlete received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advanced class.

A suspension will continue for at least three school weeks and is not removed during the school year until the conditions for removing the suspension, as described below, are met.

Until the suspension is removed or the school year ends, the district shall review the grades of an athlete suspended under these provisions at the end of each three-week period following the date on which the suspension began. At the time of a review, the suspension is removed if the athlete's grade in each class, other than a TEA-identified advanced course, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the athlete's coaches shall make the determination concerning the athlete's grades.

See Texas Education Code 33.081 (c) and PfISD Board Policy FM (Legal).

When students are enrolled in accelerated classes which grant them the opportunity to earn credit during nine school weeks and the school is using a nine week grading period and considers the semester to be nine weeks in length, eligibility may be determined by the cumulative report grade for the nine weeks since the nine weeks also constitutes a grading period, or schools may use a cumulative grade up to the final exam for the purposes of determining eligibility. This is not intended to permit schools to select one method for some students and another method for others. School officials must decide which method

they are going to use and apply it to eligibility for all students within that specific school. Schools with traditional six week grading periods and 18 week semesters must continue to use the third six weeks grade of the first semester to determine eligibility since the law requires eligibility to be based on the previous grading period during the school year.

GRADE WAIVER PROCESS

Athletes who fail a high school advanced course with a grade between 60 and 69 may apply for a waiver which will allow them to continue to participate in co-curricular activities. Such a waiver will be granted only one time per semester in one class. Waiver requests can be obtained from the administrative office and require parent and coach signatures.

Courses for which a waiver may be requested are:

1. English Language Arts—Pre-AP /AP classes.
2. Languages Other than English—Pre-AP/AP classes.
3. Mathematics—Pre-AP/AP classes.
4. Science—Pre-AP/AP classes.
5. Social Studies—Pre-AP/AP classes.

The principal or designee shall approve the waivers and communicate with the appropriate coach. An athlete with an incomplete grade in any class is ineligible at the end of the seven day grace period unless the incomplete was replaced with a passing grade prior to the end of the seven day grace period, unless special circumstances warrant an extension approved by the campus principal.

TESTING

STARR Testing – State Board of Education

A school may not schedule an extracurricular activity or a public performance to occur on the day immediately preceding or evening immediately preceding the day on which the administration of the State of Texas Assessment of Academic Readiness (STARR) test is scheduled for Grades 3-12.

Practice during Final Exams and STARR Testing

STARR tests take priority over practice. PfISD policy regarding practice during the STARR testing period; all athletic practices will end by 6:00 p.m. and students must be off the campus by 6:30 p.m. on the day prior to a STARR testing day. Practice during the week of

final exams shall be limited to teams whose sport is in season and must conclude by 6:00 p.m. the day before an exam. To locate the PfISD Assessment Calendar, click [here](#).

Extracurricular Activities during Final Exams

For grades 7-12 there shall be no school-sponsored extracurricular activities scheduled the day before or during final examination days in the fall and spring semesters, except those of advancing state playoff teams. Care and consideration should be taken to avoid conflicts whenever possible.

PHYSICAL GUIDELINES

Each athlete must be cleared by the athletic trainer prior to participation at the high school level. Each athlete must be cleared by one of the coordinators prior to participation at the junior high level.

³⁵₁₇ All **required forms** must be completed in their entirety and returned to the athlete's head coach or athletic trainer before a student participates in any try-out, practice, athletic competition, travels, etc. with an athletic team for any purpose.

The required forms include:

High School

- ³⁵₁₇ UIL Pre-Participation Physical
- ³⁵₁₇ Steroid Acknowledgement Form
- ³⁵₁₇ UIL Cardiac Awareness Form
- ³⁵₁₇ Concussion Acknowledgement Form
- ³⁵₁₇ UIL Acknowledgement of Rules
- ³⁵₁₇ Student Handbook Signature Page
- ³⁵₁₇ Medical Records Release
- ³⁵₁₇ Emergency Release Form

Middle School

- ³⁵₁₇ UIL Pre-Participation Physical
- ³⁵₁₇ UIL Cardiac Awareness Form
- ³⁵₁₇ Concussion Acknowledgement Form
- ³⁵₁₇ Student Handbook Signature Page

Training Room Guidelines

1. Treatments are to be administered only to athletes from a PfISD high school or middle school that is injured during certain school sponsored activities.
2. Only athletes who are involved in a UIL activity will be treated.
3. Any athlete who is under the care of a physician must provide written documentation of treatment protocol, restrictions, and/or release for return to play.
4. Athletes who are members of a school sponsored activity who are injured in non-UIL activities will only receive first aid care until they are evaluated by a physician. The physician must provide, in writing, a treatment protocol for the athletic trainer to follow.

NON-ATHLETIC INJURIES

Non-athletic injuries will be seen in the athletic training room under the following guidelines:

1. Due to liability concerns, the athlete must first see a medical doctor prior to being treated by the athletic training staff.
2. The athlete must provide a prescription for treatment/rehabilitation from the medical doctor. The information must be specific as to what type of rehabilitation is to be done.
3. No injuries that are the result of a motor vehicle accident will be seen.

HEALTH AND WELFARE

Every athlete involved in extracurricular athletics must have a medical emergency information sheet on file with the coach. All athletes must obtain an annual physical, recorded on the UIL designated form, before practicing or participating in any sport.

All injuries should be reported immediately to the coach. Doctor's notes should also be made available to the coach. If possible, rest and rehab should be done under the coach's care.

HEAT & HYDRATION GUIDELINES

Practice or competition in hot and humid environmental conditions poses special problems for student-athletes heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. The following practices should be observed.

General Considerations for Risk Reductions

1. Encourage proper education regarding heat illnesses (for athletes, coaches, parents, medical staff, etc.) Education about risk factors should focus on hydration needs; acclimatization, work/rest ratio, signs and symptoms of exertion related heat illnesses, treatment, dietary supplements, nutritional issues, and fitness status.
2. Assure that onsite medical staff has authority to alter work/rest ratios, practice schedules, amount of equipment, and withdrawal of individuals from participation based on environment and/or athlete's medical condition.

MULTIPLE SPORT PARTICIPATION

Participation in multiple sports is encouraged as it creates cross-training and increases the ability for the athlete to be more coachable. In cases where a sport overlaps, an athlete must complete that season's sport before entering the next sport unless agreed on by both head coaches. **No coach shall discourage any athlete from participating in multiple sports.**

NON-SCHOOL SPORTS AND CAMP PARTICIPATION

Athletes and coaches must be aware of UIL/PfISD policies, guidelines and regulations in regard to non-school activities. Various UIL restrictions apply and can be accessed by clicking [here](#).

OFF SEASON PROGRAMS

Summer strength and conditioning camps must be in compliance with UIL/PfISD guidelines. All camps must be approved by the campus athletic coordinator and PfISD athletic department.

TEAM RULES

Team rules are to be established by each head coach and based on UIL/PfISD policies and administrative guidelines and regulations. Team rules should be approved by the campus athletic coordinator.

CONTEST MANAGEMENT

Game Administrator

In all UIL varsity athletic team contests, a game administrator shall be appointed by the home school. That person must be a coach (other than the game coach), teacher, or administrator. It is recommended that a game administrator be designated by the home school for all non-varsity athletic team contests. The responsibilities of the game administrator are as follows:

1. Meet with the officials prior to game time (preferably on the playing field or court); If officials are not notified by the Regular Season Regulations 44 designee by ten minutes prior to beginning of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
2. See that officials are directed to their dressing room;
3. If there is no designated administrator, the officials shall inform the UIL in writing the next working day.
4. Inform the officials where the game administrator will be seated.
5. Assist the officials if they need to discourage unsportsmanlike conduct of a fan, player, or coach (such as removal from stadium or gym).
6. Check with the officials after the game to see if there is any misconduct that needs to be reported.
7. Offer to provide an escort for the officials to their cars.
8. Report incidents to the appropriate school administrator (home team or visitor).
9. Report severe verbal abuse or physical contact of the official and any ejections of coaches and fans to the UIL office in writing within the next three working days.
10. The home school is responsible for security. In playoff games/matches, both schools are responsible.
11. In playoff games/matches both schools shall have a game administrator.

Officials

The high school head coach of each sport is responsible for securing officials for all varsity contests. The assistant athletic director will handle all junior high football, volleyball and basketball contests. The athletic director is responsible to sign and return all athletic officials contracts.

SEPARATION FROM TEAM

There will be times when an athlete finds it necessary to quit playing a sport before, during, or after the season. The following should be followed in order to quit a sport:

- ³⁵₁₇ The athlete should talk to the coach. The coach should also have a face to face conversation with the athlete's parent regarding this decision.

³⁵₁₇ The student may need to be placed into a Physical Education class in order to complete the credit begun in athletics or stay in the athletic period until such time as a schedule change can occur, which could be the next semester.

³⁵₁₇ All equipment issued must be returned or paid for.

³⁵₁₇ It shall be the coach's decision whether to allow that student to return to the sport in the future.

³⁵₁₇ An athlete shall not join another sport until the end of the season of the sport he/she has quit.

- If an athlete chooses to begin a new sport during the next season, there must be a mutual decision between both sport's coaches.

JEWELRY

Jewelry is illegal in any athletic event according to U.I.L. guidelines. In order to prevent any injuries or the accidental wearing of jewelry to practice, all jewelry will be removed prior to the activity. Athletics will not be responsible for lost or stolen items.

EQUIPMENT

Any district equipment issued to an athlete is the financial responsibility of the athlete and for the athlete's use while participating in a school-related activity. At no time is district equipment for personal use.

Athletes must care for district-issued equipment as if it were their own. Equipment must be properly stored, in a proper location, and shall be kept clean and maintained. Athletes who lose or damage district equipment due to negligence will be required to pay for the cost of replacement.

All district equipment must be returned at the end of the season or school year, as directed by the coach.

Individually owned equipment is the sole responsibility of the athlete; PfISD will not be responsible for any loss or damage that occurs to athlete-owned equipment.

As uniforms are required for all sports, the athlete shall be required to ensure that the uniform is worn only at appropriate times and is neat and clean for the practice, performance, and/or competition.

TRAVEL

Athletes who have the opportunity to travel in connection with the PfISD 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 a PflSD 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 may be made if the athlete's parent or guardian personally requests, in writing, that the athlete be allowed to ride to/from the event with the parent, guardian, or other adult. Athletes are not allowed to drive themselves to out-of-district events.

Athletes involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior in restaurants and hotels;
4. Care for any equipment assigned to the coach and return it to the proper storage location upon return to the school;
5. Be on their best behavior while on the bus or other vehicle;
6. Promptly obey all instructions given by either the coach or any adult chaperon.

Parent participation:

Parents are encouraged to attend athletes' events and to encourage all athletes to work hard and meet their potential. Parents are reminded that they must be positive and always model good sportsmanship. Spectators who fail to abide by these guidelines could be removed from events; if such behavior is repetitive the parent could be banned from attendance.

Parents who have concerns regarding their athlete's involvement in any sport should first direct their questions or concerns to the coach, if the coach is unable to respond to the concern in a way that satisfies the parent, the parent is encouraged to appeal to the coaches direct supervisor and then to the principal of the school. If the campus does not satisfy the parent request, an appeal may be made to the appropriate executive director.

AWARDS/LETTERING

All awards to athletes for participation in any sport must meet criteria set forth in the individual activity guidelines, as established by the coach leading the activity and approved by the appropriate district level official. Awards must be in accordance with UIL guidelines for those activities governed by the UIL. This information will be distributed to athletes and parents before the season begins.

If at any time an athlete quits or is eliminated from athletics in or out of season, he/she gives up all rights to any honors/awards which he/she has earned, but not yet received.

Any athlete may receive a letter in any one of the four years in high school if they fulfill the lettering requirement for that sport. A participant may letter at the coach's discretion if the participant is considered to have been of exceptional value to the team. Exceptions may include playing on a team for four years and never lettering, a letterman who is injured and is unable to complete the season, or a specialist of some type.

General requirements for lettering:

- ★ Must complete season and school year at the Varsity level following all school and athletic procedures and policies.
- ★ All issued equipment must be accounted for.
- ★ Severe disciplinary action can forfeit letter award.
- ★ Special consideration will be given to injured players and seniors not receiving proper playing time.
- ★ Head coaches may add additional requirements if necessary. This information will be distributed to athletes and parents before the season begins.

Middle School Program

A participation certificate may be awarded to each athlete for every sport he/she participates. Criteria for these awards will be set by each campus coordinator.

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 removed. 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, Pflugerville ISD will not tolerate disrespectful comments and behavior online, such as:

- ³⁵/₁₇ Derogatory language or remarks that may harm other teammates or coaches; other PfISD teammates or coaches; and athletes, coaches, or representatives of other schools, including comments that may disrespect opponents.
- ³⁵/₁₇ 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.

³⁵₁₇ Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

³⁵₁₇ 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 PfISD athletic discipline process.

PARENT COMMUNICATION

Communication parents should expect from their child's coach:

1. Coach's philosophy
2. Expectations the coach has for student/athlete, as well as other players on the team.
3. Locations and times of practices and contests.
4. Team requirements (fees, special equipment needed, etc.)
5. Procedures that will be followed if your child becomes injured during participation.

Communication coaches expect from parents:

1. Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
2. Specific concerns in regard to the coach's philosophy and/or expectations.
3. Notification of any schedule conflicts well in advance.

Every sport will conduct a pre-season parent meeting that will be coordinated with the campus athletic coordinators. Every head coach must keep a sign-in sheet of parents attending the meeting.

ATHLETIC BOOSTER CLUBS

Booster clubs can be extremely important when managed correctly. Athletic booster clubs are under the supervision of the campus athletic coordinator and director of athletics. Booster clubs must operate within the guidelines and procedures as set forth by PfISD. Head coaches will be held responsible for UIL/PfISD compliance.

UIL Rules and Regulations – [UIL Website](#)

Fundraising

³⁵₁₇ Any type of fundraising must have the prior approval by the campus athletic coordinator, campus principal and athletic department 10 days prior to the event.

³⁵₁₇ Fundraising projects are subject to state law.

³⁵₁₇ For additional information, coaches will refer to PfISD Board policies as well as the UIL policies.



PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT

Receipt of PfISD Athletic Handbook

Acknowledgement of Athlete

I acknowledge that a copy of the PfISD Athletic Handbook has been issued to me. I have read, understand, and shall abide by the information contained in the handbook.

Athlete's Name (please print): _____

Student ID#: _____

Sports: _____

Athlete's Signature: _____ Date: _____

Acknowledgement of Parent/Guardian

I understand and consent to the athlete responsibilities set forth in the PfISD Athletic Handbook. I also understand and agree that my child shall be held accountable for the behavior expectations and consequences set forth in the PfISD Athletic Handbook.

I understand that in addition to obeying rules set forth in the PfISD *Student Code of Conduct*, all athletes participating in PfISD athletics will be required to comply with the guidelines and disciplinary regulations contained in the PfISD Athletic Handbook.

I understand that the PfISD Athletic Handbook is not a substitute for the PfISD *Student Code of Conduct* or the official PfISD policy manual. I understand that the PfISD policies and procedures can change at any time. Additionally, I have been advised that my child's participation in interscholastic athletics is a privilege, not a right. Since athletics are optional, I understand and agree that those who choose to participate will be held to higher standards of behavior and performance in and out of school.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Please fill out and return this form to your coach